

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

MEETING MINUTES

February 9, 2011

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

New Trustee Ian Carnow was welcomed. Mrs. Stockwell made a motion to formally appoint Mr. Carnow to fill Mrs. Mc Dermott's unexpired term which runs through 2014. All were in favor. He must be sworn in within 30 days.

The members present were: Ian Carnow, Claire Damon, Jim Hasl, William Kehoe, Laura Parisi, Jean Reidy, and Barbara Stockwell.

Announcements and Correspondence

Lobby Day will be held once again in Albany in early March. New Trustees are encouraged to attend. Bus transportation will be provided by WLS. Participants can also drive themselves.

The Public Libraries Section of the NYL Association will hold their spring conference on **Branding** at the Greenburgh Library on April 15.

Mrs. Reidy sent a letter from the Library Board of Trustees to Mrs. Mc Dermott thanking her for her dedication and service.

Approval of Minutes

Mr. Kehoe made a motion to approve the organizational meeting minutes, as well as the regular meeting minutes of January 12, 2011 as submitted. All were in favor.

Treasurer's Report

Mr. Hasl presented the Treasurer's Report. Copies of the Abstract of Audited Vouchers #2; Analysis of Gift Fund Accounts and Somers Library Vouchers were distributed. The voucher numbers were not available since the checks were not yet received, as a result of inclement weather last week, which resulted in Town offices closing. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #2, dated February 9, 2011 in the amount of \$64,022.32. All were in favor.

Two donations were received and listed on the Gift Fund Account, \$500 for the Marijane Zellner Memorial and \$1,000 for the Pelavin Multi-Media Donation accounts.

The bank interest rates and interest earned figures have not been received from

the Finance Department.

Mrs. Reidy made a motion to transfer \$672.25 from Library Fund 005.7410.0100 Personal Services to Library Fund 005.7410.0400 Contractual Expense in the amount of \$652.46; 005.9030.0800 Social Security Tax in the amount of \$16.01, and 005.9030.0850 Medicare Tax in the amount of \$3.78. All were favor.

Mr. Hasl made a motion to approve the 2011 Chart of Accounts, 2011 Budget, 2010 Encumbrances and 2010 Carryover Vacation and Sick Time. All were in favor.

DIRECTOR'S REPORT AND STAFF MEETING MINUTES

All Trustees received a copy of Mrs. Miller's Monthly Report. The Staff Meeting minutes have not yet been received due to a power outage at the Library.

REPORTS FROM STANDING COMMITTEES

Mr. Carnow will be added to the Building, Long Range Planning and Technology Committees.

Budget and Finance – Mrs. Reidy made a motion to create a Task Force to research alternative funding for the Library. All Trustees will be a member of the Task Force. Mrs. Mignardi will Chair and meetings will take place over a 3 month time period. All were in favor.

Building – Water is still entering the basement in the electrical panel room when it rains. Library caretaker, Angelo Di Legge tried plugging it with a product called "Water Plug." However, it did not stop the water from entering the room.

With the recent winter storms, ice dams are causing water to enter the Library in the Teen section. Ms. Kay moved books off the shelves in that section and put them onto carts. Parks and Recreation Superintendent Steve Ralston said that he would be sure to have his maintenance staff clear snow from the roof and gutters to minimize the melting snow from entering the building. Tom Tooma, Assistant Building Inspector, created a funnel with plastic bags to direct the water into a large garbage can which must be emptied every day.

Rainwater still enters the Caregiver corner during heavy rain storms. Plaster has fallen from the ceiling and black mold is growing in that area. For safety concern, CIA (the Library's security system provider) removed the smoke alarm from the system. The authorization of a Request for Proposal, as modified by the Town Supervisor, is on the Consensus Agenda for tomorrow night's Town Board Regular Meeting covering the most critical section of the roof.

On Saturday, January 22, the staff called Mrs. Miller to say that there was no water pressure in the Library; therefore the toilets would not flush. Mrs. Bishop called Adam Smith, Water Department Superintendent and he sent one of his

staff who said that one of the park water pumps failed. He was able to restore water pressure, so the Library could remain open.

On January 24, the boilers shut down. Thankfully, Parks and Recreation maintenance staff Howie Vinberg and Mike De Milto flushed out the gel, reset the boilers and got them running again. Steve Ernst suggested that insulation be placed over the vent in the boiler room to keep the cold air out. Kudos to the Library staff and to the League of Women Voters Library Committee who worked the half day without heat.

One of the two main heating circulating pumps failed in the Library. The flange was leaking water and the motor failed. B&D removed the pump to re-build it. They need to replace the re-built motor before the second pump fails, which would leave the Library without heat. Both pumps are roughly the same age.

Earlier today, the security system company called regarding a report of a leak in the Library. It turned out to be an issue with park water system. In addition, while a patron was in the men's restroom, a light bulb fell out of the fixture and broke into pieces on the floor.

The number and importance of the incidents set out above dramatically point out the condition of the building and the necessity for continuing repair and maintenance by qualified people.

Bylaws and Policy - Work continues on updates to the Emergency Procedure Policy, Computer Use Policy, Gallery Policy and Abusive Patron Policy. The Charter is in the process of being reviewed.

Long Range Planning – A Committee meeting will be scheduled shortly.

Personnel – The Committee has met and is in the process of reviewing the staff evaluations prepared by Mrs. Miller. Mrs. Miller's appraisal has been completed. The staff has been overextended and several carried over vacation time from last year. All will be encouraged to use their vacation time, as they really do need some time away from the current pressures of the Library.

Public Relations – A decision has been made to have a Book Fair instead of a Library Fair. All agreed that timing, money and content of a Library Fair were concerns. The Book Fair will include a book sale, the Story walk, activities for children and entertainment.

Some of the statistics that were gathered from the recent Library survey will be posted with verbiage on a display board in the Library.

Trustee applicants for the recent vacancy, were canvassed about helping the Library, and all indicated that they would be more than happy to assist in any way.

The Somers League of Woman Voters will be the 1st community group to be showcased in the Library display case for two weeks in March.

The new School Superintendent will be invited to attend one of the upcoming Trustee meetings.

A celebration will be planned for 2012 commemorating 30 years that the Library has been located in Reis Park.

Technology – Mr. Carnow suggested that the Amazon Affiliate Program be researched. Mrs. Mignardi provided information. The Friends could benefit on behalf of the Library from sales made by patrons via a link to Amazon on the website or by logging on directly to that Amazon link. The minimum profit would be 4% of the sales, which would increase based on purchase totals.

Friends of the Somers Library

This month's Friends meeting had to be cancelled due to inclement weather.

The meeting was adjourned at 10:05 p.m. The next meeting will take place on Wednesday, March 9, 2011 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