

SOMERS LIBRARY BOARD OF TRUSTEES
PO Box 443
Somers, NY10589

MEETING MINUTES
October 8, 2014

President Hasl called the meeting to order at 7:45 p.m.

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

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

Approval of Minutes

Mr. Hasl made a motion to approve the minutes of the meeting held on September 10, 2014 as submitted. All were in favor.

As an update to what was asked at the September meeting, "Since the Library budget doesn't accommodate for these large capital expenses, Councilman Clinchy asked if there is anything in the NYS Library Law that restricts these types of expenditures with library budget money. Mr. Hasl will research further."

Mr. Hasl reported that depending upon the circumstances; the Library may have more than one fund. The *operating fund* is the account from which the Library's day-to-day income and expenses are received and disbursed and it is usually the account through which most receipts pass. This is the primary fund the Library's annual budget. Libraries in New York also often have a *capital fund* which is a separate account established for special one-time, unusual and usually high cost activities such as construction, renovation, major repairs and/or major equipment purchases. The Somers Library does not have a capital fund today. It is something, however, that could be created and funded by the Town during the annual budget process as a means to better address future major repairs and other building related issues at the Library.

Announcements and Correspondences

The Somers Record featured an article about Mrs. Miller and as a result she has received some complimentary emails.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #10, Somers Library Vouchers and Gift Fund analysis were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #10, dated October 8, 2014 in the amount of \$85,963.48, which included voucher numbers 80776 to 80805. All were in favor.

The contractual amount spent this past month was \$36,359.28 and \$16,302 or 44% of this discretionary spending, went to the business of the Library (books, reading material, etc.). The largest expenditures were: C.F. Air Conditioning & Heating Inc. (boiler work) \$17,820; Baker and Taylor Books (books and library materials) \$4,368; and Image Cel LLC (copier) \$4,250. Payroll and benefit charges were \$49,604.20. Total Library spending for all accounts was \$85,963.48.

Mrs. Miller will request reimbursement for the C.F. Air Conditioning & Heating Inc. invoice.

Paul Murphy – A motion was made by Mrs. Mignardi to approve hiring Paul Murphy as a substitute librarian (**L7410.4362**) at a salary of \$25.54/hour, effective October 6, 2014. All were in favor.

Shane Aiello – A motion was made by Mr. Hasl to raise Shane Aiello's salary to \$12.48/hour (**L7410.4365**) effective October 6, 2014 because of increased responsibilities. All were in favor.

DIRECTOR'S REPORT AND STAFF MEETING MINUTES

All Trustees received a copy of Mrs. Miller's Monthly Report, as well as the Staff Meeting minutes of October 1.

Library Cards – Tara Ferretti spoke to 6 Somers High School English classes to encourage students to get a library card and key chain and to outline all the teen clubs available at the Library. After the new cards are registered, Tara will distribute to the same classes with the help of Pam Read, High School Librarian and the High School English teachers. She plans to do the same in the Somers Middle School.

Public Service Screens – The two Rotary public service screens are mounted and running live program announcements. Today the staff worked on updating the information. There will be an unveiling ceremony at some point in the near future.

Geocaching – The Library is now a geocaching site. Geocaching is a high tech treasure hunt.

Awesome Box – In collaboration with the Harvard Library Innovation Lab, the Library is collecting awesome recommendations to share with others. Recommendations are found online: <http://somerslibrary.awesomebox.io>.

Battle of the Books – Betsy Bishop and Tara Ferretti are prepping their two teams for the first Westchester Battle of the Books. The Friends are sponsoring the team and are paying for a pizza party the day before they "battle" it out on the 18th of October at Scarsdale Library.

Department Head Meeting – Mrs. Miller will be attending a Town Department Head meeting on October 15.

WLS Member Library Statistics 2013 – Copies of the WLS Member Library Statistics 2013 were distributed to all members and some highlights reviewed by Mrs. Miller.

Grant – A grant in the amount of \$800 was received to sponsor a Poet and Writer's Workshop Series. The Friends are donating the \$200 difference to secure the instructor for \$1,000. This has always been a popular program. Two workshops will be held every Monday.

Adult Programs – Positive feedback has been received for the upcoming adult programs. AARP Defensive Driving, as well as the Intermediate iPad and iPhone classes in particular continues to be most popular.

Statistics – Statistics for reading, overdrive and circulation were distributed.

Somers Library Foundation

The 5K Race/Walk was held on September 14, with \$10,000 raised. About 70 runners participated and numerous sponsorships were secured.

Friends of the Somers Library

The current President is stepping down due to health issues. Newer, younger members are joining

the group. They would like to secure more family memberships. Mrs. Miller will be mindful of acknowledging the Friends for all events that they sponsor for the Library.

NEW BUSINESS

Circulation and Reference Desk Update/Next Steps – A data analysis of the project was shared with all members. The drawings have been updated to meet the needs of staff. Necessary bids for the job have been solicited from area vendors. It is the recommendation of Mr. Carnow that one of the middle point bidders be chosen. The project manager has worked with this company; they are local; they do custom mill work; will complete the project over the course of a weekend; and will demolish and get rid of the existing desks. The only cost above and beyond their price will be for a dumpster and the electric work. A motion was made by Mr. Carnow to approve Fairtlough Restorations as the selected vendor for the new circulation and reference desks. All were in favor.

The next step will be a presentation by the Project Manager to the Board and Staff.

Paid Tutors Tutoring in the Library – A discussion ensued regarding some issues with paid tutors tutoring in the Library. The decision was to make no change to the current policy of no paid tutoring at the Library.

The meeting was adjourned at 9:45 p.m. The next meeting will take place on Wednesday, November 12, 2014 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