

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

**MEETING MINUTES
November 10, 2010**

President Stockwell called the meeting to order at 7:30 p.m.

The members present were: Jim Hasl, William Kehoe, Liz Mignardi, Laura Parisi, Jean Reidy, Barbara Stockwell and Christine Williamson-Canavan.

Claire Damon and Fausta Mc Dermott were absent.

The Library Director Patricia Miller and Cathy Cassidy, CEO of Martin Training were also in attendance.

Announcements and Correspondence

All Trustees were sent an invitation to the Volunteer Tea on Monday, November 29, which is being funded by the Friends of the Somers Library.

Some of the comments the Library received on their Twitter account were shared.

A patron donated their fee to take the Defensive Driving Class to the Library and an additional \$45 donation was received as well. Mrs. Miller sent thank you notes.

Mrs. Parisi will send thank you letters to the two residents who spoke on behalf of the Library at the Town Board work session on November 4.

Some of the personal comments from the 291 emails sent to the Town Supervisor and Town Board in support of not cutting the Library's budget were shared with the Trustees.

Cathy Cassidy, CEO of Martin Training joined the meeting to discuss and engage the Trustees in a Matrix Training exercise. She has offered her services to assist the Board in choosing a direction for future long range planning. A training exercise was conducted and a recommendation will be given by the December meeting so the Trustees can determine their next step.

Approval of Minutes

Mr. Hasl made a motion to approve the meeting minutes of October 13, 2010 as submitted. All were in favor.

Treasurer's Report

The Treasurer's Report was presented. 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, 2010 in the amount of \$86,745.41, which included voucher numbers 66994 to 67016. All were in favor.

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 5, 2010.

Budget Transfers - Mr. Kehoe made a motion to transfer \$5,000 from Library Fund Account 005-7410.4 (Appropriations - Contractual) to Library Fund Account 005-7410.1 (Salaries - Substitutes) for substitute coverage due to staff shortages. All were in favor.

Mr. Kehoe made a motion to transfer \$1,000 from Library Fund Account 005-7410.1 L14331 (Salary Jane Rothschild) to Library Fund Account 005-7410.1 L14313 (Salary Edith Felis) to cover additional hours performed by Edith Felis due to staff shortages. All were in favor.

Thank You - Mr. Kehoe thanked Mrs. Miller for providing both the Director's Report and Staff Meeting Minutes monthly, as they are inspiring and contain good, and useful information.

New WLS Funding Model - Information on the new WLS Funding Model, which will materially increase our costs, was shared. It was noted that White Plains, which had been the only Westchester Library that was not part of WLS will be folded into the total WLS system, the target date is December 2010.

NYLA Conference - Mrs. Miller attended the NYLA Conference on November 4 and 5. She attended many seminars and will share with the Trustees information that she received.

Statistics - All Trustees were given a copy of the Monthly Circulation statistics.

REPORTS FROM STANDING COMMITTEES

Budget and Finance - The Town Board Budget Hearing was held on November 8. A fiscally responsible budget was prepared and the hope is that the Town Board will reinstate the increased WLS charges and an increase in the substitute line which were requested by the Board of Trustees, but not included in the Supervisor's Tentative Budget. Mrs. Williamson-Canavan extended her thanks and gratitude to the Budget and Finance Committee, Mrs. Miller, the Public Relations Committee, the Library staff and patrons for their efforts and support. It was sincerely appreciated. The budget presentation included a Power Point presentation by Mr. Hasl of the preliminary results of the recent survey which will be used to develop the Library's long range plan.

Building - Mr. Kehoe reported that the new water fountain has been installed and will be paid for by the Town.

At the October Parks and Recreation Board, they discussed the septic system replacement project. The basic plan and work schedule has been received. Work should begin this week, and the target completion date, barring no problems and good weather is the week of December 6.

Mrs. Miller has to redo the RFP for sections of the roof, as the proposal for the entire roof was rejected by the Town Board. This work has to be done and invoiced by June.

Bylaws and Policy - Mrs. Mc Dermott reviewed the Charter and commented on the hard work that was done by Mrs. Reidy and the other Trustees, as well as the Town Board and Town Attorney in order to establish the Somers Library in Reis Park. An update will be given at the next meeting.

An Abusive Patron Policy is in the process of being researched and a decision has to be made as to whether or not this type of policy is needed.

The Committee has to meet to discuss the Gallery Policy, which hasn't been updated in over ten years.

Work continues on updates to the Emergency Procedure Policy and the Computer Use Policy.

Long Range Planning - The Power Point of survey results prepared by Mr. Hasl will be sent to the Committee. A meeting will take place right before Thanksgiving to plan for December/January.

Personnel - Mrs. Miller reported that the Staff Recognition Dinner at Sunshine Restaurant was very much appreciated and a good time was had by all. Mrs. Reidy was thanked for financing this activity out of her Thelma K. Moore NYS Trustee of the Year award money.

Public Relations - Mrs. Parisi thanked those that helped with the public relations aspect of the budget presentation. Continued patron communication is very important and must continue moving forward. Mrs. Williamson-Canavan added that patrons should be notified as to when they could view the Budget Hearings on the television cable channel and should also be made aware of the final outcome of the Library budget.

The Somers League of Women Voters would like to sponsor a Library Fair in conjunction with the Friends of Somers Library in May. The primary goal is making the community aware of the Library and its offerings. Some thought

perhaps early September would be less conflicting. Mrs. Parisi will arrange a meeting with their representatives of both groups and the Public Relations Committee.

All agreed to once again provide baked goods for the Library staff over a three day period in December to celebrate the Holidays. A gift for the staff will also be purchased by the Trustees. Mrs. Miller will get back to the Trustees with gift ideas, as well as which week and days in December would work the best.

Technology - Staff members Betsy Bishop and Vicki Di Santo are still researching computer options for the Children's Room so that the best decision possible can be made for the Library. Their efforts are very much appreciated.

Friends of the Somers Library

There was nothing new to report this month.

NEW BUSINESS

Nominating Committee - Mrs. Damon, Mr. Kehoe and Mrs. Mignardi agreed to serve on the Nominating Committee for Board officers in 2011. Mrs. Mignardi will Chair the Committee. A Slate of Officers will be presented at the December meeting.

Reappointment - Mrs. Reidy received a letter from the Supervisor asking whether or not she wishes to seek reappointment as a Trustee for the next 5 years. Her current term expires December 31. All voted in favor of Mrs. Reidy seeking reappointment if she so wishes. She happily agreed to do so.

The meeting was adjourned at 10:45 p.m. The next meeting will take place on Wednesday, December 8, 2010 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