

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

**MEETING MINUTES**

**February 8, 2012**

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

The members present were: Ian Carnow, Claire Damon, Jim Hasl, William Kehoe, Liz Mignardi, Laura Parisi, Jean Reidy, Barbara Stockwell, and Christine Williamson-Canavan.

Library Director Patricia Miller was also in attendance.

**Announcements and Correspondence**

Lobby Day in Albany is on March 6 this year.

All received, via email, the second draft of Jerry Nichol's new handbook *Creating the Future, a 2020 Vision and Plan for Library Services in New York State: Preliminary Recommendations of the New York State Regents Advisory Council on Libraries to the New York State Board of Regents*. He is looking for comments.

Mrs. Miller received a thank you from the Columbia University Journalism School for the Library's willingness to proctor a student while taking an exam on February 1.

A story on the State of the Library appeared in the January 26 issue of The Somers Record. There was also an article about the new furniture in the Library in the Journal News. The furniture was paid out of money collected by the Friends at Library Day.

The Somers Library is making national news on Twitter "to wax poetic about what a great job you (Somers Library) do with the Twitter feed, and how any library that's curious about starting to tweet should look to your library's feed as a good example of how to do it well".

It is with sadness the passing of Betty Beardsley was announced. The League of Women Voters is accepting donations in her memory. A memorial service will be held in April.

Big Brothers and Big Sisters will take used books.

Mrs. Damon and Mrs. Williamson-Canavan were reappointed and Mr. Carnow confirmed by the Town Board to fill the unexpired term of Mrs. McDermott. All three were sworn in by the Town Clerk.

### **Approval of Minutes**

Mrs. Stockwell made a motion to approve the minutes of the organizational and regular monthly meetings held on January 11, 2012 as submitted. All were in favor.

### **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. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #2, dated February 8, 2012 in the amount of \$68,386.98 which included voucher numbers 71481 to 71511. All were in favor.

The contractual amount spent this past month was \$14,170.89. Gift Fund spending totaled \$980.37, and donations for January were \$1,107.80. Last month, \$4,646 or 33% of discretionary spending went to the business of the Library (books, reading materials, etc.). The largest expenditures were: Metro Fuel Oil \$6,391; Baker and Taylor Books \$1,759; NYSE&G \$1,008; B&D Air \$657; and Staples \$514. Payroll and benefits charges were \$54,216.09. Total Library spending for all accounts was \$63,386.98.

### **DIRECTOR'S REPORT AND STAFF MEETING MINUTES**

All Trustees received a copy of Mrs. Miller's Monthly Report and the minutes of the staff meeting held on January 24.

**Page Resignations** – Two Library Pages, Victoria D'Amore and Alyssa Zellermyer have resigned.

**Program Cancellation** – The Town Supervisor has directed that the program room be made available to the Board of Elections for 4 dates in 2012 and that all previously scheduled programs be cancelled.

**Tutoring at the Library** – The Library continues to get tutors/students using the Library. The Library's Policy Statement advises that there shall be no profit making activity by patrons in the Library, in accordance with the policy of the Town of Somers.

**Circulation Statistics** – Monthly and yearly circulation statistics for the Library were distributed.

### **REPORTS FROM STANDING COMMITTEES**

**Budget and Finance** – Mr. Hasl made a motion to transfer \$1,544 from Library Fund 449 miscellaneous and \$226.54 from 415 non book to 412 CD's in the amount of \$265.60; 430 office supplies \$460.41; 433a postage \$10.00; 435 travel \$94.66; 437 professional fees \$254.00; and 450a fuel \$685.87 to cover the End of the Year 2011 Library Contractual Budget Modifications. The total was \$1,770.54. All were in favor.

Mr. Hasl made a motion to approve the 2011 Encumbrances and 2011 Carryover

Vacation and Sick Time. All were in favor.

**Building** – An odor was detected in the area of the DVDs/Stairwell and the exterior of the building in that area. The areas were checked for dead animals and several other possible sources of the odor were investigated. The septic tank and lines need to be checked as well to determine if the odor may be emanating from the septic. Mrs. Miller will follow up with Parks and Recreation.

The carpeting in Mrs. Miller's office and the area near the computer terminals is bunching up. This is a possible tripping hazard and it makes rolling the office chairs difficult. One solution for this issue could be to purchase a few plastic chair mats to help keep the carpeting down and to facilitate the chair movement.

The roof/site drainage lines were scoped by Cheap Snake and at least one below grade pipe was found to have obstructions. We are awaiting a full report and suggestions as to ways to mitigate any problems. Tom Tooma, Assistant Building Inspector, also has some suggestions as to how to improve the site drainage system by eliminating a damaged below grade junction box.

The linoleum tiles in the kitchenette area and back work room are in disrepair. Several of these tiles have come loose and many others are coming loose, sticking up, etc. This poses a tripping hazard and allows for places for food and other debris to accumulate. A memorandum was sent to Supervisor Murphy suggesting that the \$2,400 which was slated to be allocated to a roof maintenance agreement instead be allocated to replacing this flooring.

Heights Elevator Corp, who currently is contracted to maintain the Library elevator, was contacted to determine the feasibility and possible cost savings of changing from a monthly maintenance contract for the Library's elevator to a quarterly contract. After reviewing the contract, it seems that we could save nearly \$800 a year if we switched to a quarterly maintenance contract (\$165 month versus \$300 per quarter). This is something which should be brought to the attention of the Town Board and the Building Department to determine if there is any objection to reducing the frequency of maintenance on the elevator, since it is the Town's elevator.

The above are only building problems which have recently arisen. It was suggested that a copy of the entire list of outstanding building problems be sent to Supervisor Murphy and Mr. Clinchy, our Town Board Liaison, for their information and consideration.

**Bylaws and Policy** – Through the years the Library Board of Trustees has felt that their practices have met the requirements of the State's Open Meetings Law because they normally have electronic and/or hard copies of documents on hand before and during our meetings which cover actions that are scheduled to be acted upon at that meeting. These documents were available for the public. In early January, Governor Cuomo signed legislation which amended the Law's disclosure requirements and after review it

was felt that we still were in compliance.

Subsequently the Supervisor advised that the various Board meeting agendas that are posted on the Town website should be enhanced to provide information to the public regarding proposed Board actions. Commencing with this month, when the agenda for the next meeting is posted on the Town's website, it will include a draft copy of the prior month's minutes, the abstract for the current month and information on items to be voted on by the Board, such as budget modifications, staff hiring, policy updates, etc.

The final draft of the updated Library Gallery Policy will be distributed for Board review and approval at their March meeting. The Library Board of Trustees has adopted the Friends of the Somers Library Policy; however, the Friends have not yet reviewed and commented on it.

**Long Range Planning** – Hopefully the Committee will meet over the next week or so. Staff members Vicki DiSanto and Val Herman have joined the Committee and Mrs. Herman is researching answers to questions they have on forthcoming technology.

**Personnel** – There was nothing new to report, but the Committee would like to thank the staff for taking on extra responsibilities and donating their sick time for a fellow staff member who had been ill.

**Public Relations** – The Committee met and the report is as follows:

**Logo** – Iz Golub is in Florida but still willing to work on a new logo for the Library. Mrs. Miller shared the idea of designing a logo that includes a tree as the Library is located in a park. The Somers Library Foundation printed a tree from clipart that looked attractive. Mrs. Williamson-Canavan will be in contact with Mr. Golub. The hope is to unveil the new logo on Saturday, April 14, at the celebration of the Library being in the park for 30 years.

**Library Week/30<sup>th</sup> Year in the Park Celebration** – Activities for the week of April 8 to celebrate the 30<sup>th</sup> year of the Library being in the Park and Library Week have been solidified and are as follows:

Sandy DeSene and Tom Lashnits will be running a book sale which will be held on Saturday, April 14 in the program room (with the chance of a preview day on Friday the 13<sup>th</sup>). They will collect books the week before and possibly Monday of that week.

Also on the 14<sup>th</sup>, there will be various "circus themed" events which will include a face painter, juggler, games, popcorn machine, etc. to be run by Chris Adler. A children's musician will perform in the morning and there will be some other live music in the afternoon.

A resident offered to make a sheet cake for the culmination event on that Saturday, and she has also volunteered to make other treats that may be sold in the hallway leading to

the program room during the book sale. If the new logo is ready, it will be added to the top of the cake.

A pot-luck dessert will be held during the book club meeting on Monday, April 9, from 6:30 to 8:00 p.m., wherein the book clubs may also meet some local authors who will come in to talk about their writings.

On Thursday April 12, Mary Parker will be hosting a talk on hooking rugs. She will also have her items on display that week.

On either Tuesday or Thursday of that week, around 3:00 to 4:00 p.m., Mary Opfer will come and give a talk on healthy cooking for kids (to be confirmed).

Many have volunteered to make cupcakes for the kids' book club celebration of the Library's birthday. The children will sing "happy birthday" to the Library and enjoy cupcakes on Wednesday afternoon (to be confirmed).

Staff member Jamie Kay will give a lecture and do a demonstration on e-readers.

The story walk will continue that week.

Hopefully some guest readers can be secured for that week.

The display case by the front doors will showcase the Library's history, and Mrs. Reidy will give a talk on the history of the Somers Library (perhaps with the assistance of some slides) during that week.

Efforts will be made to reach out to the School District asking for their help in disseminating information regarding a contest, "What do you think the library will look like 30 years from now?" for children in 3<sup>rd</sup> grade through high school. For the younger kids, they can draw a picture or write a story about "the best thing about the Somers Library", to be displayed in the Library, and the older students can write a story. Mrs. Damon and Mrs. Reidy will judge the contest and prizes for the various age groups were discussed.

The Somers Record has agreed to do an interview with Mr. Kehoe/Mrs. Miller/Mrs. Reidy/Mrs. Stockwell about the history of the Library. Ideally, this would take place a week or two prior to the celebration and provide a time line of events that will occur that week.

**Geek the Library** – Due to a lack of enthusiasm by all involved, the webinar about Geek the Library which was to be held two weeks ago has been cancelled. Perhaps this program will be revisited at another time.

**Technology** – WLS is now able to provide Pay Pal provisions for over-due books, lost books, etc. Donations will be handled through the Friends and Foundation. A website

seminar was attended by Mrs. Herman, Mrs. Mignardi and Mrs. Miller. It was a bit more sophisticated than what is needed at the Library, but there were some helpful suggestions.

### **Somers Library Foundation**

All paperwork for the 501 (c) (3) has been submitted. The Foundation has asked Mrs. Miller for a wish list, but she has had to ask the Friends to support some of those items, such as the Overdrive Advantage Account (e-books), as the Foundation is not able to support this until it receives its non-profit accreditation.

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

The update of the By-Laws is complete. Eve Kehoe has resigned as Treasurer. Mrs. Miller's requests were approved, including \$1,000 for the Overdrive Advantage Account, as well as items for the 30<sup>th</sup> Anniversary Celebration, a program for children and one for adults on gardening. The monthly flowers for the Library have been sponsored by local businesses for the year. All are encouraged to acknowledge these donations if they are patrons of the businesses. The new President Jet Wachtell did a wonderful job leading her first meeting.

### **NEW BUSINESS**

**Girl Scout Silver Award** – Mrs. Miller and Mrs. Stockwell met with Scout Leader Brandy MacNeil regarding two Girl Scout troops completing their Silver Award by doing a project for the Library. Each participant has to work 50 hours on this project. The troops would like to provide picnic tables for the front of the Library and to also do some landscaping. It was suggested that the stone wall in front of the Library be worked on and landscaping be done in the front of the wall. Perhaps the Heritage Hills Woodworking Club could help by making the picnic tables. Mrs. MacNeil will be speaking to the Parks and Recreation Department Superintendent about her ideas as well.

The meeting was adjourned at 9:45 p.m. The next meeting will take place on Wednesday, March 14, 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  
Somers Library Foundation