

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

MEETING MINUTES

November 10, 2009

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, Laura Parisi, Jean Reidy, Barbara Stockwell and Christine Williamson-Canavan.

The Library Director Patricia Miller was also in attendance.

Announcements and Correspondence

The Westchester Library System's 50th Anniversary Celebration will be held on November 12. Jean Reidy will receive an award for 45 years service on the Library Board (7 years as President), and Muriel Lyon, President of the Friends will be honored for providing ongoing financial and moral support to the Library. Congratulations to both Mrs. Reidy and Mrs. Lyon.

Bill Kehoe will be inducted into the 2009 Westchester County Senior Citizens Hall of Fame at a luncheon in White Plains on December 4th in recognition of his more than 20 years of volunteer service to the Town of Somers. Congratulations to Mr. Kehoe.

All Trustees were invited to the Somers Library Volunteer Recognition Tea on November 30, at 4:00 p.m.

On November 23, from 3:00 to 5:00 p.m., there will be an Open House for the Somers School District Educators. The Library Board of Trustees are also invited.

The Somers Library has been recognized as number 30 nationwide in the top 171 libraries on Twitter, and number 8 in the libraries with 500+ followers. That is quite an accomplishment.

Recently a gentleman from Virginia bought a discarded book from the Somers Library via Better World Books. He researched the Library and posted a very nice comment on the Library's Facebook page, and also wrote a complimentary article on his blog about the Somers Library praising its forward-looking staff.

Approval of Minutes

Dr. Mutino made a motion to approve the meeting minutes of October 13, 2009. All were in favor.

Treasurer's Report

Treasurer Mrs. Williamson-Canavan presented the Treasurer's Report. Copies of the Abstract of Audited Vouchers #11; Analysis of Gift Fund Accounts and Somers Library Vouchers were distributed. Mrs. Williamson-Canavan made a motion to approve the Abstract of Audited Vouchers #11, dated November 10, 2009 in the amount of \$102,019.55, which included voucher numbers 63331 to 63369. All were in favor.

Some notations were made about the vouchers. Payments to Absolute Flooring, Inc. was for carpeting in the children's room, and Belnick, Inc. was for new light weight stackable chairs for the program room. Children's books were purchased from Davidson Titles, Inc. and SEBCO Books. New cabinetry for music CD's was purchased from Gaylord Bros., Inc. Gift Fund money was used to purchase book bags for patron's books from Better Containers, and for an on-line calendar program from Evanced Solutions, Inc.

An email was sent to the Finance Director regarding last month's \$280.00 interest in the JP Morgan Chase Joint Money Market Account. An explanation is being sought as to how that figure was determined. A response has not yet been received.

A request has been made by the Finance Department to have the Library's New York State disability insurance policy changed from a policy based on inception date to a calendar year basis. This item was discussed among the Trustees. There is a fear of lapse in coverage. Research has to be done before a decision can be made. The pros and cons have to be carefully considered.

The following motions were made:

Mr. Kehoe made a motion that the Library Board authorize a transfer of funds to recognize the grant revenue received from Senator Leibell and deferred from 2008 until expenditures relating to this grant were authorized in 2009.

From: Deferred Revenue - State Grant (005-691)	\$5,000.00
To: Revenue -State Aid Other (005-3842)	\$5,000.00

He then made a related motion to increase grant revenue and appropriations applicable to the state grant. These funds are being used for replacement staff computers and for technology for the staff to learn downloading from Overdrive (downloadable audio books).

Increase: Revenue - State Aid, Other (005-3842)	\$5,000.00
Increase: Appropriations - Contractual (005-7410.4)	\$5,000.00

All were in favor of both resolutions.

Mrs. Williamson-Canavan moved that \$726.36 be transferred from the Library Gift Fund to the Library General Fund to cover the purchase of an on-line calendar program for \$600.00 and the purchase of book bags for patron's books for \$126.36.

From: Library Gift Fund – (Account 0037446157)	\$726.36
To: Library General Fund – (Account 003723837)	\$726.36

All were in favor

A vacant permanent full-time position and a vacant permanent part-time position were not funded in the Town's 2009 Adopted Budget, which caused us major staffing problems. These problems were extensively discussed during January and February 2009. By the February board meeting, the Board and Mrs. Miller had decided the hours that we were open had to be reduced and other steps taken. The Board authorized a budget modification to provide funds for substitute clerks to carry out the duties of these unfunded positions when the need arose during the year. This budget modification when adopted would move funds from Contractual Expenditures to cover substitute salaries and necessary Social Security and Medicare taxes.

Fortunately to date the Library has been able to provide the services promised without using the above-mentioned fund transfer. However, due to an increased workload as a result of the personnel shortage, the staff postponed taking earned comp time and vacations normally taken earlier in the year. This time has to be taken by the end of the year or they will lose it. To sustain adequate library coverage we need to hire more substitutes.

Mr. Kehoe therefore made the motion, which had been discussed in February as follows:

FROM: Contractual Expenditures – (L7410.4)	\$12,981
TO: Personal Services – Substitutes (L7410.1.4362)	12,058
Social Security Tax – (L9030.8)	748
Medicare Tax – (L9030.85)	175

The motion was unanimously approved by the Board.

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 29, 2009.

Personnel - A motion was made by Mrs. Williamson-Canavan to hire Susan Haas as a substitute part-time Library Clerk (**L14362**) at a salary of \$13.24/hour (\$20.66/hour on Sundays), with a start date of November 9, 2009. As required

by Westchester County Civil Service Rules, it is necessary for Ms. Haas 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.

Boilers - This week, North East Air will connect the boilers to the computer system after they receive the upgraded Tridium system.

NY Library Association Annual Meeting - One of the workshops that Mrs. Miller attended was entitled "Injecting New Blood into Your Friends Group". Mrs. Damon thought perhaps Mrs. Miller could speak to the Friends about what she acquired from the workshop.

Friends of Somers Library Fall Membership Drive - About \$800 has been generated so far as a result of putting appeals in the jackets of the books when they are checked-out.

Staff Training - A staff training was held on November 9. It went very well and the staff benefited from it. The Friends paid for lunch for the staff.

Soccerfest - The original date was cancelled due to inclement weather. Mrs. Miller was out of town, but her staff took it upon themselves to rally together so that they could open the Library. The Trustees were very pleased with their decision and effort.

Finance - Staff member, Margaret Widman has been working very hard to save money for the Library. Mrs. Mc Dermott would like her efforts recognized, as they are very much appreciated.

Trial of Socrates - Mrs. Mc Dermott attended the Trial of Socrates program and thought it was excellent.

REPORTS FROM STANDING COMMITTEES

Budget and Finance - The Town Supervisor released her tentative budget on October 30. The Library Budget was given a Total Appropriations figure that was much less than last year, and asked to develop their own Appropriations budget as they were the best people to do so. The Personnel figure did not include the staff replacement of 1 ½ positions or raises for the staff. The Finance Director still has to provide the updated figures for Employee Benefits, which will make the picture much worse. About \$36,000, or 15%, was eliminated from Contractual on this preliminary basis and it is anticipated that the shortfall will increase significantly once the new benefits costs are added in. Mrs. Miller will put together an analysis in an attempt to get back some of that money. These Contractual funds are vital because they are used to fund the operation of the

Library. She is concerned about being able to offer services to the community at the same level as they are now - there has been a significant increase in usage; staff recognition and using grant resources, other than tax money, to secure what is needed to properly run the Library. Mrs. Williamson-Canavan is working on the presentation for the Town Board Budget Hearings on November 17. All agreed that the presentation should be personalized and examples used of how patrons have been served in this tough economic time. Mr. Kehoe prepared a budget spreadsheet for the Trustees to review. All concurred with the figures presented.

Building – Mrs. Miller and Mr. Kehoe met with the Town Engineer, Guy Gagne. Unfortunately the Town Supervisor was not able to attend. Mr. Gagne has yet to receive schematics from Insite Engineering and the County Department of Health will have to review them. Therefore, the assumption is that construction will begin in the spring on the replacement of the failed Library and troubled Parks and Recreation septic systems. Insite is continuing to monitor the water usage. The two new boilers and burners have been received and installed and work is being done on the new controls. The work which has been completed was looked at after the meeting. The upgrade of the ceiling lighting fixtures was discussed and Mr. Gagne was impressed with the improvement shown by the few new fixtures that have been installed. The necessity to obtain additional information and references from the four firms which have submitted bids for material and labor was covered in detail.

Bylaws and Policy - The certificate of deposit policy has to be updated by the Treasurer. As so much time has been spent on the budget, discussion on this issue will resume in December.

Long Range Planning - A new strategic plan is needed. The 5 Year Plan submitted as part of the 2010 Budget Proposal will be used as a base line. Input from all Trustees is necessary. All were asked to start thinking about it, and the discussion will resume in January.

Personnel - There was no update this evening.

Public Relations - The Public Relations Committee will meet on November 12. Help is needed at Holiday Happiness on Saturday, December 5 at Primrose School.

The Trustees agreed to prepare edible Christmas treats for the Staff over the holiday period and will purchase a gift. Mrs. Stockwell will get Mrs. Miller's input on this as well.

Technology - At last month's meeting, a motion was made to lease a Sharp MXC-311 color copier and a Sharp MXB-401 black and white copier for 3 years. The lease still has to be signed, and there is a clause about either providing

insurance or paying the lease company for it. Research is being done, and it was suggested that the Town Attorney review it before signing.

Appointment of Nominating Committee

Mrs. Damon, Mrs. Reidy and Mrs. Williamson-Canavan have agreed to act as the Nominating Committee. Mrs. Williamson-Canavan will be the Chair.

Friends of the Somers Library

Mrs. Damon reported that at the last Friends of the Somers Library meeting a discussion took place about doing a fundraiser through Barnes and Noble next year, perhaps during the holidays. There is still concern about doing more advertising for the programs that they sponsor at the Library. The programs are not always well attended. A suggestion was made to require registration, although the programs are free. Upcoming programs include: November 14 - Neil Simon's "The Good Doctor"; November 22 - Concert by Anne Tormela, and December 6 - The Hudson Bells.

Westchester Library System

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

The Westchester Library System delivery service of inter-library loan material to and from libraries with Select Express will be continued for 3 years at the same rate.

Samples of new graphics were shared with the Trustees.

Stories from Summer Reading were distributed.

The WLS was informed about the computer/police problem in Montrose at the Hendrick Hudson Free Library. The police have the computer, and the Trustees of the Library are not comfortable signing any documents.

The meeting was adjourned at 10:35 p.m., and the next regular monthly meeting will take place on Wednesday, December 9, 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