

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

**MINUTES OF ORGANIZATIONAL MEETING**

**January 13, 2010**

President Stockwell called the meeting to order at 7:35 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.

Library Director Patricia Miller was also in attendance.

**2009 STATE OF THE LIBRARY**

Mrs. Stockwell welcomed the Trustees back and gave a vote of thanks to Mrs. Miller and her staff for providing such excellent service to the community with two fewer staff members, limited resources and an increase in building usage of 14% and a 51% increase in circulation (number of items checked out). A cross training program and the willingness of the staff to take on additional duties enabled us to continue to offer a complete array of services.

Grants procured in 2008 by Mrs. Miller and primarily matched with funds authorized by the Town Board paid for more energy efficient boilers and lighting, as well as some new roofing. The ongoing financial support of The Friends of the Somers Library enabled us to purchase new carpet for the entranceway and fund innumerable programs.

New events included an open house for the business community, seminars on recruitment and help with online job searches. Technological advances included a video gaming night for young people, the introduction of a monthly electronic newsletter and the purchase of a Wii, eReader, Kindle and iPod to use for demonstrations to the public. We were ranked nationally for the number of followers on our Twitter social networking site.

Mrs. Stockwell said that for a small library with limited resources we did a lot to be proud of in 2009.

Lastly she thanked Richard Clinchy, our 2009 Town Board liaison, for providing support and assistance and welcomed Supervisor Mary Beth Murphy as our liaison for 2010.

**BOARD ORGANIZATION**

At the December 8, 2009 meeting of the Library Board of Trustees, Mrs.

Williamson-Canavan, Chair of the Nominating Committee presented the Committee's recommendations for the slate of officers for the year 2010:

President - Mrs. Barbara Stockwell  
Vice-President - Mrs. Fausta Mc Dermott  
Corresponding Secretary - Dr. Marie Grace Mutino  
Treasurer - Mrs. Christine Williamson-Canavan

This proposed slate of officers will be subject to the 2010 reappointment of Mrs. Mc Dermott to the Library Board of Trustees by the Town Board. There were no further nominations from the floor. Dr. Mutino made a motion to accept the vote to accept the slate of officers as presented by the Nominating Committee. All were in favor. The officers begin their assignments with this meeting.

In accordance with the Library's *Policy Statement*, the newly elected officers of the Board of Trustees shall be signatories of the Library's bank accounts at JP Morgan Chase Bank. The required forms have been signed by the elected officers, certified by the Corresponding Secretary and are on file with JP Morgan Chase Bank. Both Supervisor Murphy and Deputy Town Supervisor, Richard Nicholson also are signatories on the General Fund checking account established for library payroll purposes only (Account # 670-3083798).

In order that the Committees of the Library Board of Trustees are fully staffed, there was discussion regarding assignments. The Committees for 2010 shall be as follows until further adjustments are made:

**BUDGET & FINANCE** - Chair - Mrs. Williamson-Canavan, Mr. Hasl, Mr. Kehoe and Mrs. Stockwell  
**BUILDING** - Chair - Mr. Kehoe and Mrs. Stockwell  
**BYLAWS & POLICY** - Chair - Dr. Mutino, Mr. Kehoe, Mrs. Mc Dermott and Mrs. Parisi  
**LONG-RANGE PLANNING** - Chair - Mr. Hasl, Mrs. Damon and Mrs. Williamson-Canavan  
**PERSONNEL** - Chair - Mrs. Damon, Mrs. Parisi and Mrs. Reidy  
**PUBLIC RELATIONS** - Chair - Mrs. Parisi, Mrs. Damon, Mrs. Reidy and Mrs. Williamson-Canavan  
**TECHNOLOGY** - Chair - Mr. Hasl, Mr. Kehoe and Dr. Mutino

An updated roster of the Library Board of Trustees was distributed, as well as the proposed monthly meeting schedule of the Library Board of Trustees. The meeting schedule is based on the normal meeting date of the second Wednesday of each month. Copies of these items will be sent to the Town House and the meeting dates will be posted on the Town's Schedule of Meetings, as required by the Library's *By-Laws* and the Open Meeting Law. In addition, they will be posted on the Library's Web site.

## **FINANCE**

Library Director Mrs. Miller discussed the status of the 2009 expenditures versus the budgeted amounts. Mr. Kehoe moved that the Treasurer be authorized to make additional year-end budget modifications, if necessary, and recommended by the Library Director and report them to the Board at the next Board of Trustees meeting for approval. All were in favor.

### **List of 2009 Encumbrances and Accounts Payable**

Mrs. Miller and the staff have prepared a list of items to be encumbered and paid in 2010 from the 2009 expenditure budget. The list will be forwarded to the Finance Department so that they will be recorded in our financial records in the year 2009 business. This list may be updated as needed.

### **Chart of Accounts of January 1, 2010 Adopted Budget**

Copies of the Library General Fund Chart of Accounts and the Adopted Budget for the year 2010 have been prepared and presented to the Trustees. After discussion, Mr. Hasl moved that the Library Board formally adopt this Library Budget, based on the Town's Adopted Budget as adopted by the Town Board on December 3, 2009. Approval was unanimous. Copies of the Library General Fund Chart of Accounts and Adopted Budget also will be given to the Finance Department for their use in preparation of our financial statements during 2010.

### **Local Library Service Aid Funds**

The amount of Local Library Service Aid Funds received in 2009 was \$4,625.

### **Internal Revenue Service 2010 Standard Mileage**

The Internal Revenue Service has set the 2010 standard mileage reimbursement rate at 50¢ per mile for the use of personal cars on an employer's business. The reimbursement includes: gasoline, oil, maintenance, repairs, insurance and vehicle registration fees. Mr. Kehoe moved that the Library reimbursement rate for the year 2010 be established at 50¢ per mile. All were in favor.

## **PERSONNEL**

Library Director Mrs. Miller presented the Trustees with copies of the *2010 Salary Schedule* for all employees and an analysis of the *2010 Substitutes Budget by Function*. These salaries are based on the budget adopted by the Town Board on December 3<sup>rd</sup> and the Library Board action tonight. It was noted that one Library employee will be receiving a longevity payment during 2010. After discussion, Mrs. Damon moved that the *2010 Salary Schedule* be approved as presented with regret that we do not have sufficient funds to run the Library as it should be done. Motion approved. Mrs. Damon moved that the *2010 Substitutes Budget by Function* also be approved as presented. This motion was likewise approved.

A copy of the *2010 Salary Schedule* will be forwarded to the Finance Department for payroll purposes. The Trustees were also given copies of the schedule of employee vacation and sick days applicable to 2009 which have been carried over to 2010. This will be forwarded to the Finance Department.

There being no further business, the 2010 Organizational Meeting adjourned at 8:45 p.m.

The regular monthly meeting immediately followed.

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