

**SOMERS LIBRARY BOARD OF TRUSTEES**  
**PO Box 443**  
**Somers, NY 10589**

**MINUTES OF ORGANIZATIONAL MEETING**

**January 9, 2013**

President Hasl called the meeting to order at 7:35 p.m.

The members present were: Ian Carnow, Jim Hasl, William Kehoe, Laura Parisi, Jean Reidy, Barbara Stockwell, Ann Westerman, and Christine Williamson-Canavan.

Liz Mignardi was absent.

Library Director Patricia Miller and Councilman Richard Clinchy were also in attendance.

**2012 STATE OF THE LIBRARY**

**30-Year Anniversary Celebration of “The Library in the Park”**

In 1982, the Library moved from the former cobbler’s house on Route 100 to Reis Park, to the newly constructed 6,000 square foot Library. In 1993 the Library was expanded when the program, reading, downstairs, conference and tutorial rooms were added to the main library, more than doubling its size.

In 2012 we had the honor of celebrating our thirtieth anniversary of operating the Library in the Park with a two-week-long series of special programs and events, at the beginning of April, timed to coincide with National Library Week. The celebration terminated with a book sale on April 14, sponsored by the Friends of the Library, along with a number of programs including a presentation on the history of the Library, a harp/horn concert, children’s games, a children’s stage performance, clowns, face painting and a 30th anniversary cake tasting.

**Friends’ Funded New Look**

At the beginning of the year, the Friends paid to replace the 30-year-old furniture in the main library and lower level (they had provided funding for an area of new carpeting the preceding year). They also paid for replacement of the worn kitchen tile.

As in the past, the Friends continued to fund numerous programs throughout the year: paying speakers, actors and musicians; and providing work materials and refreshments.

### **Summer Reading Tops All Records**

1,781 children participated in the Annual Summer Reading Program. This represented a 4% increase in children registered and a 25% increase in the number of programs. Forty families participated in the “Read to Me” Family Program. The event culminated in an ice cream social when the prizes were awarded. Not to be outdone, the adult department ran Book Bingo with 35 participants.

Somers Teens were also offered the opportunity to enter a Teen Summer Reading Challenge using New York States’ Evanced Online program.

### **Foundation Up and Running: First Event Raises \$6,036 Net**

The Somers Library Foundation was granted 501(c)(3) status in May. The 12 member board immediately started work on organizing its first fundraiser, a 5K Run and Family Walk. There were 77 runners and a total of 161 participants. Thirty three local businesses sponsored the event, which netted \$6,036.

### **Program Room Makeover**

With money raised from the Run, the Foundation is donating the money for a program room makeover. The audio system is being totally overhauled with a new mixer, speakers, CD player, iPod deck, 3 wireless mikes and mobile podium. The acoustic tile will be replaced and the room repainted. Earlier this year, the linoleum floor was stripped and repolished.

### **New Roof! New HVAC Unit!**

We are pleased to announce that the new roof has now been completed. Over the summer, the Town Board approved a bid for the completion of the roof replacement project. Work started at the end of October. We are thrilled to be safe and dry for the winter.

In addition, over the summer the HVAC in the Library broke down but was replaced immediately with a modern, much more energy-efficient unit.

### **Library Reaches Social Media and E-Reader Heights**

The Library holds a significant presence in the social media world. It closed the year with 510 Facebook followers (local), 3,880 Twitter followers (nationwide) and over 12,157 Pinterest followers (118 Pinterest boards). These numbers continue to grow on a daily basis and the Library ranks just behind NY Public Library! The Library also maintained its presence on Shelfari, Delicious and Flickr. Our adult librarian was asked to write an article for the New York Library Association on the Library’s use of social media. She was also invited to be a guest “Tweeter” for one day by TechSoup for Libraries.

The Friends provided funding to start up a Nook e-reader loan program and individual e-book training is available on request. Somers is currently in the top 10 Libraries in Westchester for Overdrive e-book downloads.

### **Outdoor Bench Courtesy of Girl Scout Troop**

In June Troop #2633 dedicated the great outdoor bench on the walkway to the Library entrance. They presented the idea to the Town, raised the money to purchase the bench and assembled it.

### **New York Bullet Aid Arrived Just in Time**

On September 29, NY Senator, Greg Ball presented Library Director, Pat Miller with a \$50,000 Bullet Aid check. The money was used to fund the new HVAC unit and part of the new roof.

### **Library Board Honored**

At the Democratic Party's annual awards dinner in June, the Library Board was honored in appreciation of our "Library in the Park" and for offering 30 years of outstanding service to the community.

### **And There's Still Much More...**

The Library continued to provide numerous services to the Somers community, as well as multiple programs and events for all age groups. Here are some **statistics**:

10,216 active library card holders

11.2% increase in people using the library over the previous year

186,407 materials circulated

707 programs provided for all ages (12% more adult programs versus the previous year)

13.6% increase in teen program attendance

10.6% increase in public Internet pc use

### **And We added:**

**Especially for Kids:** Projects were coordinated for student volunteers who needed to earn community service; staff coordinated story times with Parks and Recreation summer camps and expanded programs in cooperation with the schools, including the First Grade Tour; parenting programs were started; and the dog therapy program was expanded.

**Especially for Teens:** Two library murder mystery lock-ins; regular practice SAT and PSAT tests; and babysitting classes.

**Especially for Seniors:** A grant was procured from Lifetime Arts to provide a free workshop "Movable Books, a Memoir for Future Generations"; ballroom dance classes; and deliveries to the homebound in Somers Manor Nursing Facility were extended.

The Library once again enjoyed a full year of increased activity with a budget, which was only raised above the previous year by a small amount to cover known mandatory costs for fuel and participation in Westchester Library System services. It was only able to do this due to the dedication of the Library Director and staff, cooperation of the Town Board, a lot of help from community volunteers and additional financial support from the Friends of the Somers Library, and the Somers Library Foundation.

### **BOARD ORGANIZATION**

At the December 12, 2012 meeting of the Library Board of Trustees, the Board accepted the recommendations of the Nominating Committee for the slate of officers for the year 2013:

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

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 are also signatories on the General Fund checking account established for library payroll purposes only.

In order that the Committees of the Library Board of Trustees are fully staffed, there was discussion regarding assignments. The Committees for 2013 shall be as follows until further adjustments are made:

**BUDGET & FINANCE** - Chair – Mrs. Westerman, Mr. Hasl, Mr. Kehoe, Mrs. Stockwell and Mrs. Williamson-Canavan

**BUILDING** - Chair – Mr. Carnow, Mr. Hasl, Mr. Kehoe and Mrs. Stockwell

**BYLAWS & POLICY** - Chair - Mrs. Parisi, Mr. Kehoe and Mrs. Westerman

**LONG-RANGE PLANNING** - Chair – Mrs. Williamson-Canavan, Mr. Carnow, Mrs. Mignardi and Mrs. Westerman

**PERSONNEL** - Chair - Mrs. Reidy, Mrs. Parisi and Mrs. Williamson-Canavan

**PUBLIC RELATIONS** - Chair - Mrs. Parisi, Mrs. Mignardi, Mrs. Reidy, Mrs. Westerman and Mrs. Williamson-Canavan

**TECHNOLOGY** - Chair – Mrs. Mignardi, Mr. Carnow and Mr. Kehoe

An updated roster of the Library Board of Trustees and the proposed monthly Board meeting schedule were distributed to the Trustees via email. The meeting schedule is based on the normal meeting date of the second Wednesday of each month at 7:30 pm in the Somers Library.

When necessary, special Board meetings also may be held at a time and place to be announced in advance.

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. The roster of the Trustees and the meeting dates shall also be posted on the Library's web site. Mr. Kehoe moved that these actions relative to the Trustee's roster and Board meetings be taken. All were in favor.

### **FINANCE**

Library Director Mrs. Miller discussed the status of the 2012 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 2012 Encumbrances and Accounts Payable**

Mrs. Miller and the staff have prepared a list of items to be encumbered and paid in 2013 from the 2012 expenditure budget. The list will be forwarded to the Finance Department so that they will be recorded in our financial records in the year 2012 business. This list may be updated as needed. It will be finalized and approved at the February Board meeting.

### **Chart of Accounts and Adopted Budget for the Year 2013**

The Library General Fund Chart of Accounts and the Adopted Budget for the Year 2013 has been prepared by the Library Director and copies presented to the Trustees. After discussion, Mr. Kehoe 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 6, 2012. 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 2013.

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

The amount of Local Library Service Aid Funds received for 2012 is \$5,065.

### **Internal Revenue Service 2013 Standard Mileage**

The Internal Revenue Service has set the 2013 standard mileage reimbursement rate at 56.5 cents 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 2013 be established at 56.5 cents per mile. All were in favor.

### **PERSONNEL**

Library Director Mrs. Miller presented the Trustees with copies of the *2013 Salary Schedule* for all employees and an analysis of the *2013 Substitutes Budget by Function*. These salaries are based on the budget adopted by the Town Board on December 6, 2012 and the Library Board action tonight. It was noted that four Library employees will be receiving longevity payments during 2013. After discussion, Mrs. Westerman moved that the *2013 Salary Schedule* be approved as presented. Motion approved. Mrs. Westerman moved that the *2013 Substitutes Budget by Function* also be approved as presented. This motion was likewise approved.

A copy of the *2013 Salary Schedule* has been forwarded to the Finance Department for payroll purposes. The schedule of employee vacation days applicable to 2012 permitted to be carried over to 2013 was approved at the December 12, 2012 meeting.

The Town Board liaison for 2013 to the Library Board of Trustees is Councilman Richard Clinchy. Both Mr. Clinchy and the Board thanked Mrs. Stockwell for her time and contribution as President of the Library Board of Trustees for the past four years.

There being no further business, the 2013 Organizational Meeting adjourned at 8:00 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

