

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

**MEETING MINUTES
March 10, 2010**

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

The members present were: Claire Damon, Jim Hasl, William Kehoe, Fausta Mc Dermott, Laura Parisi, Jean Reidy, Barbara Stockwell and Christine Williamson-Canavan.

Marie Grace Mutino was absent.

The Library Director Patricia Miller was also in attendance.

Announcements and Correspondence

On April 7, at 6:00 p.m., the Westchester Library System will be sponsoring a Trustee's Institute to cover the roles and responsibilities of Library Trustees and Directors. The guest speaker is Jerry Nichols. WLS will also hold their annual Book Author Luncheon on April 15.

The New York State Association of Library Boards (NYSALB) will hold their annual conference in Long Island on April 30 and May 1.

Lobby Day was held in Albany on March 2. Mrs. Stockwell thanked Mr. Hasl and Mrs. Miller for attending on behalf of the Library. The overall message was to write your Senators/Assemblymen with regard to your concerns about the budget cuts. Everyone's voice needs to be heard. It was unfortunate to sense that the Senators/Assemblymen seemed as if their hands were tied in terms of compensating for the cuts that are being made.

Mrs. Miller will meet with the two new Town Board members, Mr. Bolton and Mr. Morrissey on Tuesday, March 16 at 4:30 p.m. to give them a tour of the Library, detail about the projects that have been completed, as well as those that are still in need. Informational handouts will be distributed as well.

Approval of Minutes

Mrs. Reidy made a motion to approve the meeting minutes of February 11, 2010 as submitted. All were in favor.

Treasurer's Report

Mrs. Williamson-Canavan presented the Treasurer's Report. Copies of the Abstract of Audited Vouchers #3; Analysis of Gift Fund Accounts and Somers Library Vouchers were distributed. Mrs. Williamson-Canavan made a motion to approve the Abstract of Audited Vouchers #3, dated March 10, 2010 in the

amount of \$66,191.36, which included voucher numbers 64518 to 64539. All were in favor.

The only notation made about the vouchers was that the payment to Morningstar was for the yearly publication subscription.

Last month, a new line had been added to the Analysis of Gift Fund Accounts schedule to accommodate the \$1,000 donation from the Pelavin family for multi-media. All of that money has been used to purchase educational DVD's.

There has still not been a firm answer from the Town Finance Director about the exact amount of interest posted monthly to the Library's portion of the JP Morgan Chase Joint Money Market Account.

DIRECTOR'S REPORT AND STAFF MEETING MINUTES

All Trustees received a copy of Mrs. Miller's Monthly Report and the minutes of the Somers Library Staff Meeting held on February 25, 2010.

Local History Cabinet - Emil Antonaccio fixed the lock on the local history cabinet, and will be redoing the wood finish. When completed, the cabinet will be moved into the Caregiver Corner for more visibility and use for the local history collection of books will be encouraged.

Reader's Advisory Service - Forms are available at the Reference Desk that patrons can complete with their likes and dislikes. A list of authors/titles will be compiled and they will be emailed to patrons or available for pick up. This form will be put on both the Library and Town websites. It will also be shared with the Book Clubs, of which there are 29.

Book and Author Event - Mrs. Miller and Mrs. Di Santo attended a Book and Author Event at the White Plains Library on February 3. The author was Westchester County resident Marilyn Johnson, and her book is entitled This Book is Overdue. It would be nice if she could do an event at the Somers Library.

Personnel - Mrs. Damon made a motion to hire Shane Aiello as a student page to replace Tara Belmont (L14365) at a regular salary of \$8.00/hour, effective February 16, 2010. As required by Westchester County Civil Service Rules, it is necessary for Mr. Aiello to serve a probationary period of a minimum of twelve (12) weeks to a maximum of fifty-two (52) weeks. The probationary period may be terminated for unsatisfactory performance at any time after the completion of the minimum period service and on or before the maximum period of service. All were in favor.

HVAC Maintenance Proposal - Mr. Kehoe made a motion to authorize Mrs. Miller to accept the maintenance proposal submitted by North East Air in the

amount of \$3,500 per year. This contract, unlike the contract with the previous vendor, All State, includes replacement parts and the labor costs are comparable. In addition, North East Air installed the new boilers and computer system and is very familiar with them. All were in favor.

Roof Repairs - The Assistant Building Inspector, Tom Tooma is assisting Mrs. Miller with fine-tuning the specs for this project. There was some money left from the boiler project that will be used to repair the flat roof sections that are leaking. They are also consulting with an architect regarding the ballasts and the possibility of installing a rain garden on the roof.

Barnes & Noble Book Fair Dates - The first Book Fair, of two scheduled at Barnes & Noble is May 1 and 2. This event is being sponsored by the Friends. Vouchers are required. Arrangements will be made to send the vouchers out electronically.

Monthly Circulation Statistics & People Counter Comparisons - Mrs. Miller distributed the Monthly Circulation Statistics and People Counter Comparisons.

Thanks - Mr. Kehoe wanted to extend his thanks to Mrs. Miller and the Library staff for all that they do as detailed in the Staff Meeting Minutes each month.

REPORTS FROM STANDING COMMITTEES

Budget and Finance - The Certificate of Deposit Policy has been updated, and all Trustees received a copy via email. Mrs. Williamson-Canavan made a motion to approve the Certificate of Deposit Policy, subject to any comments received from the Town Finance Director. All were in favor.

The Investment Policy was updated, using that of the Town's as a model. All members received a copy via email. Mr. Kehoe made a motion to accept the Investment Policy as submitted. All were in favor.

Mrs. Stockwell thanked both Mrs. Williamson-Canavan and Mr. Kehoe for working on the policies.

Building - Frebar pumped out the basement holding tank, as well as the outside septic tank. Detailed specs for the septic ejector pump in the basement have to be found so that repairs or replacement may be made. Hopefully there is a copy of the specs on file with the Town. A proposal and cost estimate will have to be created once the specs are found.

Mr. Kehoe reported that at the March 11 Town Board meeting, permission should be granted to the Town Supervisor to execute the contract to install a water chlorination system in Reis Park so that the Library water can once again be used for drinking.

Bylaws and Policy - The State has liberalized their procurement regulations and a public hearing on the adoption of comparable revision to the Town's Procurement Policies and Procedures was on last month's Town Board agenda. The Library will also have to revise theirs as the Town does. Mrs. Miller is waiting for an update from the Supervisor's office.

The Collection Development Policy has to be updated as well for possible new State, more restrictive legislation. Mrs. Miller has begun working on this and all will receive a draft for review.

A request had been made by the Somers Women's Club, who meet monthly in the program room to display their awards in the Library. A suggestion was made to put them in the display by the front door for a month. Mrs. Miller checked the policy procedures and this can be done.

Long Range Planning - Mr. Hasl will call a meeting to begin discussing revisions needed to the Long Range Plan for the Library. An update will be given at the April meeting. Mr. Kehoe suggested that the Master Plan Survey done a couple of years ago be referenced.

Personnel - Comments for annual evaluations have been collected from Mrs. Miller and the staff. A Personnel Committee meeting will take place on Saturday for discussion purposes. Mrs. Miller's evaluation will be shared with her shortly thereafter.

Public Relations - Work continues on the 2009 Highlights Brochure. The Committee is still in need of the statistics from WLS. A decision on the format that will be used has to be made as well.

The February Library Board of Trustees meeting minutes were incomplete. Sony had donated two Sony Readers to the Library through the efforts of Mrs. Mc Dermott and John Scarcella, one for Library use and the other for the specific purpose of raffling it off to raise funds.

Perhaps the newly opened Stagecoach Café would be interested in donating coffee/tea and muffins for one of the Book Clubs to have a breakfast meeting in their establishment.

Technology - The Committee did not meet this month, but Mrs. Miller reported that a new lap top is needed for one of the staff. Not only is the lap top essential to her job, but the current one is beyond repair according to the WLS tech.

Friends of the Somers Library

Commendation and thanks were given to Mrs. Miller for assisting the Friends by printing the fundraising letters. The first, to those who gave in 2007 and 2008,

but not in 2009, is in the process of being mailed. There were 337 letters in total in this first mailing.

On Sunday, April 1 at 1:00 p.m., the Friends will sponsor the Dmitri Kolesnik Jazz Trio at the Library.

The Film Series kicks off with a showing of *Green Fingers* on April 16.

An approval was passed to fund Doris Jane Smith as a summer storyteller.

The annual Appeal Letter is in the process of being created.

Westchester Library System

Since Dr. Mutino was absent, there was no report.

The meeting was adjourned at 10:20 p.m., and the next regular monthly meeting will take place on Wednesday, April 14, 2010 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