

**SOMERS LIBRARY BOARD OF TRUSTEES  
P.O. Box 443, Somers, NY 10589**

**MEETING MINUTES**

**December 8, 2009**

President Stockwell called the meeting to order at 7:35 p.m.

The members present were: Claire Damon, William Kehoe, Marie Grace Mutino, Laura Parisi, Jean Reidy, Barbara Stockwell and Christine Williamson-Canavan.

Jim Hasl and Fausta Mc Dermott were absent.

The Library Director Patricia Miller and Councilman Richard Clinchy were also in attendance.

**Announcements and Correspondence**

The Town Holiday Pizza Luncheon will be held at the Town House on Friday, December 11, at 12:00 noon.

The Trustees will provide the Library staff with Holiday treats on December 15, 16 and 17. Assignments continue to be made.

Mrs. Miller was thanked for sponsoring the Recognition Tea for the volunteers on November 30. About 30 to 40 attended. Thank you notes were received from Muriel Lyon and Gracemarie Mastromarino.

Mrs. Reidy sent a thank you note to Mrs. Miller and the Trustees for nominating her for a WLS award for 45 years service on the Library Board. The program from the event was distributed, as well as the one for the luncheon that Mr. Kehoe was recognized at. Two newspaper articles about Mrs. Reidy were distributed as well.

Mr. Kehoe thanked everyone for nominating him to be inducted in the 2009 Westchester County Senior Citizens Hall of Fame. The Town Supervisor proclaimed December 4, 2009 as William F. Kehoe Day in the Town of Somers.

Dr. Mutino sent a thank you note to the Staff, along with cookies and chocolate for overextending themselves to open the Library on the day of the cancelled Soccerfest. The Library was not supposed to be open on that day.

Mrs. Reidy thanked Mrs. Miller for sponsoring the Open House for the Somers School District Educators. Unfortunately the turnout was very low.

### **Approval of Minutes**

Dr. Mutino made a motion to approve the meeting minutes of November 10, 2009 as submitted. All were in favor.

### **Treasurer's Report**

Treasurer Mrs. Williamson-Canavan presented the Treasurer's Report. Copies of the Abstract of Audited Vouchers #12; Analysis of Gift Fund Accounts and Somers Library Vouchers were distributed. Mrs. Williamson-Canavan made a motion to approve the Abstract of Audited Vouchers #12, dated December 8, 2009 in the amount of \$100,733.43, which included voucher numbers 63600 to 63633. All were in favor.

Some notations were made about the vouchers. The payment to the Hess Corporation was for the first oil delivery of the season. This is a new supplier that was accessed via a State contract to the Town. Reimbursements were made to Mrs. Miller for supplies and attendance at a local fundraiser. The Friends money that had been transferred into the Library Gift Fund Account has been depleted. The annual payment to the Town of Somers General Fund was for retirement benefits, and that to the State Insurance Fund was for the yearly disability benefits insurance.

A meeting took place between Mrs. Miller, Mrs. Stockwell, Mrs. Widman and the Town Finance Director to discuss various matters including the interest posted monthly to the Library's portion of the JP Morgan Chase Joint Money Market Account. An explanation is being sought as to how that figure was determined.

### **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 November 25, 2009.

**2010 Holiday Schedule** - All received a copy of the proposed 2010 Holiday Schedule. A motion was made by Mr. Kehoe to approve the 2010 Holiday Schedule as submitted. All were in favor.

**Carry Over Vacation** - The six staff members who had vacation carryover in excess of ten days had accumulated a total of 71 hours of unused vacation time and overtime, primarily due to the fact that two permanent staff positions were not funded. Some volunteer hours incurred by the staff have not been documented, as they are being done gratis. The Trustees extended their thanks to those employees who have graciously donated their time. A motion was made by Mr. Kehoe to approve the 10+ Carry Over Vacation days as submitted. All were in favor.

**IP Address** - The WLS maintains the Library computer system, so therefore an IP Address has to be assigned to control the new boiler system via the internet. This will be done in January 2010.

**Program Room Chairs** - The old chairs have been replaced with new chairs that are much more manageable. Permission has to be granted by the Town Board to sell the old ones, as well as the old card catalogue.

**Co-Communications Presentation** - Mrs. Miller attended a PR presentation earlier today, which was led by Co-Communications. It was very beneficial.

**Ballroom Dance Class** - A \$2,000 grant was received from the Helen Andrus Benedict Foundation, as administered by Lifetime Arts to partially fund a ballroom dance class. Additional funding will be sought for the \$1,100 shortfall.

**Donation** - Staff member Val Herman donated a statue of a woman reading to a child in memory of her mother.

**Fines** - A patron wrote a check for a \$17.60 fine, and the check bounced. It was suggested that Mrs. Miller speak to the Town Finance Director, as to the Town's policy in these types of situations.

**SONY Reader** - The new SONY Reader was delivered earlier today. Mrs. Miller will plan a technology day for the public and School District teachers. Mrs. Herman has a Kindle, and she is willing to assist.

### **REPORTS FROM STANDING COMMITTEES**

**Budget and Finance** - The Town Board budget hearing took place and the 2010 proposed Library budget was approved. A \$40,000 decrease in Contractual Expenditures exists primarily due to an increase in benefits and the manner in which the Town budget had been prepared. In January, Mrs. Miller will propose a spending plan for that budgeted amount. Mrs. Williamson-Canavan will schedule a Budget and Finance Committee meeting on January 5, 6 or 7 to cover year-end items.

A discussion also took place about the North State Mechanical service contract on the old boilers. The payment is \$950/quarter and the current contract expires at the end of March. Since the boiler system is now brand new, the last next quarter payment seems a bit high. Mr. Clinchy suggested that the Town Attorney might assist in getting the remainder of this contract cancelled. Mrs. Miller will provide him with a copy of the service contract. Hopefully Northeast Air, the company that installed the new boilers, will be interested in submitting a service contract proposal.

A request has been made by the Finance Department to have the Library's New York State disability insurance policy changed from a policy based on inception date to a calendar year basis. Mrs. Stockwell has sent a letter to cancel the current policy and processed an application for a new policy. A motion was

made by Mr. Kehoe approving that Mrs. Stockwell cancelled the current policy and processed an application for a new policy. All were in favor.

**Building** – Mrs. Miller, Mr. Kehoe and Mrs. Stockwell met with the Town Supervisor, Town Engineer and Town Finance Director to discuss the projects that are still incomplete. The summary is as follows:

Water - The water in the building is not able to be consumed due to bacteria found in the well. A discussion took place about installing an ultraviolet system to purify the water. The Department of Health has been consulted. The Town is conducting regular water tests to monitor the situation.

Boilers - The two new boilers are up and running, and can be controlled via the secure staff WiFi network. This has enabled the system to be more adaptable and will provide a cost reduction.

Lighting - Bids have been collected to complete the lighting system. A recommendation was made to the Town Supervisor by Mrs. Miller. Supervisor Murphy is in the process of reviewing the bids.

Roof - A discussion took place regarding the three sections of the roof that need work. This project will be done as part of the boiler grant from the State.

Mold - Supervisor Murphy is aware of the mold situation, and she and Mr. Gagne will discuss a solution to the mold problem in the Library, as well as the Town Annex.

Septic - The Department of Health and the Department of Environmental Protection still have to approve the schematics of the project. Work will probably not begin until the spring to replace the failed Library and troubled Parks and Recreation systems. The Parks and Recreation Department septic will tie into that of the Library.

**Bylaws and Policy** - The certificate of deposit policy has to be updated by the Treasurer. As so much time has been spent on the budget, discussion on this issue will resume in January.

**Long Range Planning** - A new strategic plan is needed. Discussion will continue in January.

**Personnel** - Mrs. Miller has started the staff evaluations.

**Public Relations** - Holiday Happiness took place on December 5, from 9:00 a.m. to 4:00 p.m. It was a bit chaotic, because the fire alarm went off. All else went smoothly, but it seemed as though there were fewer attendees this year, which could have been as a result of the snowy weather. All agreed that next year the

Friends should have some items available for sale, as this is a very commercial event. A suggestion was made to seek a donation of a SONY Reader and raffle it off. Perhaps the Friends can do the same earlier in the year, at the Library, as a fundraiser.

Information was received about the Velma K. Moore Award. The deadline is February 15. Anyone one or group who has contributed to the development of library services is eligible. The recipient of the award will be given \$750 for a library of their choice. All agreed to nominate Jean Reidy for this award.

Mrs. Parisi agreed to Chair the Public Relations Committee in 2010. Mrs. Stockwell was grateful for her willingness.

**Technology** - The warranty for the video surveillance system is ending. Research will be done regarding service contracts. Mr. Clinchy suggested that Mrs. Miller contact the School District, as they have one as well. Perhaps there can be a co-contract agreement.

#### **Appointments by Nominating Committee**

Chair of the Nominating Committee Mrs. Williamson-Canavan presented a Slate of Officers for 2010:

President - Barbara Stockwell  
Vice President - Fausta Mc Dermott  
Corresponding Secretary - Marie Grace Mutino  
Treasurer - Christine Williamson-Canavan

There were no nominations from the floor. The vote will take place in January.

#### **Trustee Reappointments 2010**

Mr. Hasl, Mr. Kehoe and Mrs. Mc Dermott's terms as Trustees expire on December 31, 2009. All three are interested in staying on as Trustees and have submitted requests to the Town Supervisor. Mrs. Stockwell will ask that this item be placed on the Town Board agenda for approval.

#### **2010 Committees**

All were asked to think about the Committees that they would like to serve on and/or Chair in 2010. Assignments will be made in January.

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

Mrs. Damon reported that the Friends of the Somers Library met earlier in the month. A Concert by Anne Tormela on November 22 was only attended by 12 people. There is still concern about doing more advertising for the programs that the Friends sponsor, as they are not always well attended. The Hudson Bells singing group on December 6 was very well attended. The Friends are also in the process of reviewing their By Laws. It was reported that Mrs. Lyon was

happy to have been nominated for the WLS award.

**Westchester Library System**

Dr. Mutino was not present at the last Westchester Library System meeting, but did report the following via an email she received from Mrs. Miller:

As a result of New York State funding cuts, four WLS staff members (two full time and two part time) will conclude their employment on December 31. The areas affected are Administration (one full time and one part time); Cataloguing (one full time), and Youth Services (one part time).

The Controller has accepted a new position at West Point. His last day at WLS is December 11, but he will continue on a limited basis to lead WLS through the end of the year financials and audit process.

Dr. Mutino also reported that there will be a Westchester County Budget meeting on December 10 in White Plains, and WLS will have representation.

The meeting was adjourned at 9:30 p.m., and the next regular monthly meeting will take place on Wednesday, January 13, 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