

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

MEETING MINUTES
March 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, Laura Parisi, Jean Reidy, Barbara Stockwell and Ann Westerman.

Christine Williamson-Canavan was absent.

Library Director Pat Miller and Councilman Rich Clinchy were also present.

Approval of Minutes

Mrs. Westerman made a motion to approve the minutes of the monthly meeting held on February 13, 2013 as submitted. All were in favor.

Announcements and Correspondences

The Trustee Institute is sponsoring a workshop presented by Jerry Nichols on April 3 at 6:00 p.m. at the White Plains Library entitled *Assuming Responsibility for Tomorrow: Library Trusteeship in the New Normal*.

On April 18, from 11:30 a.m. to 2:00 p.m., the Westchester Library System will be holding their 22nd annual Book and Author Luncheon at the CV Rich Mansion in White Plains.

The Book Expo America will be held at the end of May in the Javits Center. Mrs. Miller is working on trying to secure group entrance rates.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #3, the Somers Library Vouchers and Gift Fund were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #3, dated March 13, 2013 in the amount of \$130,554.18, which included voucher numbers 75248to 75277. All were in favor.

The contractual amount spent this past month for both 2012 encumbrances and March 2013 items was \$77,137.12. There was no spending from the Gift Fund. Last month, \$3,413, or 4% of discretionary spending, went to the business of the Library (books, reading materials, etc.). The largest expenditures were: Woodard & Curran (groundwater/environmental – to be reimbursed by the town) \$64,089; Bayridge Fuel \$5,862; Baker and Taylor Books (books and library materials) \$1,881; and NYSEG

\$1,640. Payroll and benefits charges were \$53,417.06. Total Library spending for all accounts was \$130,554.18.

Budget Modifications:

A motion was made by Mrs. Westerman for approval of a budget modification to decrease the Library General Fund 005.7410.0400 – Electricity (450B) by \$4,334.70 and to increase the Library General Fund 005.7410.0400 – DVD's/Video (412B) by \$332.63, Office Supplies (430) by \$827.55, Dues (438) by \$310.00, Office Equipment (439) by \$2,679.02, and Building Security (439) by \$185.50. To cover overages in the DVD's/Video, Office Supplies, Dues, Office Equipment and Building Security budget accounts. 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 February 28, 2013.

Stolen Property – A Library user was arrested in the Library and was accused of breaking into 8 DVD cases and stealing the discs. Since that date, the Library staff found 8 additional DVD cases that were broken open with missing DVDs. Perhaps the time has come to expand the security system. Mrs. Miller is researching costs.

Westchester Library System Board Member – Alvin (Skip) Reiss, who was the Somers Library's representative on the Westchester Library System board and also a loyal Library supporter passed away unexpectedly. Mrs. Miller attended his memorial service and his family suggested that his friends give donations to the Somers Library, Friends of the Somers Library or Somers Library Foundation in his memory.

New Town Councilman Library Tour – New Town Councilman Anthony Cirieco came to the Library for a tour and introduction. He has also been invited to attend the April Trustee meeting.

No Water in the Library – Yesterday, there was no water in the Library during the afternoon. Both the Water and Parks and Recreation Departments were notified.

Parking Lot Update – Earlier today, Mrs. Miller spoke with the contractor working on the parking lot. They hope to have the project complete by April 15. Between now and then, including today, the Library may have to be closed as no one will be allowed to enter the park when active construction work necessitates.

Circulation Statistics – The circulation numbers are down as compared to last year. This is likely the result of the recent storms as well as the parking lot construction.

Overdrive Instruction Pamphlet – Librarian Jamie Reilly has created patron pamphlets on Overdrive instructions for the electronic devices that the Library has.

New Logo – There are two drafts of the new logo that have been created by Carol

Genovese. Sample color schemes and fonts have been submitted. Work continues on refining these drafts so a final logo can be selected.

New Website – Piper Mountain Webs sent a draft of the new website sections and corresponding drop down menus. In the next few weeks, they will train the staff in how to set up and maintain the home page.

Safety in the Workplace – Supervisor Murphy is making arrangements with the Town's insurance company to provide a one hour session for the Library staff to review OSHA type safety issues in the workplace.

Seed Lending Library – The Library will be offering a Seed Lending Library starting in about a month. The Friends provided \$300 to start the seed library. There will be a process for checking out seeds. Participants will be encouraged to return saved seeds at the end of the season, so the seed library will become self-sustaining.

Program Room Upgrades – The sound equipment donated by the Somers Library Foundation for the Program Room has been ordered and installation work has begun.

REPORTS FROM STANDING COMMITTEES

Starting next month, Mr. Hasl will ask one Committee Chairman to give an update on the 2013 top priority they presented in February.

Somers Library Foundation

The Spring Bridge and Games Luncheon will be held on April 17 at 11:30 a.m. at the Glen Arbor Golf Club in Bedford Hills. The cost is \$40. Registration is going very well.

Friends of the Somers Library

A meeting was held earlier today. There are quite a few new members. A discussion took place as to how to get parents involved with the Friends. Materials about the Friends will be provided to the 1st graders when they come to the Library in May to get their library cards. It was also suggested that handouts be given to the incoming Kindergarteners when they participate in the bus ride day. The Friends will sponsor a book sale at the end of June, on the same day as the Summer Reading kickoff. It will consist of children's books only. Four of Mrs. Miller's requests were approved, one denied and one postponed until fall.

NEW BUSINESS

Library Security Procedures and Protocols – As a continuation of the discussion that took place at the February meeting, Mrs. Parisi suggested that both the Town and WLS be consulted about security procedures and protocol plans that they might have in place to use as a starting point. Arrangements should be made for Joe Russo to come and talk to everyone first and then an action plan created. It is the hope of Mr. Hasl that the Bylaws and Policy Committee will have a draft in place for review in May.

Library Director II – The Trustees issued a letter to Mrs. Miller informing and congratulating her of her probationary appointment to the position of Library Director II for the Town of Somers effective February 14, 2013.

Staff Salaries Study – The Westchester Library System is conducting a study on library director salaries. Mr. Hasl will ask the Personnel Committee to review this data when it becomes available (sometime this spring) and then make any recommendations or comments based on these findings that are applicable to the Somers Library.

Compliments to Mrs. Miller – On behalf of the Personnel Committee, Mrs. Reidy complimented Mrs. Miller for the way in which she works with her staff. Everyone seems to be quite content. It is the hope that Mrs. Miller can be properly compensated for her achievements at some point. The Committee has asked her to make a list of goals and wishes for the upcoming year. Mrs. Miller thanked Mrs. Reidy for the compliments, but indicated that she could not take all the credit. She would not be able to achieve success without the great staff, as well as the support from the Trustees, Friends and Foundation.

Resignation – It is with deep regret that Mr. Hasl and the Library Board accepted the resignation of Trustee Barbara Stockwell effective this evening. Mrs. Stockwell and her husband will be relocating. Mr. Hasl thanked her for her dedicated service and professionalism to the Library Board. She will truly be missed.

The meeting was adjourned at 8:55 p.m. The next meeting will take place on Wednesday, April 10, 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