

**Somers Library Board of Trustees
PO Box 443
Somers, New York 10589**

**MEETING MINUTES
February 10, 2016**

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

The members present were: Ian Carnow, Paula Chamoun, Jim Hasl, Liz Mignardi, Laura Parisi, and Ann Westerman.

Christine Williamson-Canavan was absent.

Library Director Andrew Farber was also present.

Approval of Minutes

Mrs. Mignardi made a motion to approve the minutes of the meeting held on January 13, 2016 as submitted. All were in favor.

Announcements and Correspondences

Mr. Farber received a thank you letter from a resident in Heritage Hills complimenting staff members Valerie Herman and Tara Ferretti for their assistance with her iPad. She is also a frequent user of the Library's home delivery program and is most grateful for that service as she no longer drives.

This year's Library Advocacy Day in Albany is March 2.

Friends of the Somers Library President, Susan Berkow has requested that an email be sent through the Library announcing their membership drive. She also gave Mr. Hasl a copy of their Annual Report, which did not include financials, but they are forthcoming.

Somers Library Foundation Treasurer, Susan Petroccione has asked for a list of projects that need to be completed so they may begin looking for grant money.

The new Library hours began on February 1. Only two patrons had a comment with regard to that change. One who commutes was not particularly happy with the change and a second was delighted.

Public Comment

There was no Public Comment this evening.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #2, and Somers Library Vouchers were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #2, dated February 10, 2016 in the amount of

\$68,179.76, which included voucher numbers 85359 to 85388. All were in favor.

The contractual amount spent this past month was \$16,384.76. The largest expenditures were: Baker and Taylor (books) \$4,363 and Cross Country Locksmith (door/panic bar) \$1,450. Payroll and benefit charges were \$51,795.08. Total Library spending for all accounts was \$68,179.76.

Director's Report

STATISTICS:

The Adult department had 1,395 reference transactions this month, and hosted 8 programs with a total attendance of 130 people.

The Children's department had 28 programs with a total attendance of 443 people.

The Young adult department had 16 programs with a total attendance of 92 teens.

For electronic resources the Library has had 232 uses of the public computers and there are still almost 55,000 followers on social media. Overdrive had 911 uses this month, and 584 people connected to the wireless network.

The Library circulated 9,565 items in the month of January, and had 14,717 visitors counted by the people counter.

The technical services department has processed 422 new items this month.

PERSONNEL:

The Library Assistant canvas list from Westchester County Civil Service arrived today, and letters will go out shortly.

Jane Rothschild is now being trained by Rosemary Schwabe in technical services, and will be acting as a second cataloger to process new materials.

BUILDING:

Mr. Dammeyer has continued his work in the Library, and has painted the art gallery, children's room, mystery section, and has begun painting the reading room. He has also replaced the skylight above the stairs to the lower level. He is following up on a second skylight needed for replacement that is on order. The toilet downstairs is leaking and a plumber is needed to repair it.

MISCELLANEOUS:

February is African American History Month. The display this month showcases African-American books and authors. Mrs. Herman wrote an article about this for the Library's newsletter, and will also post that article on the Library's blog and Facebook. A local resident, Mrs. Webb-Weber, has generously created a display for the art gallery.

The adult department has a new program beginning this month on Friday mornings: Adult Coloring Book Club. Mrs. Herman reserved the conference room for this weekly event, and has found a volunteer (Susan Rose) to run it each week. Soft music will be playing, and materials provided (the Library did recommend that patrons bring their own coloring books and pencils.) This is a great way for our patrons to relax, and socialize with others in the community, while doing something creative.

Tara Ferretti is applying for a STEM grant this month to run a series of technology workshops for teens. The program will involve 3D modeling of the Library's master plan, and allow the teens to add in their personal Library wish list.

Since our publicity volunteer Nancy Tedrowe has discontinued processing our publicity, Mrs. Herman and Mrs. Ferretti have been taking over the job. Publicity is a daunting task, so they are trying to organize and streamline the process. They have ordered a filing box and have set up folders for volunteers to access. Mr. Farber has reviewed the publicity process in order to potentially streamline the process.

Mrs. Ferretti has attended the following continuing education workshops: Battle of the Books Meeting (1/7), Marketing Bootcamp Parts 1(1/12), Youth Services – STEM Learning RFP (1/19), and Enterprise Training – (1/28). Mrs. Herman attended the Enterprise training as well. Edith Felis, Diane Montero-Heyert, and Jane Rothschild attended an enterprise update workshop on January 13th at WLS as well. Mr. Farber is encouraging all staff to attend the free WLS training workshops whenever they are able, provided the staffing levels will allow it.

The tax forms from NY State and the IRS have been received, and have replaced the magazine swap with the tax forms in the lobby.

This Saturday there will be an Author Presentation by Sarah Bracey White.

Somers Library Foundation

The Foundation is looking for a list of projects to fund this year and would like to include an informational display of one of the projects at their annual Spring Luncheon on April 20. Tickets for the Luncheon can be purchased on the Foundation website and there are flyers announcing it at the Circulation Desk. The Foundation is also approaching NY Lawmakers for grants.

NEW BUSINESS

Jean Reidy – It is with great sadness that Mr. Hasl announced the passing of Jean Reidy on February 8. A motion was made by Mr. Hasl to adopt the following. All were in favor.

Jean Reidy served the Somers Library and the Library Board of Trustees for more than 50 years. Her service to the Library was exemplary throughout her tenure.

In recognition and appreciation of the many years of leadership, wisdom and extraordinary service Jean Reidy devoted to the Somers Library, the Board of Trustees expresses on behalf of the Library and the community at large its profound gratitude and deepest respect, and be it further resolved, that by virtue of her outstanding contributions to the Library, Jean Reidy be appointed Trustee Emeritus, posthumously, of the Somers Library.

2017 Funding Strategy – A discussion ensued regarding the funding strategy for 2017 funding for the Library.

Meeting With Grant Consultation – Mr. Farber, Mr. Hasl and Mrs. Westerman met with the Grant Consultants and Town Planner Syrette Dym. They are researching funding for services and programs for the Library.

Master Plan Update – At the March meeting, a review and discussion about the Library's Master Plan Update will take place.

The meeting was adjourned at 9:00 p.m. The next meeting will take place on March 9, 2016 at 7:30 p.m. in the Library.

Respectfully submitted,

Denise Schirmer, Secretary
Somers Library Board of Trustees

cc: Library Board of Trustees
Town Board
Town Clerk
Director of Finance
Friends of the Somers Library
Somers Library Foundation