

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

MEETING MINUTES
April 14, 2010

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

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

Claire Damon and Jim Hasl were absent.

The Library Director Patricia Miller was also in attendance.

Announcements and Correspondence

A letter of resignation, effective March 10, 2010 was received from Trustee Dr. Mutino. Mr. Kehoe made a motion with deep regret to accept Dr. Mutino's resignation. All were in favor. Both Supervisor Murphy and Councilman Clinchy expressed their concerns over Dr. Mutino's decision. The opening has been advertised. Since Dr. Mutino was also the Corresponding Secretary for the Library Board of Trustees, Mrs. Stockwell put forward Mrs. Reidy's name to take over that position. There were no other nominations from the floor. All were in favor. Mr. Kehoe will reassume Dr. Mutino's position as Chair of the Bylaws and Policy Committee. Dr. Mutino has also resigned from the Westchester Library System Board of Directors. It was suggested by Dr. Mutino that Mr. Hasl think about taking over that responsibility. In addition, since representation is for the district of Somers, North Salem and South Salem Libraries, perhaps a representative from the latter two might be interested.

Mrs. Reidy has been chosen as the recipient of the Velma K. Moore Award, and she has chosen the Somers Library as the recipient of the \$750 that is part of the award package. Congratulations were expressed by all. The award will given at the New York State Association of Library Boards (NYSALB) annual conference in Long Island on May 1. Both Mrs. Reidy and Mrs. Miller will be present. A press release will be prepared, and it will be announced in the Library newsletter, as well as on the website. Thanks were extended to Mrs. Parisi for nominating Mrs. Reidy.

A thank you card was received from Mrs. Miller for her birthday gift from the Trustees.

Mrs. Stockwell and Mrs. Miller attended the Westchester Library System's Trustee's Institute on April 7. They found it to be very informative. Notes from the presentation made by guest speaker Jerry Nichols were shared via email. Mrs. Miller will be attending the WLS annual Book Author Luncheon tomorrow.

Mr. Kehoe just borrowed a Board Source book from the Westchester Library System which is a resource guide for the Board of Trustees including raising funds.

Approval of Minutes

Mrs. Williamson-Canavan made a motion to approve the meeting minutes of March 10, 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 #4; Analysis of Gift Fund Accounts and Somers Library Vouchers were distributed. Mrs. Williamson-Canavan made a motion to approve the Abstract of Audited Vouchers #4, dated April 14, 2010 in the amount of \$66,506.44, which included voucher numbers 64838 to 64871. All were in favor.

The payment to Commercial Instruments and Alarm Systems was for the 2nd quarter alarm monitoring, and those for Arden Business Systems Inc. and De Lage Landen were for expenses for the two new copiers for March and April.

A transfer has been made from the Library Gift Fund in the amount of \$11.46, to the Library General Operating Fund to pay for a book.

After a very brief discussion of which bank account in which to deposit the library 2010 amount raised by taxes, it was recommended by the Treasurer to deposit the monies into the Library General Fund Checking Account (003-7213837) and to revisit the decision at the May Board of Trustees meeting.

Mr. Kehoe made a motion that the Library Board authorize a transfer of funds as requested by the Finance Department to fulfill a year end adjustment of providing additional funding for the payment of 2009 health insurance claims.

From: Personal Services (7410.1) \$9,811.87

Contractual (7410.4) \$28,360.51

To: Health Insurance (9060.8) \$38,172.38

Some of the Trustees wanted additional clarification, as there was a bit of confusion regarding the Finance Department's explanation. Mr. Kehoe withdrew his motion. Mrs. Williamson-Canavan will speak to the Finance Director and this item will be discussed again.

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 March 24, 2010.

NYLA Conference - Two of the Library staff attended the Youth Services Section of the NYLA Conference in Albany on April 9.

Monthly Circulation Statistics & People Counter Comparisons - Mrs. Miller distributed the Monthly Circulation Statistics and People Counter Comparisons. There was an increase in circulation in March of 10% over January and 15% over February.

Annual Report - Mrs. Miller is still waiting on figures she needs from the Town Finance Department to complete her report to the State. Once received, the report will be completed and she will forward copies to the Board for approval at the May meeting.

Darien, CT Library - Arrangements can be made to visit the new sustainable green library in Darien, CT for those interested.

NYS Minimum Standards for Public Libraries - Since the Library hours had to be reduced due to budget cuts, it has fallen below the NYS Minimum Standards for Public Libraries. This is not a positive reflection on the Town or the Library, and this could have an impact on future funding opportunities.

REPORTS FROM STANDING COMMITTEES

Budget and Finance - Earlier today, Mrs. Williamson-Canavan and Mrs. Miller met with the Town Finance Director. The meeting was most productive and positive. Only a few changes were suggested for the Certificate of Deposit Policy. It was also explained that the amount of interest posted monthly to the JP Morgan Chase Joint Money Market Account is rounded up monthly, as there are eighteen accounts that the interest has to be posted to. The difference goes into the Town General Fund account.

Building - Mr. Kehoe reported that at the septic replacement project will begin at the conclusion of summer camp. At the April 15 Town Board meeting, a motion should be made to accept the water chlorination system project in Reis Park, and to also set up a capital project fund for it as well.

Mrs. Miller is still trying to get a detailed proposal for a plumber to fix the ejector pump in the downstairs rest room.

On April 5, a second roofer met with Mrs. Miller and Tom Tooma, the Assistant Building Inspector to review the specs and flat roofing conditions. A third roofer may also be called before bids are requested. The ceiling in the Caregiver/Local History corner collapsed from heavy rains on March 30, thereby making the roof repair more critical. In addition, the gutter seams are still leaking and need to either be welded or soldered as water is entering inside the window in the staff

work room.

On a positive note, arrangements were made to get back the \$400 audit fee from NYSERDA, and a \$1,500 rebate will be received for the lighting project.

Bylaws and Policy - There are several projects underway and work has begun on updates to the Emergency Procedure Policy, Policy for Compensatory Time, Procurement Policy, and the Collections and Development Policy.

Long Range Planning - A Committee meeting will take place next week.

Personnel - Comments for Mrs. Miller's annual evaluation were collected from the trustees and the staff. A Personnel Committee meeting took place and Mrs. Miller's evaluation was shared with her. The review, as expected, was excellent. Mrs. Miller thanked the Committee for their time and input. It was appreciated. Mrs. Stockwell also thanked the Committee for doing a great job, with this lengthy task.

Public Relations - The Barnes and Noble fund raising promotion is underway. Information will appear on the Town's TV channel 20, as well as their website. All are encouraged to send the information to their own email contacts. Flyers are available in the Library and all are reminded of the event at checkout. Unfortunately the information could not be disseminated via the School District, as it against a new policy that they have.

Mrs. Reidy reminded the Trustees that the Library used to have a TV channel that has now been taken over by the School District. Perhaps the library could once again access this channel to use for interviews, discussion groups, story hours, etc.

Gratitude was given to Mrs. Mc Dermott for donating four tickets to the Somers Lion's Club breakfast held this past Sunday. Tickets were given out on two different days. They were given to the 29th patron in commemoration of the Library's 29th year of operation as a Town facility. Next year the Library will have been situated in Reis Park for 30 years and Mrs. Mc Dermott encouraged all to think about ways in which to celebrate.

Mrs. Parisi has been in touch with the Manager of Cold Stone Creamery in Somers Commons to see if they would be willing to host the ice cream social for the Summer Reading Program. A firm answer cannot be given until the owner is contacted. It was suggested that King Kone be solicited as a second option.

The Sony Reader raffle is still a work in progress. Mrs. Miller has to come up with a way to secure the display prizes. The Historical Society has a display case that can be used.

Technology - The Committee will meet some time next week.

Friends of the Somers Library

The Friends have mailed out their fundraising letters. One was sent to those who gave in 2007 and 2008, but not in 2009. The second letter was an annual membership appeal.

All Trustees are encouraged to become members of the Friends of the Somers Library.

Two scholarships of \$500 each will be given to two pages who will graduate from Somers High School this year.

Westchester Library System

There was no report.

The meeting was adjourned at 9:45 p.m., and the next regular monthly meeting will take place on Wednesday, May 12, 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