

**Somers Library Board of Trustees  
PO Box 443  
Somers, New York 10589**

**MEETING MINUTES  
March 9, 2016**

President Hasl called the meeting to order at 7:40 p.m.

The members present were: Ian Carnow, Paula Chamoun, Jim Hasl, Laura Parisi, Ann Westerman, and Christine Williamson-Canavan.

Liz Mignardi was absent.

Library Director Andrew Farber was also present.

**Approval of Minutes**

Mr. Hasl made a motion to approve the minutes of the meeting held on February 10, 2016 as submitted. All were in favor.

**Announcements and Correspondences**

There were no Announcements and Correspondences.

**Public Comment**

There was no Public Comment this evening.

**Treasurer's Report**

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #3, and Somers Library Vouchers were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #3, dated March 9, 2016 in the amount of \$59,944.77, which included voucher numbers 85651 to 85673. All were in favor.

The contractual amount spent this past month was \$10,385.04. The largest expenditures were: Baker and Taylor (books) \$2,495, Schindler Elevator Corp. (annual maintenance contract) \$1,304, and United Metro Energy Corp. (oil) \$1,040. Payroll and benefit charges were \$49,514.27. Total Library spending for all accounts was \$59,944.77.

\$45.46 was spent out of the Gift Fund to purchase two books.

**Director's Report**

**STATISTICS:**

The Adult department had 1,420 reference transactions this month, and hosted 11 programs, with a total attendance of 116 people.

The Children's department had 27 programs, with a total attendance of 404 people. Stepping Back in Time, a local history program with Doris Jane Smith, was cancelled due to inclement weather on February 23, but will be rescheduled

The Young Adult department had 18 programs, with a total attendance of 94 teens.

For electronic resources, the Library had 241 uses of the public computers and is still at almost 55,000 followers on social media. Overdrive had 913 uses this month.

The Library circulated 10,970 items in the month of January, and had 14,899 visitors counted by the people counter.

The technical services department has processed 350 new items this month.

### **PERSONNEL:**

The Library Assistant canvas list from Westchester County Civil Service arrived and letters have been mailed out. All replies were to be postmarked by March 3. There have been 7 replies expressing interest in the position. Resumes are in the process of being collected and phone interviews will be conducted.

Valerie Herman attended the following webinars and WLS training this month: Creating Easy Promotional Graphics: How to Help Patrons Emotionally Connect with Library Resources, How to Ensure Your E-Book Collection Gets Used, Why Books Are Still a Good Library Brand, Purposeful Innovation: Idea Management for Libraries, and Referring Patrons to Reliable Immigration Services and Information.

### **BUILDING:**

The Library suffered a loss of heat due to the fuel lines gelling this month. During the holiday weekend of February 13 to 15, the Library lost heat. It was not discovered until the Library reopened on February 16. It was determined that the heat was lost due to the fuel line gelling up during the cold snap on the night of the 13<sup>th</sup>. The Town was given a quote from C.F. Air Conditioning and Heating two years ago to resolve this issue, but that work has not yet been done.

Heat was restored in the afternoon of the 16<sup>th</sup> and at 9:30 p.m. that night, Mr. Farber received a call from the cleaners that the toilets were heavily leaking. The plumbers came on the 17<sup>th</sup> and finished the repairs on the 18<sup>th</sup>, but had to return on the 25<sup>th</sup> to repair an additional leak from the same toilet. The total cost of repairs was \$1,478. Invoices have been submitted to the Town for an insurance claim, but Mr. Farber has not yet heard if they will be covered. The deductible is \$1,000.

Painting and drywall repairs are continuing in the Library, with the program room scheduled for closure for two weeks to allow the damaged sound panels and ceiling to be removed and repaired, as well as repainted. The staff bathroom and handicap bathroom downstairs are both scheduled to be painted as well.

A quote has been received from Sam Ash to replace the sound panels. It will be

presented to the Friends of the Somers Library for funding at their next meeting.

Outdoor building issues have been reviewed and discussed with Assistant Building Inspector Tom Tooma.

### **MISCELLANEOUS:**

The Volt-Meter kits that were shelved downstairs have been moved and are currently being shelved with the Maker Kits. Adult Nooks have been relocated to the Playaway shelf, the children's Nook is in the Children's Room, and the teen Nook is in the Teen AV area.

1st Grade Tours of the Library are set for May 24, 25, and 26, with rain dates of May 31, June 1, and 3.

The WLS STEM Mini Grant has been approved. The purpose of this workshop series is to offer teens in grades 7 and up an opportunity to develop the Library's long-range renovation plans into a 3D model in order to assist our Library leaders to get a better visual of their future plans. Collaborating with Digital Arts Experience, Inc., students will be offered a series of 5 workshops where they will create a 3D computer model of the Library renovation plans, find potential problem areas and/or new suggestions after creating the 3D model and to make a presentation to the Library leaders (Library Board of Trustees and Director). The workshops will be open to 10 middle and high school students in 7<sup>th</sup> to 9<sup>th</sup> grades, who are interested in technology and who are available to attend these workshops in the early fall.

WLS is investigating a system wide app that individual libraries can have customized. The cost to member libraries that chose to participate will be \$500 a year, with additional charges for add-ons that all of the participating libraries agree on. It will take approximately 1 year to develop.

An issue with the newsletters has been discovered for those who have a Google gmail address. The content is being clipped off at a certain point. The newsletters are being re-engineered to prevent this from happening in the future.

Mr. Carnow provided an update of the Master Plan for the Children's Room. The staff was extremely pleased. Mr. Farber shared some feedback and questions they had.

### **Somers Library Foundation**

Tickets for the Spring Luncheon on April 20 are still available. \$4,000 has been raised to date in raffles.

### **NEW BUSINESS**

**Tour of the Facilities** – The Trustees took part in a tour of the facilities of both the outside and inside of the Library building in an effort to discuss past, as well as present building issues. Through the process, the Master Plan was reviewed.

The meeting was adjourned at 9:30 p.m. The next meeting will take place on April 13, 2016 at 7:30 p.m. in the Library.

Respectfully submitted,

Denise Schirmer, Secretary  
Somers Library Board of Trustees

cc: Library Board of Trustees  
Town Board  
Town Clerk  
Director of Finance  
Friends of the Somers Library  
Somers Library Foundation