

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

MEETING MINUTES
November 13, 2012

President Stockwell called the meeting to order at 7:40 p.m.

The members present were: Ian Carnow, Jim Hasl, Liz Mignardi, Jean Reidy, Barbara Stockwell, Ann Westerman, and Christine Williamson-Canavan.

Members absent were: Bill Kehoe and Laura Parisi.

Library Director Pat Miller was also present.

Announcements and Correspondence

WLS will be holding their annual meeting tomorrow in Pocantico Hills starting at 6:00 p.m. Maureen Sullivan, President of the American Library Association will be the keynote speaker.

A request was made to put a sign by the roadway indicating that the Library is open during the parking lot construction, as it now appears that it is closed.

The President of the Alpha Pi Chapter of the Delta Kappa Gamma sent a thank you letter to the Library, with a copy to the Town Supervisor, thanking staff member Val Herman for speaking to them about the Library's use of Pinterest. They also sent a donation to the Library.

Approval of Minutes

Mrs. Stockwell made a motion to approve the minutes of the monthly meeting held on October 10, 2012 as submitted. All were in favor.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #11, the Somers Library Vouchers and Gift Fund were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #11, dated November 13, 2012 in the amount of \$93,119.78 which included voucher numbers 74088 to 74110. All were in favor.

The contractual amount spent this past month was \$39,374.19. There was \$315.04 spent from the Gift Fund. Last month, \$30,767 or 86% of discretionary spending went to the business of the Library (books, reading materials, etc.). The largest expenditures were: WLS (semi-annual fees) \$23,772.89; Dutchess Environment Construction (hazardous waste disposal) \$3,776; Baker and Taylor Books \$3,723; Metro Fuel (winter

heating oil delivery) \$3,539; Midwest Tape (library materials) \$1,078; and NYSE&G \$977. Payroll and benefits charges were \$53,745.59. Total Library spending for all accounts was \$93,119.78.

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 from October 23, 2012.

Hurricane Sandy – As a result of no electricity due to Hurricane Sandy, the Library was closed for a full week. The day it was reopened, the network equipment failed. Late fines on returning books were waived. Since a State of Emergency was declared, these days that the Library were closed will not affect the required number of days to be open.

Copier Leases – The lease for the copiers is up at the end of the year. Mrs. Miller is researching options.

Visit to Sharp – Mrs. Miller will be visiting Sharp in Mahwah, New Jersey to look at portable interactive LCD screens and new copiers.

WLS – WLS is introducing a new user front end to the online catalogue called Enterprise. Several training sessions are scheduled for the staff.

Voting – Voting went on as scheduled despite the storms and work in the parking lot.

Additional Space Needed – Room to store the DVD's and books in the teen section is at a premium. New shelving will be added.

Statistics – The monthly and year to date circulation statistics were distributed.

Volunteers Recognition Event – A Volunteers Recognition was held last month, after which Alan Sklar did a reading of Poe's *The Pit and the Pendulum*. A lovely time was had by all.

SAT Practice Session – The SAT Practice session held in October was a success.

Social Media – The numbers for Twitter and Pinterest are increasing daily. The Somers Library Pinterest boards now have over 7,000 followers. Those for Facebook are staying steady.

REPORTS FROM STANDING COMMITTEES

Budget and Finance – Mr. Hasl thanked those who came to the Budget Hearing. The two new requests for updating the website and materials expansion were not approved.

Mr. Hasl and Mrs. Miller met with the Town Finance Director. Some concerns were discussed. In particular, a conversation took place about the Library fronting money for bills that should be ultimately paid out of the Town budget, not that of the Library.

Reimbursement to the Library will be made within the month of payment being made. This new procedure has been received in writing.

At the request of the Town Supervisor, Mrs. Miller was asked to forecast spending for the last quarter of the year. Those figures were given to her.

A motion was made by Mr. Hasl for a budget modification to increase the Library General Fund 005.7410.2 Equipment by \$33,895; increase the Library General Fund 005.9950 Transfer to the Town of Somers General Fund by \$16,105; and increase the Library General Fund 005.3842 State Aid Members Item by \$50,000. This is being done to pay for the new air conditioning system and new roof funded by Bullet Aid from New York State. All were in favor.

Building – Mr. Carnow reported that it has been a quiet month despite the two storms experienced. The building experienced no flooding or other storm related damage, and the roof, which is still under construction, sustained no damages as well. There was a minor roof leak in an area between the new and old roofing just after the nor'easter, but it was rectified by the roofers.

Work continues on the roof and the parking lot. Hopefully both will be completed on schedule.

A project initiated by the Library staff to give Mrs. Miller's office a makeover with new furnishings is underway. When details are complete, the budget will be presented to the Friends by Vicki DiSanto for approval.

The elevator contract was approved at the last Town Board meeting and will be signed by the Town Supervisor.

It is proposed that the heating and air conditioning contract will be one contract servicing all Town owned buildings.

Space in the Children's Room is becoming an issue. Mr. Carnow is working on options to relocate areas so that all have the room that they need.

Bylaws and Policy – There was no report this evening.

Long Range Planning – Mr. Hasl will meet with the Committee and staff to devise a plan to expand the materials, which was eliminated from the proposed 2013 budget.

Personnel – One of the student pages resigned and will be replaced. There is also need for a substitute librarian that would be on call.

Public Relations – The majority of the last Committee meeting was spent on the new logo. A discussion also took place about the changes that need to be made to the brochure.

As has always been done in the past, the Trustees will bring holiday treats for the staff during the week of December 17.

Resident Bob Reidy will have his oil paintings on display at the Library during the month of December.

Technology – Last month's meeting had to be cancelled due to the storm. It will be rescheduled. Mr. Carnow will invite Andrew Weinstein regarding an E-Reader partnership to the December meeting. All were asked to email their questions to him prior to that meeting so he can forward them to Mr. Weinstein.

Since funding for a new website has been eliminated from the 2013 proposed budget, Mrs. Miller is researching alternatives, and will also meet with Tammi Savva to review the Town's website.

Somers Library Foundation

The President of the Foundation, Rose Corbett will be attending the December meeting. All were asked to think about larger projects that they can seek grant funding for. A little over \$6,000 was raised at the 5K Run in September and will be used for Program Room improvements.

Friends of the Somers Library

The Friends did not meet in October, but will have their November meeting tomorrow.

NEW BUSINESS

Slate of Officers – The Nominating Committee presented the 2013 Slate of Officers:

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

There were no nominations from the floor. A motion was made by Mrs. Stockwell to accept the Slate of Officers as submitted. All were in favor.

The meeting was adjourned at 10:20 p.m. The next meeting will take place on Tuesday, December 12, 2012 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