

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

**MEETING MINUTES**

**December 14, 2011**

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

The members present were: Ian Carnow, Claire Damon, Bill Kehoe, Laura Parisi, and Jean Reidy.

Jim Hasl, Liz Mignardi, Barbara Stockwell and Christine Williamson-Canavan were absent.

Library Director Pat Miller was also present.

**Announcements and Correspondence**

The future of the Library paying the MTA tax is yet to be determined.

An article about A Day With a Pig program in the Somers Record, held at the Library on November 26 was distributed. A segment about this program was also on YouTube as well as The Daily Somers online newspaper.

**Approval of Minutes**

Mrs. Reidy made a motion to approve the minutes of the regular monthly meeting held on November 9, 2011 as submitted. All were in favor.

**Treasurer's Report**

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #12, Somers Library Vouchers and the Gift Fund were distributed. Mr. Carnow made a motion to approve the Abstract of Audited Vouchers #12, dated December 14, 2011 in the amount of \$151,151.55 which included voucher numbers 70867 to 70894. All were in favor.

The contractual amount spent this past month was \$35,054.52, compared to \$6,782.67 last month and \$14,492.34 two months ago. There was no Gift Fund spending for the month, but the Fund received \$207.28 in gifts during the month. Last month, \$32,000 or 33% of discretionary spending went to the business of the Library (books, reading materials, etc.). The largest expenditures were: Baker and Taylor Books \$4,439; NYSE&G \$916; Staples \$1,501; Sebco Books \$1,203, Pat Miller \$659 (conference reimbursement); Town of Somers General Fund \$63,523 (2011 pension cost) and Westchester Library System \$21,452 and \$2,236 (fees). Payroll and benefits charges for November were \$52,574.03. Total Library spending for all accounts was \$151,151.55.

Travel videos will be purchased from the contribution from the Dillon Memorial fund.

Mrs. Mignardi has generously donated money to replace some of the well-used children's books.

### **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 29, 2011.

**Staff Volunteerism** – Staff member Vicki DiSanto volunteered her time to paint the downstairs landing, and also cleaned out and organized the back room. Her time and help was most appreciated.

**Google + Page** – Thanks to staff member Valerie Herman, the Library now has a Google + Page, which is similar to Facebook and Twitter.

**Video Game Charge** – Moving forward, a fee of \$5.00 will be charged for our video games that are returned to any library other than the Somers Library, as some have been disappearing in transit.

### **REPORTS FROM STANDING COMMITTEES**

**Budget and Finance** – The 2012 Library Budget will be adopted and the 2012 Library Salary Schedule will be approved at the Trustee's Organizational Meeting on January 11, 2012; however, the Library Director has requested advance approval that the 2012 staff salaries will be as shown in the Town's 2012 budget which was adopted by the Town Board on December 8, 2011. Mr. Kehoe offered a resolution to that effect and all were in favor.

**Building** – Due to the heavy and driving rain storm on December 7, tape and plaster fell from the Conference Room ceiling. In addition, the ceiling looks bowed from the water. Assistant Building Inspector Tom Tooma offered to nail wood over the sheetrock as a temporary fix so that more plaster does not fall down. This should suffice until that part of the roof is replaced and the windows re-sealed. The ceiling will be monitored to be sure that there is not more damage after severe storms. If needed, Mr. Tooma will add more wood to the ceiling.

The Caregiver Corner has been painted since a quarter of the roof and chimney in that area has been fixed.

As previously mentioned, the downstairs landing had been painted. New carpeting will be placed on the floor in January. All agreed it is a better alternative to any type of wood flooring, in case of additional flooding. It will also provide a quieter atmosphere. A request will be made to use the Town's insurance reserve fund to pay for this project. In an effort to prevent further flooding to the basement, it was suggested that the

drainage system be snaked to ensure that there are no blockages. All agreed that when the roof is finally replaced, the gutter systems should be tested for no blockages. If the drainage system was an issue, water would swell up from the gutters, and this is not happening.

The Parks and Recreation maintenance staff cleaned the Library gutters.

A generator is needed to run the sump pump in the basement just in case the power is lost in another severe storm.

The boilers were serviced on December 13 and the broken heater in staff area was repaired.

The handicap buttons on entrance door system are broken, and a service call requested.

**Bylaws and Policy** – Exhibit Coordinator Belinda DiTieri has once again revised the draft Library Gallery Policy. When this draft has been completely updated, it will be distributed to the Committee and then to the Board for review and comments before adoption.

The Library Board adopted the Friends of the Somers Library Policy at their August meeting and it was forwarded to the Friends for their review and comments. They have not yet had the time to work on that review.

**Long Range Planning** – The Committee will meet on December 19.

**Personnel** – A letter was sent to Mrs. Miller about how delighted the Board was with her work performance again during this past year.

**Substitute Librarian** – Mr. Kehoe made a motion to hire James Corry as a substitute Librarian to replace Rebecca Rogan-Alcock (L14362) at a regular salary of \$24.31/hour, effective November 27, 2011.

**Donation of Accrued Staff Sick Leave and Vacation Time** – The Library has a long-standing Sick Leave Policy for permanent staff members, which may be used only in case of illness, injury or an appointment with a physician. Sick leave may be earned, accumulated up to an entitlement for three years and applied to an extended illness. Upon termination of employment, all unpaid sick leave is forfeited.

The Library also has a long-standing Vacation Policy for permanent staff members which provides for an annual vacation. Vacation may be earned and carried over from year to year with a maximum accumulation of ten days, with the approval of the Board of Trustees. Approvals beyond the ten-day limit must be requested in writing to the Personnel Committee of the Board, which after consideration will submit the request with its recommendation to the Board for final disposition.

Participants in both plans have recently requested that they be permitted to donate all or part of their accrued sick leave and/or vacation to an ill participant for her exclusive use in connection with her existing serious medical condition. This person has taken most of her currently available sick time and vacation.

Participants, at their sole discretion, must submit a written and signed request to the Library Director, utilizing the form established by the Director for that purpose. This form permits the Library to deduct the specified number of days of accrued sick leave and/or vacation from the contributing participant's account.

The donation of sick leave and/or vacation will be maintained within each respective plan and the applicable days shall not be comingled in any manner with those of the other plan. Each participant may donate up to the maximum accrued in their account at November 30, 2011.

The terms of this resolution are unique to the current situation and shall not be used or relied upon in any future contexts for any purpose, including the establishment of a practice or precedent of the Library.

Mr. Kehoe proposed the aforementioned in the form of a motion. All were in favor.

**2012 Holiday Schedule** - A motion was made by Mr. Carnow to approve the 2012 Holiday Schedule as submitted. All were in favor.

**2011 Staff Vacation Time Accrual** - A motion was made by Mr. Kehoe to permit the carryover of earned vacation in excess of the ten days permitted by the Vacation Policy to the following staff members:

Jamie Kay .32  
Patricia Miller 5.67  
Margaret Widman 3.39

All were in favor.

**Public Relations** – A meeting was held at the end of November. Geek the Library is still on hold as a request has been made to arrange for a webinar about the program with the staff. A commitment has to be made by the end of March.

The 30<sup>th</sup> Anniversary of the Library being in Reis Park was discussed. A celebration will take place between April 8 and 14, which is Library Week, but also the Easter holiday occurs in the beginning of that week. A Book Sale will be held at the end of the week. Guest readers, and local authors will be invited to participate. A program about the history of the Library will be offered. Both the Schools and Book Clubs will be asked to get involved.

Mrs. Williamson-Canavan is working on a brief for a new logo. The library in the park

will be the theme.

On Tuesday, Wednesday and Thursday of this week, the Trustees are bringing holiday treats to the Library staff. A gift from the Trustees still needs to be decided on.

**Technology** – Mrs. Mignardi conducted a Dreamweaver training session for the staff on November 28.

All of the old computer equipment has been disposed of thanks to Mrs. Mignardi.

### **Somers Library Foundation**

Mrs. Miller attended the Somers Library Foundation meeting on November 30. Additional founding board members are still needed. The bylaws and mission statement were approved. A tentative budget was reviewed and tentative fundraising events discussed. A probable first project would be expanding an e-book program at the Library. The Foundation is a legal entity. Tax exemption papers have been filed and they are waiting for official word. The next meeting is January 25.

### **Friends of the Somers Library**

A meeting was held and all of Mrs. Miller's requests were approved. Almost all of the money made at Library Day has been designated to buy new chairs from the Library from a furniture company in Connecticut. A request has been made for donations of baskets. The can be dropped off at the Library.

### **OLD BUSINESS**

**Patio Project** – A local Girl Scout troop is interested in enhancing the lower level patio area to complete their Silver Project. Their leader will be invited to the next meeting to discuss this further.

**Trustees Up for Reappointment** – Mrs. Damon and Mrs. Williamson-Canavan's terms expire at the end of the month. Both have been asked to write to the Town Board requesting reappointment if that is their desire. Mrs. Schirmer has been asked to send a memo on behalf of the Trustees to the Town Board recommending that they be reappointed.

### **NEW BUSINESS**

**Donation** – A donation of a 32-inch flat screen television, as well as \$600 has been received from The Patrick Casabona Jr. Memorial Scholarship Fund.

**Parking Lot** – The Highway Department has filled some of the larger pot holes in the Library parking lot.

**Slate of Officers** – Mr. Carnow, Chair of the Nominating Committee, presented the Committee's recommendation for the Slate of Officers for the year 2012:

President – Barbara Stockwell  
Vice President – Laura Parisi  
Corresponding Secretary – Jean Reidy  
Treasurer – Jim Hasl

There were no nominations from the floor. The Library's *Bylaws* state that no member of the Board may serve as President for more than two consecutive years. In order that Mrs. Stockwell may serve again during the year 2012, the Board has to approve suspending this provision.

Mr. Carnow made a motion to accept the Slate of Officers presented by the Nominating Committee and to suspend for the year 2012 the *Bylaw* provision regarding consecutive years' service by the President. All were in favor.

The meeting was adjourned at 9:45 p.m. The next meeting will take place on Wednesday, January 11, 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