

**SOMERS LIBRARY BOARD OF TRUSTEES
P.O. Box 443, Somers, NY 10589**

MEETING MINUTES

January 13, 2010

President Stockwell called the meeting to order at 8:45 p.m.

The members present were: Claire Damon, Jim Hasl, William Kehoe, Fausta Mc Dermott, Marie Grace Mutino, Jean Reidy, Barbara Stockwell and Christine Williamson-Canavan.

Laura Parisi was absent.

The Library Director Patricia Miller was also in attendance.

Announcements and Correspondence

A thank you note was received from Mrs. Miller for her gift card, the staff Holiday treats and convection oven from the Trustees.

The staff sent a thank you note to the Trustees for the staff Holiday treats and convection oven.

Calgi Construction Management sent a Holiday card and their newsletter.

The Accel Printing and Graphics newsletter was received.

Various newspaper articles about Mr. Kehoe being inducted in the 2009 Westchester County Senior Citizens Hall of Fame were circulated.

The Library received a complimentary copy of Constance Glickman's book entitled "Story of the People of the Jewish Faith in Somers" from the Somers Historical Society. Two of the Library staff were credited.

Mrs. Stockwell will be attending a meeting of all Westchester Library Board Presidents at the Greenburgh Library on Saturday, January 30, from 10:00 a.m. to 12:00 noon, to discuss common issues the libraries are facing and possible solutions.

A newspaper article and blog about the Somers Library high ranking status in a Twitter Survey of top public libraries was distributed.

Mrs. Mc Dermott was happy to announce that the Library will be getting a donation from SONY of two of their eReaders.

An article about eReaders was shared by Mrs. Damon.

Supervisor Murphy was welcomed as the liaison between the Somers Library and Town Board for 2010.

Approval of Minutes

Mrs. Damon made a motion to approve the meeting minutes of December 8, 2009 as submitted. All were in favor.

Treasurer's Report

Treasurer Mrs. Williamson-Canavan presented the Treasurer's Report. Copies of the Abstract of Audited Vouchers #1; Analysis of Gift Fund Accounts and Somers Library Vouchers were distributed. Mrs. Williamson-Canavan made a motion to approve the Abstract of Audited Vouchers #1, dated January 13, 2010 in the amount of \$85,231.30, which included voucher numbers 63894 to 63926. All were in favor.

Some notations were made about the vouchers, all of which had been encumbered. The payment to Arden Business Systems Inc. was for the return freight for the Ricoh copier and parts. Quarterly monitoring and servicing fees were paid to Commercial Instruments and Alarm Systems. North State Mechanical Support was paid for quarterly maintenance as well.

The Treasurer sent an email to the Town Finance Director about the interest posted monthly to the Library's portion of the JP Morgan Chase Joint Money Market Account. She will follow up, as a response has not been received.

Mrs. Miller spoke to the Town Finance Director about alternative investments to increase the interest earned on the Readers Digest Endowment Book Fund. Mr. Kehoe suggested researching Certificate of Deposit rates at JP Morgan Chase Bank.

DIRECTOR'S REPORT AND STAFF MEETING MINUTES

All Trustees received a copy of Mrs. Miller's Monthly Report and the minutes of the Somers Library Staff Meeting held on December 23, 2009.

Building Situations - On New Year's Eve, a pipe froze in the Conference Room.

On Saturday, January 9, the coil in the Tutorial Room heater froze and steam filled the room. As the fire alarms were activated from the heat, the staff evacuated the building and called the Somers Volunteer Fire Department. The Fire Department shut off the heater valve. Once conditions were under control, the public was allowed back in the building and services resumed. Mrs. Miller came in and called North East Air. Patrick Shyrer came and checked the heater. He indicated that he could fix it early in the upcoming week. He also set the

circulating pumps to continuously work when the outside temperature drops below 30 F. The heat in the rest of the building felt fine. They are still trying to find the balance between conserving energy/saving operating dollars and preventing the pipes from freezing during this cold snap.

On Sunday, January 10, the staff called Mrs. Miller and indicated that the Library felt cold. She suggested they turn the thermostats up, as it takes time for the heat to catch up after being turned down at night. Mrs. Miller also suggested they turn on the space heaters. An hour before closing, the staff called Mrs. Miller again to inform her that the inside temperature was 56 F. Upon arrival at the Library, Mrs. Miller determined that the boilers had shut down. She called North East Air again and Mr. Shyrer came in. It seems that two days before, an oil delivery was made, and now the filters were clogged with sledge and the boiler motors shut down as a safety precaution. Mr. Shyrer was able to get them up and running, and remained in the building until the heat reached a comfortable level.

All were grateful to the staff, Mrs. Miller, the Somers Volunteer Fire Department, and were pleased that the alarm system alerted the staff that there was a problem.

New Copiers - The new copiers are in the building and running fine.

Public Library Director's Association - Mr. Kehoe clarified that when the Technology Committee was referenced under the section about the PLDA meeting, it was referencing the PLDA's Technology Committee.

Donation - Each year, the children of resident Milton Pelavin donate \$500 to the Library in their father's honor, and Mr. Pelavin assists Mrs. Miller in deciding what to purchase for the Library. The donation received was for \$1,000, to cover 2009 and 2010.

Bookletters - Mrs. Stockwell asked about Bookletters at the Mt. Pleasant library. It is a way in which to enhance the description of books available.

WLS - Several positions have been eliminated at WLS, which will have an impact on the services available to the local libraries.

REPORTS FROM STANDING COMMITTEES

Budget and Finance - The Budget and Finance Committee met to review the documents that were proposed for approval at the Organizational Meeting held earlier this evening. In addition, the 2010 Budget and the problems the expenditure reductions are presenting were discussed.

The State of New York imposed a payroll tax on counties within the service area

of the Metropolitan Transportation Authority effective March 1, 2009. A provision for this payroll tax was not included in our 2009 budget which had been adopted earlier that year. Therefore, Mr. Kehoe proposed a budget modification moving \$1,465.07 from 005-9030-0800 Social Security to 005-1980-0400 MTA Payroll Tax to cover the payment for the year. All were in favor.

Building - Installation of the new lighting system will begin on Friday, January 15 and conclude on Monday, the 18th. Mrs. Mc Dermott made a motion to close the Library on Friday, the 15th of January to accommodate the new lighting system installation. All were in favor.

Bylaws and Policy - The certificate of deposit policy has to be updated by the Treasurer.

The State has liberalized their procurement regulations and the Town in turn is going to amend their Procurement Policies and Procedures. The Library will also have to revise ours as the Town does. Mrs. Miller is waiting for an update from the Supervisor's office.

The Collections and Acquisition Policy may need to be updated as well for possible new State, more restrictive legislation.

Long Range Planning - Mr. Hasl emailed Mrs. Stockwell earlier in the day with a proposed calendar staging a Long Range Plan. He will refine it and present it at the next meeting. It will be sent out ahead of time to the Trustees for review purposes. The Plan will begin with collecting community feedback on every level, over the winter into the spring, followed by interpretation. In the meantime, Mr. Hasl has asked Mrs. Miller to see what the better libraries in Westchester are doing in terms of articulating their long range plans. He also asked that she refer any trend articles to him. Mrs. Miller will also speak with the Mid Hudson Library System Director Josh Cohen, about their plan.

Personnel - Staff evaluations have been completed by Mrs. Miller and will be reviewed by the Personnel Committee by January 22. Mrs. Miller's evaluation will be started by the Personnel Committee shortly.

Public Relations - Mrs. Stockwell met with Mrs. Parisi to discuss her new role as Chair of the Public Relations Committee. There is a meeting on the morning of January 19 to discuss nominating Mrs. Reidy for the Velma K. Moore Award. If Mrs. Reidy wins the award, the Library receives \$750 in prize money. A discussion will take place as to how to promote giving away a SONY Reader.

Technology - As new Chair of the Technology Committee, Mr. Hasl feels as though it is necessary to sit back and wait a bit before purchasing new technology. Not only is it expensive, but is also constantly being updated.

Friends of the Somers Library

The Friends did not necessarily agree with the Trustees suggestion to sell items at Holiday Happiness.

Fundraising discussions continued. Despite the fact that the Book Cart does well, additional funds are needed. A recent fall fundraising drive was quite successful. There is a proposal to send a spring fundraising drive letter to only those who did not donate in 2009. Mrs. Damon is not sure that all the Friends agree with this suggestion.

Mrs. Miller suggested to the Friends that they schedule a couple of meetings a year, in the Program Room at the Library, with a guest speaker, and make it available to the public. This may help in the endeavor to generate more members and donations.

It was suggested this evening that the Library Board of Trustee's Public Relations Committee assist the Friends with a membership/fund drive.

Westchester Library System

The only report that Dr. Mutino had this month was that the WLS voted on their budget for 2010.

The meeting was adjourned at 10:05 p.m., and the next regular monthly meeting will take place on Wednesday, February 10, 2010 at 7:30 p.m. in the Library.

Respectfully submitted,

Denise Schirmer, Secretary
Somers Library Board of Trustees

cc: Library Board of Trustees
Library Director
Town Board
Town Clerk
Director of Finance
Friends of the Somers Library

