

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

MEETING MINUTES

October 13, 2009

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

The members present were: Claire Damon, Jim Hasl, William Kehoe, Fausta McDermott, Marie Grace Mutino, Laura Parisi, Jean Reidy and Christine Williamson-Canavan.

Barbara Stockwell was absent.

The Library Director Patricia Miller was also in attendance.

Announcements and Correspondence

The Westchester Library System's 50th Celebration will be held on November 12. Guests include two former WLS Directors and author, Marilyn Johnson. All Trustees are encouraged to attend.

On October 28, from 10:00 a.m. to 2:00 p.m., WLS will be sponsoring a workshop on "Advocating for Your Library" at the Mt. Kisco Library. Several Trustees will attend this valuable program.

Approval of Minutes

Dr. Mutino made a motion to approve the meeting minutes of September 9, 2009. All were in favor.

Treasurer's Report

Treasurer Mrs. Williamson-Canavan presented the Treasurer's Report. Copies of the Abstract of Audited Vouchers #10; Analysis of Gift Fund Accounts and Somers Library Vouchers were distributed. Mrs. Williamson-Canavan made a motion to approve the Abstract of Audited Vouchers #10, dated October 13, 2009 in the amount of \$67,498.63, which included voucher numbers 62991 to 63023. All were in favor.

Some notations were made about the vouchers. Payments to CIA and North State Mechanical Corp. were for contractual obligations from 10/1 to 12/31/09. The Heights Elevator charges were the monthly fees for September and October. Paul Marchiano was paid for roof repairs. A yearly fee for the post office box in the Somers post office was paid. WLS was paid for the bookmobile service for the Independence Day Celebration on June 27 and the payment to WESTLYNX was for supplies.

Mrs. Williamson-Canavan will email the Finance Director regarding the \$280.00 interest in the JP Morgan Chase Joint Money Market Account. She would like to know how that figure was determined.

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 October 1, 2009.

Personnel - A motion was made by Mrs. Williamson-Canavan to hire Rosa Margarita de la Parra as a substitute Library Clerk (**L14362**) at a salary of \$13.24/hour (\$20.66/hour on Sundays), with a start date of October 20, 2009. As required by Westchester County Civil Service Rules, it is necessary for Ms. de la Parra to serve a probationary period of a minimum of twelve (12) weeks to a maximum of fifty two (52) weeks. The probationary period may be terminated for unsatisfactory performance at any time after the completion of the minimum period of service and on or before the maximum period of service. All were in favor.

Holiday - A memo was received from the Town Supervisor on October 9, 2009 announcing that by agreement with the CSEA, the paid Christmas holidays this year are Friday, December 25 and Monday, December 28. Since the Library is already scheduled to be closed on Christmas Day, Mrs. Miller is proposing that the Library also close on December 28 in accordance with the Town holiday. Dr. Mutino made a motion to close the Library on December 28, 2009 in accordance with the Town holiday. All were in favor.

Summer Reading Program - Mrs. Damon was delighted with the statistics of the Summer Reading Program. Forty six programs were offered and 1,391 children attended. It reflected a 26% increase in attendance from 2008.

Twitter - Mrs. Mc Dermott was impressed with the number of followers (715) on Twitter. The Library presently has a 96.7 "grade" via Twitter grade.

Facebook - Mrs. Parisi was happy to see that daily informational postings about Library programs or a quote have been implemented.

REPORTS FROM STANDING COMMITTEES

Budget and Finance - Mrs. Williamson-Canavan and Mrs. Miller met to brainstorm ideas in which to present the 2010 budget to the Town Board. The Town Supervisor's budget will be released on October 30. Budget hearings take place in mid-November. All agreed that this year's presentation has to be carefully thought out and a new strategy has to be created. Numbers are important, but they cannot be overwhelming. Those chosen have to be impressionable enough that action will be taken. Pictures of program participation can be effective. A personal touch can be added as well. Many of

the staff members have been painting, cleaning, decorating the Library, etc. on their own time. It is important that the Library patrons continue to write their comments about the Library on the cards available at the circulation desk. These cards will be given to the Supervisor and Councilmen to provide them with the patron's views. As soon as the Library Budget presentation date has been determined, all will be notified.

A discussion also took place about the possibility of creating a Grants Committee. Mrs. Miller simply does not have the time to direct the Library and write grants. Mr. Kehoe indicated that the Town is considering engaging a grant writer and the Library should be able to utilize their services.

Building – Mrs. Miller and Mr. Kehoe held a Building Committee meeting on October 9. The Town Supervisor and Town Engineer were scheduled to attend but were unable to do so. Another meeting with them has been rescheduled for October 20. The new burners are in the Library basement.

Mrs. Miller reported that she has heard from the State regarding using any leftover boiler/burner grant money for roof and gutter work, and that is permissible.

There is a new outside notice board that Mrs. Miller has posted Library information on.

The lighting project and septic replacement are still works in progress.

Bylaws and Policy - Mrs. Williamson-Canavan is working on an update to the certificate of deposit policy.

Long Range Planning - There was no update.

Personnel - The Committee met and reviewed the materials handed out at the WLS meeting on evaluating the Library Director to be sure that the evaluation that they are using is accurate. It is indeed, and no changes have to be made.

Last month a discussion ensued about Mrs. Miller attending a fundraiser dinner to benefit the Patrick Casabona, Jr. Memorial Scholarship. They fund scholarships for education, sports and music. The Casabona family has been a generous donator to the Library. The cost of the event was \$130.00. Mrs. Miller wanted to participate to show appreciation to the family. Mr. Clinchy was asked whether or not there was a Town policy regarding these types of events. He said he would speak to the Town Finance Director, as well as the Town Attorney. It was decided that although the Library does not contribute to these types of benefits, since the family had been generous in donating to the Library, and the Memorial Scholarship was for a good cause that a motion be made to allow Mrs. Miller to use money from the Library budget to attend this dinner because of the

unusual circumstances. All were in favor. The Town Attorney responded by saying that tax money should not be used in these situations.

This month, Mrs. Damon reminded the Trustees that there is a fund from the old Library that might be used for these types of fundraisers. A motion was made by Mrs. Damon not to use taxpayer money or contributions to the Library but instead to use the interest income that has accumulated over the years in the Somers Library Association Fund to reimburse Mrs. Miller for the \$130.00 fee that it cost to attend the fundraiser dinner to benefit the Patrick Casabona, Jr. Memorial Scholarship. All were in favor.

Public Relations - The Library will be sharing the \$50.00 cost of a table at Holiday Happiness with the Somers Historical Society on Saturday, December 5 at Primrose School. A bigger area has been requested. Volunteers are needed to man the table. The Friends will be asked to help as well. This is a major fundraiser for the Primrose PTA. The only items the Friends still have to sell are pens. It would be nice if they could have items such as recyclable bags available for sale next year.

Mrs. Miller would like to host a Volunteer Holiday Tea for the volunteers, about 20 in total. The Friends are willing to pay for the food. Perhaps this can be combined with the Staff Holiday event. Mrs. Miller will poll her staff to see how they feel about this suggestion.

Technology - The GE Capital lease for the two black and white Ricoh copiers expires on December 24, 2009. Mrs. Miller has received bids from four vendors covering black and white, and color copiers. In the long run, leasing a color copier would be a cost savings for the Library. A motion was made by Mr. Kehoe to lease a Sharp MXC-311 color copier and a Sharp MXB-401 black and white copier for 3 years at a cost of \$245.00 per month. In addition, an adaptable coin box will have to be purchased at a maximum cost of \$1,200.00. In addition, a \$6.00 per month charge for the harness cable that connects the coin box to the public copier. All were in favor.

Friends of the Somers Library

Mrs. Damon reported that at the last Friends of the Somers Library meeting, a lengthy discussion took place as to the number of times membership fundraisers were going to be done. An on-line appeal was done, which to date has generated \$500.00. Next, a flyer and donation envelopes will be inserted into checked-out books to solicit donations.

Westchester Library System

Dr. Mutino reported that the following took place at the last Westchester Library System meeting:

WLS Teen Consultant John Sexton, gave a short preview of a "Teen Job Bank"

soon to be available on the WLS website. They will advertise jobs such as life guarding and camp counseling.

The updated policy amendments and Employee Handbook changes were approved.

WLS is working hard to be more visible in Albany by actually attending sessions so that it will be more difficult for them to say "no" to funding.

A discussion took place as to whether or not "Big Read" should be under the auspices of WLS or the Westchester Arts Council. Currently the Arts Council applies for the grant.

The WLS help desk has received more on-line hits, which means fewer phone calls regarding technology questions.

NEW BUSINESS

Soccerfest - Soccerfest will be held on Saturday, October 17, with a raindate of October 24. The Library will be closed as it is impossible to find parking for the Library staff and patrons.

Statistics - The monthly circulation and people counter statistics were distributed.

Employee Medical Benefits - The Town is offering a monetary incentive for employees to drop their medical benefits where other coverage exists. Mrs. Miller is still working on having some questions answered.

The meeting was adjourned at 9:15 p.m., and the next regular monthly meeting will take place on **Tuesday**, November 10, 2009 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