

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

**MEETING MINUTES
December 8, 2010**

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

The members present were: Claire Damon, Jim Hasl, William Kehoe, Liz Mignardi, Laura Parisi, and Barbara Stockwell.

Fausta Mc Dermott, Jean Reidy and Christine Williamson-Canavan were absent.

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

Announcements and Correspondence

The WLS 13th Annual African-American Writers and Readers Literary Tea will be held on January 17. All were sent an invitation.

An organizational meeting will be held prior to the regular Library Board of Trustees monthly meeting in January.

Mrs. Miller received an email from a writer in Manhattan about using the title *Treasures in the Attic* for a program that was held at the Library, as it is the same name of a newspaper column she writes and also of a program on PBS. A response was sent after consulting with the two attorneys that are members of the Library Board of Trustees. In effect, the Library was unaware of any copyright restrictions on the title *Treasures in the Attic*; the title of the program was provided by the presenter; the Library will not use the title in any future programs, lest it causes confusion to the public.

An email thank you was sent to Mrs. Miller from two patrons, thanking Ms. Herman for the assistance she gave with accessing Facebook, Twitter and other social media tools. The letter was put in Ms. Herman's file.

Tomorrow evening, there will be a public hearing on the Westchester County Budget. WLS has an advocacy network button on their website that allows a patron to speak out for their library. Mrs. Miller will send the information out to the Somers Library patrons with a blurb on funding and support that the Somers Library gets from the Westchester Library System.

Approval of Minutes

Mr. Kehoe made a motion to approve the meeting minutes of November 10, 2010 as submitted. All were in favor.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #12; Analysis of Gift Fund Accounts and Somers Library Vouchers were distributed. Mrs. Stockwell made a motion to approve the Abstract of Audited Vouchers #12, December 8, 2010 in the amount of \$145,479.66, which included voucher numbers 67235 to 67274. All were in favor.

The disbursements this month were quite large. A bi-annual payment was made to WESTLYNX for WLS support; the Town of Somers was paid for pensions; library materials were purchased; and payments were made for the installation and purchase of a new water fountain and ejector pump for the downstairs rest room. The last two payments will be reimbursed by the Town.

All of the 2009 Reader's Digest interest on the endowment fund has been used up.

DIRECTOR'S REPORT AND STAFF MEETING MINUTES

All Trustees received a copy of Mrs. Miller's Monthly Report. The December Staff Meeting will be held tomorrow so there were no minutes submitted.

2011 Holiday Schedule - A motion was made by Mr. Hasl to approve the 2011 Holiday Schedule as amended, switching November 8 Election Day for June 25, the Town's Independence Day Celebration, when the Library is obliged to close and staff forced to take a day out of their personal holiday allocation. All were in favor.

2010 Staff Vacation and Sick Time Accrual - A motion was made by Mrs. Stockwell to approve vacation and sick time accrual to the following staff for the following number of days:

Valerie Herman	14
Jamie Kay	10.32
Patricia Miller	23.77
Rosemary Schwabe	10.48
Margaret Widman	15.35

All were in favor.

Barnes & Noble Fundraiser sponsored by the Friends of the Somers Library - To date about \$140.00 has been generated as a result of the Barnes & Noble Fundraiser held on November 26 and 27. Staff members Vicki Di Santo and Betsy Bishop organized the event and donated their time to attend it. Mrs. Bishop gave a presentation on downloading the Barnes and Noble e-reader; Doris Jane Smith dressed as Mary Poppins and read stories; Frank Billingsley played his banjo and Mrs. Di Santo talked about choosing appropriate children's book titles. This amount will increase when the tally is completed with online

sales, which might entitle us to a higher percentage of sales.

2nd Annual Volunteer Tea - The 2nd Annual Volunteer Tea was held on November 29 and it was a great success. Many thanks to Mrs. Bishop for organizing this event. Mrs. Parisi remarked that it was her first time attending and she was very impressed. It provided a perfect venue to talk with the volunteers.

Patron Support - Many of the patrons have been asking how they might help the Library as a result of the budget situation. All agreed that a plan has to be created to bring them together as one and let them collectively generate ways in which they can be effective.

WLS Staff Cuts - Mrs. Miller announced that WLS has cut four positions due to lack of State funding.

Velma K. Moore Award Money - As recipient of the Velma K. Moore award, Mrs. Reidy treated the staff to dinner at the Sunshine Restaurant with some of the money she received. The majority of the award funds were used to purchase a camcorder and digital camera for the Library.

REPORTS FROM STANDING COMMITTEES

Budget and Finance

2011 Adopted Budget - The Library's 2011 proposed budget asked for a \$28,900 increase in Contractual Expenditures. This very conservative appeal was restricted to coverage for the \$15,900 additional Westchester Library System charges in 2011 and \$13,000 for books, CDs, DVDs and other materials which are borrowed by the community. It did not include increments to fully restore the reduction of \$40,403 that we suffered in the 2010 adopted budget. In addition to these Contractual items, we asked for a \$14,960 increase in substitute salaries to provide minimum scheduling through the day and evening within current operational hours. Unfortunately, the Town Board on December 2, 2010 adopted a budget that did not include these increases.

Regardless, the Westchester Library System will increase their annual charge to the Somers Library significantly over the next three years due to a revision in their funding model to more equitably allocate WLS costs among the 38 member libraries. A primary reason for this increment to Somers is our high volume of inter-library loans and system usage. Since our 2011 Contractual Expenditure Budget is unchanged, it is necessary to offset this additional cost in some manner.

The action proposed by the Budget and Finance Committee after a lengthy and wide-ranging meeting on December 2 and in subsequent discussions is to close

the Library on all Sundays during the year in addition to the current closure during the summer. Since the Sunday staffing is entirely by substitute employees, this will eliminate the salary costs to cover one substitute Librarian and two substitute Clerks.

Closing on Sunday could present problems for patrons who work on a Monday to Friday schedule. The Town Board also expressed the same concern at their budget hearing about the effect on patrons of closing on Sundays. To offset the effect on these patrons, two additional hours in the morning would be added to the Saturday hours and two additional evening hours would be added to the Thursday hours. Primarily this staffing would be done by two substitute Clerks on each day.

The net effect of these revisions in hours on these three days would be additional expenditures of approximately \$1,200. However, the Library would absorb the additional WLS charges with minimum disruption of services to our patrons, Library operations and the permanent staff.

The prior reduction in hours placed us below the state's minimum standard for libraries serving our size population. This additional reduction in hours will place us further below the state standard, which could result in revocation of our charter and close the library.

Other possibilities of reducing expenditures particularly substitute salary costs were also closely scrutinized. Closing all day Monday rather than Sunday was a possibility. However, this presents problems with the programs provided during the day and in the evenings, staffing and the volume of work that must be done after a weekend. The staff would have to cope with the after effects of Saturday, Sunday and Monday activity on Tuesday. In addition, the staff is already overworked and underpaid compared with the extra hours they put in for no pay to maintain current hours.

Regrettably there are no solutions to offset the overwhelming effects necessitated by the rejection of our good-faith requests for the very limited restoration of funding for books and materials and essential substitute salaries. Any funding for books and materials must be taken from other budget lines and we will have to continue to struggle with inadequate staffing.

Also, since we have been dealing with problems resulting from prior year budget reductions, books and materials purchasing, programs and use of substitutes must continue to be closely evaluated against our financial position as the year progresses.

Discussions are taking place with The Friends of the Somers Library to determine if they might be able to fund needed items not provided for in our budget above the level of their current generous gifts. This would be particularly

helpful during the first four months of the year before the real estate tax money is received.

A motion was made by Mr. Kehoe to accept the recommendation made by the Budget and Finance Committee to cope with the 2011 adopted budget. All were in favor.

Budget Modification Form - Last month, some confusion was caused when money was moved from the Contractual to Substitutes budget line without indication that Library Board of Trustee's approval was given. Moving forward, a sentence will be added to the Form indicating that the modification was approved and the date.

Building - The Town Supervisor, Parks and Recreation Superintendent, Town Principle Engineering Technician, Water Superintendent, Assistant Building Inspector and Mrs. Miller walked around the Library identifying the many leaks and sources of those leaks on two different especially rainy days. One obvious problem was that the gutters and drains were clogged. There is continuously water buildup on the floor in the pump room from sweating water tanks, the water chlorination system and the water pumps when maintenance is performed. The roof leaks every time there is a heavy rainstorm. Mrs. Miller is waiting for the Supervisor to approve release of the current RFP to fix the roof. In addition, a memo was sent to Mr. Ralston about scheduling regular cleaning of the gutters and drains.

Bylaws and Policy - Work continues on updates to the Emergency Procedure Policy, Computer Use Policy, Gallery Policy and Abusive Patron Policy. Mrs. Mc Dermott has reviewed the Charter and will give a report at the next meeting.

Long Range Planning - A handful of survey results have come in over the past month. The total received to date is about 415. A plan to determine how to proceed with the data has to be established. Over the holidays, Mr. Hasl wants to summarize some of what he has learned by reviewing some long range plans of other libraries similar in statistics to Somers. He also feels as though the Board of Trustees has to think about their role and commitment to a plan once created.

Last month, Cathy Cassidy, CEO of Martin Training Associates donated her services to conduct a Matrix training exercise with the Board of Trustees to assist in choosing a direction for future long range planning. The results and recommendations moving forward were shared with all. A decision has to be made as to whether or not the Board wants Ms. Cassidy to facilitate a four hour session to create a strategic plan using the survey results as one of the criteria. All agreed to discuss this again in January, when hopefully there will be a full complement of Board members present.

Mr. Clinchy suggested that a presentation be developed for the Town Board with regard to the Library's vision and goals, as a way to build consensus.

Personnel - There was no update this evening.

Public Relations - On November 30, Mrs. Damon, Mrs. Parisi and Mrs. Reidy met with the Somers League of Women Voters, who would like to sponsor a Library Fair in conjunction with the Friends of Somers Library in September and are also willing to do fundraising events. A fundraiser dinner honoring Library affiliated residents was an initial idea. A primary goal needs to be making the community aware of the Library and its offerings, including residents, community groups and organizations. Perhaps the Friends should hold a public session on their role and how they help the Library. The Committee and League will all meet again on January 3rd.

The Public Relations Committee will also be working on a strategy to notify the patrons that as of January 1, the Library will be closed on Sundays; opening two hours earlier at 10:00 a.m. on Saturdays; and closing two hours later at 8:00 p.m. on Thursdays.

On December 14, 15 and 16, all Trustees will provide baked goods and other treats for the Library staff to celebrate the Holidays.

Technology - Three desktop computers are on order for two staff members and the reference desk. The Friends graciously agreed to purchase two replacement computers for the Children's Room.

Friends of the Somers Library

The Friends met earlier in the day. All of Mrs. Miller's requests were approved, including \$6,000 to purchase two new replacement computers for the Children's Room. The Board was delighted with their generosity and couldn't be more grateful. Mrs. Damon also thanked the Friends for their support during the budget process.

NEW BUSINESS

Slate of Officers - Chair of the Nominating Committee Mrs. Mignardi presented that following Slate of Officers for 2011:

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

There were no nominations from the floor. It was noted that the Board has to vote prior to the Elections to waive the 2 year term limit restriction as per the By

Laws to allow Mrs. Stockwell to run again, and since Mrs. Reidy's term is up on 12/31/10, she will have to be reappointed by the Town Board before she could run.

The meeting was adjourned at 10:50 p.m. The next meeting will take place on Wednesday, January 12, 2011 at 8:00 p.m. in the Library, following the Organizational Meeting at 7:30 p.m.

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