

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

MEETING MINUTES

November 9, 2011

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

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

Claire Damon, Bill Kehoe and Library Director Pat Miller were absent.

Announcements and Correspondence

A copy of a thank you letter has been received from BOCES. It was sent to Library Director Pat Miller for donating books for their students to encourage them to read.

Approval of Minutes

Mr. Hasl made a motion to approve the minutes of the regular monthly meeting held on October 12, 2011 as submitted. All were in favor.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #11 and Somers Library Vouchers were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #11, dated November 9, 2011 in the amount of \$69,926.50 which included voucher numbers 70603 to 70620. All were in favor.

The contractual amount spent this past month was \$6,782.67, compared to \$14,492.34 last month and \$9,310.22 two months ago. There was no Gift Fund spending for the month. Last month, \$4,594 or 68% of discretionary spending went to the business of the Library (books, reading materials, etc.). The largest expenditures were: Baker and Taylor Books \$2,921; NYSE&G \$1,005; Staples \$467; Marshall Cavendish \$355 (books) and Alliance Entertainment \$304 (computer games). Payroll and benefits charges for October were \$63,143. Total Library spending for all accounts was \$69,926.

DIRECTOR'S REPORT AND STAFF MEETING MINUTES

All Trustees received a copy of Mrs. Miller's Monthly Report and the Staff Meeting minutes of November 1, 2011.

Library Thefts – There is an overall concern over the fact that it has been reported that there is a young couple that are stealing items from patrons in local libraries. The staff has been alerted.

Emergency Closings Statistics – Mr. Hasl is curious as to the number of days the Library has been closed or has had to close early due to building emergencies, weather related issues, Soccerfest and the Independence Day Celebration.

REPORTS FROM STANDING COMMITTEES

Budget and Finance – The 2012 Tentative Budget was approved.

Building – In a resolution dated October 17, 2011 the Town Board will transfer \$4,411.66 from the Town Insurance Reserve to the Library to cover water damages in the lower level and repair to the heating circulating pump. Work that remains includes replacing flooring and installing extra Borders shelving.

There was minimal damage to the Library after the October 29 and 30 snow storm. Like much of the surrounding area, there was no power in the building on Monday, October 31. This affected the lighting, water pumps, toilets, the heating system, etc. Therefore, after staff accomplished as much manual work as possible, the Library Director made a decision to close for the day. On Tuesday, November 1, when power was restored, the Water Superintendent started the water pumps, after which the boilers were able to be turned back on. All systems were functioning by noon, except the WiFi, which Cablevision restored November 3.

The staff has moved materials to maximize limited space to make room for new popular materials that are in demand. The custodian installed two bookshelves obtained from Borders liquidation and librarians are using the Borders speed table to display Playaway materials. However, additional shelving is needed, to fill in gaps in the audiobook, DVD, travel, and large print sections. Ordering shelving will be done on a priority basis as spending is restricted.

At the October 13 Town Board meeting, an architect/engineer RFP to delineate and prioritize the capital projects renovation bond was accepted. An architect/engineer will hopefully will be hired in November; the process should begin in December and the work to start in early spring. The Building Committee met with Mrs. Miller to tweak the list of building issues that were submitted to the Town Board.

Bylaws and Policy – There was no update this evening due to Mr. Kehoe's absence.

Long Range Planning – The Committee met last week and will reconvene in December after the 2012 Budget is adopted, as it has a bearing on the direction in which to head. Both Mrs. DiSanto and Mrs. Herman have agreed to join the Committee meeting in December to give their input. Mr. Hasl will meet with them on November 21 to bring them up to date.

Personnel – With regret, Mrs. Miller accepted the resignation of Rebecca Rogan Alcock who worked many years at Somers Library in a full time, part time, and most recently in

a substitute capacity. She has accepted a part time position with benefits at another library.

Public Relations – Mrs. Miller and Mrs. Parisi attended a meeting with the School Superintendent, Principals, and Assistant Principals to discuss the list of programs that are currently being collaboratively offered between the Library and the Schools. At present, most of the programming exists with the Primrose Elementary School. Efforts need to be made to do more with the Middle and High Schools. Mrs. Parisi shared some statistics from a survey that was done by the School District with the students in Grades 4 to 6 and 7 to 12. Unfortunately not a lot of the students read for pleasure or feel the community values them. Perhaps these new program ideas can increase those statistics.

Mrs. Williamson-Canavan has contacted the Geek the Library representative to see if she can come back to the Library to meet with the staff again to further address their concerns and answer their questions.

Technology – The Dreamweaver training will be held on November 14 at 10:30 a.m. and work on the new website continues.

Somers Library Foundation

The Foundation now has a bank account and the checks have been received. The Bylaws and three year budget are currently being drafted and should be adopted within the next month. The federal tax exempt status application should be filed within the next month (the Bylaws and Budget are required attachments to this application). Committees have been formed and research into fundraising events and grant applications has begun. Tentative fundraising events are a Gala with a silent auction and a 5K Road Race.

During a grant review, information was secured from the Institute of Museum and Library Services regarding the National Medal, which honors outstanding institutions that make a significant and exceptional contribution to their community. Recipients are honored at an award ceremony that is held in Washington D.C. Mrs. Mignardi would like to nominate the Somers Library and all were in agreement. She will consult with Mrs. Miller with regard to the information required to complete the application.

Friends of the Somers Library

The Friends met earlier today.

Arrangements have been made to have a presence at Paula Poundstone's performance at the Paramount on November 19.

A conversation began to brainstorm ideas in which to celebrate the Library's 30th Anniversary of being located in Reis Park.

The Bylaws are almost completed.

All of Mrs. Miller's requests were granted, with the exception of the purchase of furniture for the Library. Further research has to be done.

New and younger Board members are needed.

NEW BUSINESS

Patio Project – A local Girl Scout troop is interested in enhancing the lower level patio area to complete their Silver Project. All agreed that they would like them to complete a project at the Library, but are not necessarily sure that enhancing the patio would be a priority, as additional funds are required to secure the steps and access to it. Their leader will be invited to the next meeting to discuss this further.

Trustees Up for Reappointment – Both Mrs. Damon and Mrs. Williamson-Canavan's terms expire shortly. A motion was made by Mrs. Stockwell to recommend that they get reappointed by the Town Board. All were in favor.

Nominating Committee – Mr. Carnow is willing to Chair the Nominating Committee and Mr. Kehoe and Mrs. Williamson-Canavan will also serve. All Officers will be contacted by the Committee to see whether or not they are interested in remaining in their positions, and for those who are not, other Trustees will be approached.

Staff Holiday Gifts – A discussion ensued about what the Trustees would like to do and what gift to buy for the Library staff. Mrs. Miller will be consulted further.

The meeting was adjourned at 10:00 p.m. The next meeting will take place on Wednesday, December 14, 2011 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