

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

MEETING MINUTES

April 13, 2011

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

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

Mr. Kehoe was absent.

Library Director Pat Miller and Councilman Clinchy were also present.

Announcements and Correspondence

A thank you note was received from Mrs. Miller with gratitude for her birthday celebration and gift card from the Trustees.

Three million dollars has been restored in the NYS library aid for libraries. This means that the budget is now \$79 million versus \$84.5 million last year. From the Governor's original \$76 million budget proposal for library aid, the State Senate had proposed restoring \$4.2 million to library aid, while the State Assembly proposed restoring \$3 million. Restoring the \$3 million finally passed. Mrs. Stockwell, Mrs. Reidy and Mrs. Miller all spoke with Assemblyman Stephen Katz about the importance of restoring these funds.

The 2010 Local Library Services Aid check through the Westchester Library System was received in full in the amount of \$4,703.12.

The Trustee Institute organized by the Library Trustee Association will be held in Albany this year on April 29 and 30.

On June 18 at 1 p.m., the Friends of the Somers Library will be holding an Author's Tea. It will also be their Annual Meeting. All are encouraged to attend.

The luncheon for former Trustee Mrs. McDermott planned for May 14 will have to be rescheduled as several Trustees cannot attend that day.

Mrs. Stockwell has filed a notarized oath of office with the County Clerk's office for Mr. Carnow, as the Town Clerk was not able to swear him in within the 30 day legal limit after his appointment by the Library Board. The Town Board has yet to reappoint Mrs. Reidy.

Staff member Susan Greenman is home from the hospital and doing well. She would

love to have visitors.

Muriel Lyon, the outgoing President of the Friends appreciated the print of the Library that was given to her as a retirement gift by the Library Board and Mrs. Miller.

Approval of Minutes

Mrs. Stockwell made a motion to approve the minutes of the March 9, 2011 meeting as submitted. All were in favor.

Treasurer's Report

Mr. Hasl presented the Treasurer's Report. Copies of the Abstract of Audited Vouchers #4; Analysis of Gift Fund Accounts and Somers Library Vouchers were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #4, dated April 13, 2011 in the amount of \$60,241.72, which included voucher numbers 68479 to 68499. All were in favor.

The contractual amount spent this past month was \$7,200, which was the lowest amount year to date. All is on track in terms of spending. Mrs. Miller should be applauded for working within the budget limitations of \$9,700 for this month in order to insure that the Library does not exceed its available cash before the new taxes are collected in April. Mr. Hasl happily reported that more than half of what was spent was for books and DVDs, the true business of the Library, rather than for operating costs and maintenance of a building in disrepair. When the tax money is received next month, more will be spent on library inventory (books, DVDs and other materials); in order to update holdings since funds were limited the first quarter of the year.

A Teaching Company multi-media item, entitled *History of the US* was purchased out of the Gift Fund Pelavin donation account in the amount of \$144.95.

DIRECTOR'S REPORT AND STAFF MEETING MINUTES

All Trustees received a copy of Mrs. Miller's Monthly Report and the Staff Meeting minutes of March 31.

Circulation Statistics – The Circulation Statistics for January, February and March were received and reviewed. Circulation totals were 15,075; 14,178 and 17,014 respectively. The drop from January to February may have been due to the bad winter weather that was experienced.

Staff Thanks – Once again staff member Margaret Widman was recognized for her efforts in trying to save money on purchases, contracts, etc. for the Library. Thanks were also extended to staff member Vicki DiSanto and resident Paula Clinchy for painting the entrance near the Program Room. They did a fantastic job.

Kaplan ACT Practice Test – Arrangements were made for a Kaplan ACT Practice Test to be held at the Library. Twenty students signed up and only nine showed up. This is unfortunate since there was a waiting list. The next time this is offered, confirmation

calls will be made in advance to assure attendance.

Friends Help – Mrs. Damon expressed her appreciation to Mrs. Miller for donating her time to help the Friends by printing the mailing labels for their fundraising letters.

Teen Lock-Ins – All thanked Mrs. Miller for staying overnight in the Library with staff member Jamie Kay for the Teen Lock-In programs. This program is a special treat night for the Book Club members.

Collaborative Efforts – Mrs. Miller is delighted that there has been a collaborative effort between her staff and the Primrose Library staff in providing programs to the students.

Fred Bachner Holocaust Collection – For the past six years, the Fred Bachner Holocaust Collection has been displayed near the front of the Library. In an effort to rotate some of the displays to give them more public awareness, the Collection was moved to another part of the Library. Mrs. Bachner was not at all happy with this decision and as a result it was relocated to its original location.

Library Day – A motion was made by Mrs. Parisi for the Library Board of Trustees to support the initiative of the League of Women Voters to have a Library Fair on Saturday, September 10. It will be a public relations/fundraising event that partners with the Town and local non-profit organizations. All were in favor.

Heritage Hills Woodworking Club – Mrs. Reidy will send a thank you to the Heritage Hills Woodworking Club members who donated their time and materials to build custom shelves in the Teen section. They did a wonderful job and the shelves were very much needed and are a nice addition to the Library.

Public Library Director's Association – Mrs. Miller and all the other Library directors in Westchester are members of the Public Library Director's Association. Just recently they held a retreat with a moderator to discuss sharing of resources with e-books. Some of the Libraries have their own e-book collections and don't want to share them. This is really a disadvantage to the libraries who can't afford to purchase their own collection, such as the Somers Library.

Program Cancellation – A program on staging your home for selling was scheduled and unfortunately had to be cancelled because a resident complained about the credentials of the guest speaker.

Sunday Closing – At the direction of the Town Supervisor, Mrs. Miller was asked to get an outside Library Director with strong credentials to review her proposal to close the Library on Sundays. The staffing schedule was reviewed by the Library Director of the John C. Hart Memorial Library in Yorktown, who is a 39 year Library veteran. She completely agreed in writing with Mrs. Miller's proposal and the basis on which the decision was made by the Library Board. The letter will be sent to the Supervisor and

the Town Board members.

Roof Bid – Four sealed bids to repair ¼ of the Library roof were received. Assistant Building Inspector Tom Tooma studied the technical details and Mrs. Miller called the references of the lowest bidder. A conference call between the contractor, Councilman Bolton and Mr. Tooma was also conducted. Mr. Tooma has recommended to the Town Board to appoint the lowest bidder to do the work which will be discussed at the April 14 Town Board meeting.

Capital Improvement Projects – East of Hudson funding is being researched for putting a pervious surface and lighting in the Reis Park parking lot. Councilmen Clinchy and Morrissey are working on researching a bond for upgrade, rehabilitation and replacement of various much needed Town Capital Improvement projects. A list of priorities is in the process of being created. It has been suggested from the Bond Counsel that the amount of money bonded be kept small so that the projects can be done on a local level. Energy savings wherever possible will be important. Mrs. Reidy reminded all of the past requests for additional lighting at the entrance of the Park. Mr. Clinchy will consult with Mrs. Miller on projects for the Library to be considered as part of the bond.

Thanks – Councilman Clinchy announced that he publically thanked the School District for their assistance in the success of the Somers Energy Expo and also thanked the Library for being one of the co-sponsors of the Expo.

REPORTS FROM STANDING COMMITTEES

Budget and Finance – Mr. Hasl indicated that although the Library has been right on target with spending for the first quarter, a spending plan has to be put in place for the last quarter of the year, based on funds available after 2nd and 3rd quarter expenses have been made. The Committee will meet to discuss changes in the 2012 budget planning process. It should be ready for review in August and the Committee must work closely with the Public Relations Committee to create a communications plan to educate the community and the Town Board. Vehicles of communication have to be decided upon and the budget plan must be fact based. Pie charts should be used to explain how much discretionary money is available to be used on Library business versus benefits, maintenance and operating costs.

Building – The roof repair was covered under Director's Report and Staff Meeting Minutes. Mrs. Miller and her staff have been rearranging the furniture that was secured thanks to Mr. Carnow.

Bylaws and Policy - Work continues on updates to the Emergency Procedure Policy, Computer Use Policy, Gallery Policy and Abusive Patron Policy. A suggested change was made to the Materials Selection and Collection Development Policy. Mrs. Damon made a motion to change section II. Responsibility for Selection to read as follows: "The ultimate responsibility for the selection of library materials and their placement within the

collection rests with the Library Director who operates within the framework of the policies determined by the Somers Library Board of Trustees. This responsibility may be shared with other members of the Library staff. However, because the Director must answer to the Library Board and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff.” All were in favor. Mrs. Parisi is working on the Gallery Policy.

Long Range Planning – Mrs. Williamson-Canavan is no longer able to Chair the Committee due to personal commitments. Mrs. Damon and Mr. Hasl agreed to Co-Chair. Mrs. Miller is working on setting up Skype to make Committee meetings more convenient. Mr. Hasl feels that before the Committee can work on a long range plan, they must know what the Town Supervisor’s (and eventually the Town Board’s) vision is for the Town over the next 3 to 5 years. He will request a meeting with the Town Supervisor.

A request has been made by the NYS Education Department with a deadline of April 20 for input from all libraries as to their feeling about the future of libraries. Mr. Hasl will follow up.

Personnel – Mrs. Damon is delighted with the way in which the staff has pulled together to cover Mrs. Greenman’s job responsibilities during her absence due to illness. The staff is already overworked and under staffed, but are willingly covering her area. Mrs. Bishop created a care calendar on the computer to keep track of food and visits to Mrs. Greenman during her recuperation.

Public Relations – Mrs. Parisi is thrilled that some of the community groups are interested in putting exhibits in the display case (At Home, YMCA, Veteran’s and Historical Society).

Both the Cold Stone Creamery and Chili’s have been contacted to see if they will sponsor the Summer Reading Program.

The Committee has been very impressed with the League of Woman Voters initiative to sponsor a Library Fair on Saturday, September 10. A large number of community groups have already indicated that they would participate. Donations are needed for the book sale portion of the event. They will be stored primarily in the Program Room and help has been offered by Somers High School students and scouts to help move and set them up the day of the Fair. A resource has been secured for the books that are not sold. Library tours will be available, as well as e-Reader demonstrations. Library cards will be available for those that don’t have one. There will also be a Storybook Walk outside.

Mrs. Williamson-Canavan has additional ideas that would lead up to the 30th Anniversary of the Library being in Reis Park in 2012.

Mrs. Miller will be meeting with a representative of a national promotion entitled **Geek**

the Library, which is funded by the Bill Gates Foundation.

Technology – Mrs. Mignardi is in the process of redesigning the Library website and will also add a page for the Friends of the Somers Library that can be used as their website. There are many fundraising avenues available that could be filtered through the Friends to benefit the Library. Various staff members currently maintain the website, as well as Facebook and Twitter.

Friends of the Somers Library

Mrs. Damon reported that at the last Friend's meeting, there was not a quorum and they are in the process of reorganizing as they currently have no President.

Alternative Funding Task Force

Mrs. Mignardi announced that resident, Rose Corbett has agreed to research creating a Foundation for the Library.

The meeting was adjourned at 10:45 p.m. The next meeting will take place on Wednesday, May 11, 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