

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

**MEETING MINUTES
February 13, 2013**

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

The members present were: Ian Carnow, Jim Hasl, Bill Kehoe, Liz Mignardi, Ann Westerman and Christine Williamson-Canavan.

Laura Parisi, Jean Reidy and Barbara Stockwell were absent.

Library Director Pat Miller was also present.

Approval of Minutes

Mr. Kehoe made a motion to approve the minutes of the organizational meeting held on January 9, 2013 as submitted. All were in favor.

Mr. Carnow made a motion to approve the minutes of the monthly meeting held on January 9, 2013 as submitted. All were in favor.

Announcements and Correspondences

The annual Library Advocacy Day will be held in Albany on March 5. New Trustees are encouraged to attend if they can.

The President's email address is now shown on the Trustee page of the Library website in the event anyone wishes to contact the Library Board of Trustees.

A thank you card was received from Mrs. Miller for the holiday gift card the Trustees gave her, as well as the microwave oven and goodies they gave the staff. Staff member Mrs. Widman also thanked the Trustees for the microwave oven and holiday goodies.

There was an entire page dedicated to the Library in the last issue of the Heritage Hills newsletter.

The Somers Library has surpassed the NY Public Library in Pinterest pins. Thanks were extended to staff member Val Herman for all her efforts with this.

Matt Anderson, software product manager and collection development/reference librarian, posted a list of active libraries that provide great content on Twitter. "They are quick to respond to people's comments and questions, and their presence is felt around the Twitter library world. If you are trying to learn about what leading libraries are doing,

check out the following 100 Twitter handles.” Somers Library is third on his list, again thanks to the efforts of Mrs. Herman.

Treasurer’s Report

The Treasurer’s Report was presented. Copies of the Abstract of Audited Vouchers #2, the Somers Library Vouchers and Gift Fund were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #2, dated February 13, 2013 in the amount of \$71,565.58, which included voucher numbers 74911 to 74943. All were in favor.

The contractual amount spent this past month for both 2012 encumbrances and February 2013 items was \$16,634.09. There was no spending from the Gift Fund. Last month, \$12,132, or 73% of discretionary spending, went to the business of the Library (books, reading materials, etc.). The largest expenditures were: WT COX (magazine subscriptions) \$4,460; Baker and Taylor Books (books and library materials) \$3,015; NYSEG (two months) \$2,432 and Schindler Elevator (maintenance contract) \$1,200. Payroll and benefits charges were \$54,931.49 Total Library spending for all accounts was \$71,565.58.

Mr. Hasl asked about a payment of \$200.00 made to the Westchester County Health Department. This was a fine and applicable charges for not having a safety spill on the oil tank and for it not being marked. Both issues have been remedied by the Parks and Recreation Department maintenance staff.

Mr. Hasl also asked how the Library could get a digital copy of the magazines it subscribes to. Mrs. Miller will research.

Mrs. Miller reported that the Finance Department is still working on adjustments for payments made to Woodard and Curran Engineering for the elevator spill.

The annual pension payment made to the State Insurance Fund was discussed.

Budge Modifications:

A motion was made by Mrs. Westerman for approval of a budget modification to decrease the Library General Fund 005.9060.8 – Health Insurance by \$195.80 and to increase the Library General Fund 005-9045.8 – Life Insurance by \$195.80. This is an end of the year 2012 budget modification due to overage in Life Insurance. All were in favor.

A motion was made by Mrs. Westerman for approval of a budget modification to decrease the Library General Fund 005.9060.8 – Health Insurance by \$540.12 and to increase the Library General Fund 005-9089.8 – Dental Insurance by \$540.12. This is an end of the year 2012 budget modification due to overage in Dental Insurance. All were in All were in favor.

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 January 29, 2013.

Emergency Phone in Elevator – Mrs. Miller needs to talk to CIA Security about whether or not the emergency phone in the elevator is connected to 911.

Library Closings and Delayed Openings – The Library was closed two days, and had two delayed openings due to snow. On January 28, the Library had to close early as a result of no heat in the building. The oil tanks ran out of fuel as there was difficulty getting a full tank from the NYS contracted fuel company that is reorganizing under Chapter 11.

WLS Trustee Institute – Public library manager, consultant and educator Jerry Nichols will be the guest speaker at the WLS Trustee Institute on April 3.

REPORTS FROM STANDING COMMITTEES

Last month, Mr. Hasl asked each Committee Chair to meet with their respective Committees before this meeting to identify the Committee's top priority for the upcoming year. Committee top priorities are as follows:

Budget and Finance – As reported by Mrs. Westerman, to successfully execute the current annual budget, and to prepare a comprehensive 2014 budget proposal.

Building – As reported by Mr. Carnow, to create and institute a master plan for the library facility.

Bylaws – As reported by Mrs. Westerman, to create and publish policies relating to various security and emergency protocols for the Library.

Long Range Planning – As reported by Mrs. Williamson-Canavan, to identify and assist with short and long term projects for both the Friends of the Somers Library and the Somers Library Foundation.

Personnel – As reported by Mrs. Williamson-Canavan, to monitor staff satisfaction and staff retention.

Public Relations – As reported by Mrs. Williamson-Canavan, to increase community relations efforts.

Technology – As reported by Mrs. Mignardi, to complete a comprehensive update of the Library's website.

Somers Library Foundation

The Somers Library Foundation will be sponsoring a series of mini events in an effort to raise enough money to fund a larger event. They are also waiting for a project list from

the Long Range Planning Committee. The first of these is a Spring Bridge and Games Luncheon on April 17 at 11:30 a.m. at the Glen Arbor Golf Club in Bedford Hills. The cost is \$40.

Friends of the Somers Library

At the Friends February 6 meeting, they discussed a possible May Book Sale and various additional ways of publicizing their activities in assisting the Library. All four of Mrs. Miller's requests for funding, aggregating \$1,000, were approved.

NEW BUSINESS

Brochure – The Library brochure needs updating, which is something the Public Relations Committee will work on. In the meantime, Mrs. Miller shared with all a brochure that can be used that is better than what currently exists.

Town Board – Mrs. Miller has created some materials to share with the Town Board on what is being offered at the Library. She will also invite the new member Councilman Ciriaco to come to the Library for a tour.

Library Security Procedures and Protocols – Mrs. Miller presented the Trustees with some steps and guidelines taken from the *ALA Library Security Guidelines* as a start to creating security procedures and protocols for the Library. In addition, Mr. Hasl has been corresponding with resident and security expert Joe Russo who is willing to come and meet with the Trustees to make some suggestions on how to proceed with this.

The meeting was adjourned at 9:25 p.m. The next meeting will take place on Wednesday, March 13, 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