

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

**MEETING MINUTES
December 12, 2012**

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

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

Library Director Pat Miller was also present.

Announcements and Correspondences

Trustees will bring holiday food treats to the Library staff on December 17, 18 and 19.

The Westchester Library System will be holding their 15th Annual African American Literary Celebration on January 18 at 8:00 a.m. at Tappan Hill.

Bob Reidy's artwork will be on display in the Gallery during the month of December. A reception will be held on December 16, from 1:00 to 4:00 p.m.

Approval of Minutes

Mrs. Stockwell made a motion to approve the minutes of the monthly meeting held on November 13, 2012 as submitted. All were in favor.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #12, the Somers Library Vouchers and Gift Fund were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #12, dated December 12, 2012 in the amount of \$114,536.50, which included voucher numbers 74354 to 74386. All were in favor.

The contractual amount spent this past month was \$62,322.34. There was \$67.29 spent from the Gift Fund. Last month, \$12,537 or 54% of discretionary spending went to the business of the Library (books, reading materials, etc.). The largest expenditures were: Metro Fuel (heating oil delivery) \$4,974; Baker and Taylor Books (books and library materials) \$4,210; Inner Space Systems (library material shelving); and NYSE&G \$1,007. Payroll and benefits charges were \$52,214.16. Total Library spending for all accounts was \$114,536.50.

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 November 28, 2012.

WLS Annual Meeting – On November 14, Mr. Hasl, Mrs. Stockwell, and Mrs. Miller attended the 53rd Annual Meeting of the Westchester Library System at the Historic Hudson Valley Library in Pocantico Hills. The two speakers were Terry Kirchner, Executive Director of the WLS and Maureen Sullivan, President of the American Library Association.

Shelving – In addition to ordering more metal shelving for the children's, teen, audio, and DVD sections, the Heritage Hills Woodworking Club has offered to build some custom shelving under the circulation desk (for DVD sets) and downstairs in a custom section near a support beam.

WLS Online Catalogue – The Westchester Library System rolled out a new version of their user online catalog on November 28. It is a more visual front end with a more accurate search engine (like Google and Amazon). In addition, with staff assistance, users can set up IDs to log into their accounts instead of typing in library bar codes. There is also an option to retain lists of items previously checked out. In addition, WLS signed a contract with Library Ideas to offer two new services: Freegal, whereby a library patron can download up to three free tracks of music from SONY Music Entertainment catalogue per week, and Freading a new electronic books download service to complement the Overdrive product.

Copiers – As the two Sharp copiers have come to the end of their 3 year leases, Mrs. Miller is recommending that they be purchased from the leasing company and a contract with a local company that specializes in Sharp equipment be solicited to offer maintenance/toner service be secured.

Staff Holiday Party – Earlier this evening, the Staff had their Holiday Party in the Library.

Social Media – The social media numbers continue to increase and are very impressive. The numbers are as follows: Facebook – 506; Twitter – 3,822 followers and 22,697 tweets; and Pinterest 8,918 followers, 118 boards and 5,428 pins. It was noted that the number of New York Library followers for Pinterest is about 10,000, therefore the Somers Library has almost as many Pinterest followers as the New York Library.

Statistics – The monthly and year to date circulation statistics were distributed. The numbers are down slightly as a result of the Library being closed for a week during Hurricane Sandy and the current parking lot reconstruction.

REPORTS FROM STANDING COMMITTEES

Budget and Finance – The 2013 Town Budget should be approved at the Town Board meeting tomorrow evening.

Mrs. Miller prepared an update on cash reimbursements for the recent building expenses prepaid out of the Library budget for the Town, which was discussed.

A motion was made by Mr. Hasl for approval of a budget modification to increase the Library General Fund 005.7410.0400 - Library Contractual (subaccount 452 Building Repair) by \$48,195.94, and to also increase the Library General Fund 005.5031 – Transfer from the Town of Somers General Fund by \$48,195.94. This covers reimbursement from the Town of Somers General Fund Insurance Reserve for elevator remediation costs to date at the Library. All were in favor. There was a discussion of the current procedure and a possible revised procedure in the future for this type of transaction.

Building – Mr. Carnow reported that the Library roof work is nearly complete, and the parking lot work is scheduled to be completed by year end, weather permitting.

Temporary lighting was installed at the temporary parking area by the Library.

Mrs. Miller has formulated a small list of electric issues which require attention. North County Electric will be doing the work.

The Town Board has given the Supervisor approval to sign the elevator maintenance contract with Schindler. After the dates are updated, the contract will be submitted to the Supervisor for signature.

The Town invited another HVAC contractor to walk through the Town buildings (including the Library) to offer a maintenance contract.

Bylaws and Policy – It is planned to review and update the Library's Emergency Plan.

Long Range Planning – The Committee will meet and discuss whether they will come up with a list of projects for Board approval for the Somers Library Foundation to fund or if a sub-committee of the Trustees will be formed to do so.

Personnel – The following items needed to be moved on:

Substitute Librarian – Mr. Carnow made a motion to hire Holly Rivlin as a Substitute Librarian I (L14362) at a regular salary of \$24.67/hour, effective December 1, 2012. All were in favor.

Student Page – Mrs. Parisi made a motion to hire Anika Jagow as a Student Page (L143365) at a salary of \$8.00/hour, effective December 1, 2012 to replace Craig Dammeyer who resigned October 18, 2012. All were in favor.

Staff Salaries – The 2013 Library Budget will be adopted and the 2013 Library Salary Schedule will be approved at the Trustee's Organization Meeting on January 9, 2013; however, the Library Director has requested advance approval that the 2013 staff salaries will be as shown in the Town's 2013 budget which will be adopted by the Town

Board on December 13, 2012. Mr. Kehoe offered a resolution to that effect and all were in favor.

2012 Staff Vacation Time Accrual – A motion was made by Mrs. Mignardi to permit the carryover of earned vacation in excess of the ten days permitted by the Vacation Policy to the following staff members:

Patricia Miller 8.35
Rosemary Schwabe 8
Margaret Widman 4.43

All were in favor.

2013 Holiday Schedule – A motion was made by Mrs. Williamson-Canavan to approve the 2013 Holiday Schedule as submitted. All were in favor.

Public Relations – The Committee hasn't met, but arrangements will be made to do so in January.

Technology – Earlier this evening, the Committee and some of the staff met with Andrew Weinstein regarding an E-Reader partnership.

Mrs. Miller is recommending that a contract be secured with Piper Mountain to update the Library's website using their content management system, and signing contract before the end of 2012 to take advantage of their introductory discounted rate. The Supervisor has been advised of this action.

The Friends will be funding the purchase of three iPads for the Library, two for children and one for adults.

Somers Library Foundation

Somers Library Foundation President Rose Corbett met briefly with the Trustees to ask for a list of ideas and cost estimates for projects they can fund for the Library.

Friends of the Somers Library

The Friends met yesterday. Amendments to the bylaws were discussed. All but one of Mrs. Miller's requests was granted. She will be researching a screen for public service announcements further. Mrs. Miller provided the Friends with a list of what they gave the Library over the past year, with the costs. The Friends have certainly been very generous. A discussion took place about ways in which to get new members, as well as more publicity.

The meeting was adjourned at 10:00 p.m. The next meeting will take place on Wednesday, January 9, 2013 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