SOMERS LIBRARY BOARD OF TRUSTEES
PO Box 443
Somers, NY10589

MEETING MINUTES
January 14, 2015

President Hasl called the meeting to order at 7:40 p.m.

The members present were: Ian Carnow, Paula Chamoun, Jim Hasl, Liz Mignardi, Ann Westerman, and Christine Williamson-Canavan.

Resident Liz Marshall and Library Director Patricia Miller were also in attendance.

Approval of Minutes
Mrs. Williamson-Canavan made a motion to approve the minutes of the meeting held on December 9, 2014 as submitted. All were in favor.

New Trustee
A motion was made by Mr. Hasl to recommend Town Board appointment of Mrs. Marshall to the Library Board of Trustees. All were in favor.

Announcements and Correspondences

WLS Webinars – Mr. Hasl suggested that the Trustees may want to partake in some of the upcoming WLS Webinars.

Library Advocacy Day – There will be a Library Advocacy Day in Albany on February 25.

Staff Thank You – The staff sent a thank you card to the Trustees for the gifts they received for the holidays.

Board Organization
The following Slate of Officers has been presented:

President – Jim Hasl
Vice President – Laura Parisi
Corresponding Secretary – Liz Mignardi
Treasurer – Ann Westerman

Mr. Hasl made a motion to accept the Slate of Officers as presented. All were in favor.

All received a current copy of the Library Board of Trustees Roster, as well as the 2015 Meeting Schedule. The November 11, 2015 meeting has been changed to November 9 due to the Veteran's Day holiday.

Finance
The Year-End Budget Modifications will be placed on the February agenda.

A list of items to be encumbered and paid in 2015 from the 2014 expenditure budget as Accounts Payable was distributed.

The Library General Fund Chart of Accounts and the Adopted Budget for the Year 2015 has been prepared by the Library Director and copies presented to the Trustees. A motion was made by Mrs. Williamson-Canavan to approve the 2015 budget as submitted. All were in favor.

The Internal Revenue Service has set the 2015 standard mileage reimbursement rate at 57.5 cents per mile for the use of personal cars on an employer's business. A motion was made by Mrs. Williamson-Canavan that the Library reimbursement rate for the year 2015 be established at 57.5 cents per mile. All were in favor.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #1, Somers Library Vouchers and Gift Fund analysis were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #1, dated January 15, 2015 in the amount of $75,241.91, which included voucher numbers 81658 to 81683. All were in favor.

The contractual amount spent this past month was $24,944.23 and $19,761.87 or 79% of this discretionary spending, went to the business of the Library (books, reading material, etc.). The largest expenditures were: WT Cox (magazine subscription renewals) $4,669; Midwest Tape (library materials) $2,849; and Info USA Marketing (library materials) $2,700. Payroll and benefit charges were $50,297.68. Total Library spending for all accounts was $75,241.91.

DIRECTOR'S REPORT AND STAFF MEETING MINUTES

All Trustees received a copy of Mrs. Miller's Monthly Report. There was no Staff Meeting this month.

Meeting With Town Planner – On December 17, Mrs. Miller met with Town Planner Syrette Dym to review long-range plans for the Library.

New Circulation/Reference Desks – Mrs. Miller, Sabrina Piazza and the supplier involved with the new circulation/reference desks met on December 15 to schedule details and responsibilities for the project. All is in order. Weather permitting, the installation will commence the last weekend in January and the Library will be closed on the 30th and 31st, as well as February 2. Inclement weather will postpone the project by one week.

Carpet Cleaning – All the carpets were cleaned on December 19 by Gene's Carpet Cleaning.

Donations – The Heritage Hills Women's Club donated $100 to the Library. In addition, two patrons, made donations as they were pleased with the service that was provided by staff members Rita Cohen and Judy Rothschild.

Copier Service Agreements – Mrs. Miller met with Will Rodrigues of ADI to review the two copier service agreements. The staff copier was upgraded in 2014 and it was suggested that the same be done for the public copier this year.

Local Library Services Aid (LLSA) – 90% of the LLSA funds have been received to date in the amount of $4,833.

Heritage Hills Newsletter – An article about the new public service announcements screens was featured in the Heritage Hills Newsletter.

Somers Daily Voice – Mrs. Miller was asked to submit her biography and picture to the on-line Somers Daily Voice so that she can be a Community Advisor based on her position at the library and

her volunteer service with the Northeast Westchester Rotary.

Somers Library Foundation
The fundraiser luncheon will be on April 22 and plans are underway. Matt Parisi is the new President for the Foundation. Mrs. Mignardi requested that a reception be held when the new circulation/reference desks are all complete and that the Foundation, Friends and Town Board be invited.

Friends of the Somers Library
The Holiday Sing-a-Long on December 7 and M&M Productions' Musical Cabaret on December 28 were performed to standing room only crowds. The Friends started their 2015 Annual Membership Drive. They are also seeking free legal advice to review the draft of their updated bylaws.

NEW BUSINESS

Vacation Carryover Policy – A motion was made by Mr. Carnow to adopt the following Vacation Carryover Policy. All were in favor.

Time off should be taken during the calendar year in which it has been earned (January 1st through December 31st). However, some days may be carried over as described in more detail below.

An employee must inform the Library Director if the employee plans to be out of the office or should an employee have an unexpected absence in order to ensure that attendance is recorded correctly. It is also important that employees inform the Library Director as soon as reasonably practicable as to any planned or unexpected time off so that arrangements may be made to reassign their duties.

On January 1st of each calendar year, an employee's accrued vacation may not exceed 10 days, although total vacation accruals may exceed this limit at other times during the year. An employee who accumulates more than 10 days of vacation credits in a calendar year must use the amount over 10 days or lose it on the last day of the calendar year.

Only in cases of special circumstances will more than 10 days of carryover be considered. Employee must obtain approval of Board of Trustees and in consultation with Library Director to plan the additional time off.

Albany Update – Sustainable Funding – The Starr Library in Rhinebeck, resubmitted a special district library bill on January 9 for the 2015 legislation session.

The meeting was adjourned at 9:45 p.m. The next meeting will take place on Wednesday, February 11, 2015 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
Somers Library Foundation