

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

**MEETING MINUTES**

**May 11, 2011**

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

The members present were: Claire Damon, Jim Hasl, Bill Kehoe, Liz Mignardi, Laura Parisi and Barbara Stockwell.

Christine Williamson-Canavan arrived at 8:10 p.m.

Ian Carnow and Jean Reidy were absent.

Library Director Pat Miller was also present.

**Announcements and Correspondence**

Mrs. Reidy has been reappointed as a Trustee by the Town Board for a five year term.

An acknowledgement was received from Councilman Garrity for the sympathy card and other condolences that were sent to him on the passing of his mother.

On June 10, a dinner will be held by the Trustees in honor of former Trustee Mrs. McDermott for her years of service and dedication.

The Friends of the Somers Library will be holding an Author's Tea and their Annual Meeting on June 18 in the Library Program Room.

Some Trustees have expressed concern over the length of the monthly meetings. All agreed that moving forward, Committee Chairs, with the exception of Personnel, will submit a written report (if there is something to report) before the meeting for all to review ahead of time. This report should also include any action items.

The Mamaroneck Library will have a grand re-opening on June 18.

**Approval of Minutes**

Mrs. Stockwell made a motion to approve the minutes of the April 13, 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 #5; Analysis of Gift Fund Accounts and Somers Library Vouchers

were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #5, dated May 11, 2011 in the amount of \$68,826.50, which included voucher numbers 68824 to 68849. All were in favor.

The contractual amount spent this past month was \$15,060, compared to \$7,252 last month and \$10,447 two months ago. Gift Fund spending for the period was \$288.25, bringing the total discretionary spending (total expenditures excluding payrolls and benefits) to \$15,349 last month and \$71,880 year to date, which remains on target and to plan. Last month, \$10,054 or 66% of discretionary spending went to the business of the Library (books, reading materials, etc.), which is a good trend. The single biggest non-Library expense was for \$3,109 for heating oil and the second largest was \$849, for electric. Other larger expenses were for book and reading materials, DVD's and office supplies. Payroll and benefits for April totaled \$53,477.

### **DIRECTOR'S REPORT AND STAFF MEETING MINUTES**

All Trustees received a copy of Mrs. Miller's Monthly Report and the Staff Meeting minutes of April 28.

**Kill A Watt** – Frank Maricic of the Somers Energy Advisory Panel contacted Mrs. Miller about their purchase of four Kill A Watt plug-in electricity usage monitors, that they would like to have available at the Library for the residents to borrow and try out in their homes, hopefully encouraging them to purchase their own. Mrs. Miller thought it was a great idea. The Kill A Watt monitors will circulate like other library materials, including the design cake pans.

**Annual Report** – Mrs. Miller is in the process of completing the Library's Annual Report to the State of New York. As soon as it is finished, this operating and financial report will be distributed to all of the Trustees for review and comment. Some prefer to have it sent electronically if at all possible.

**Somers School District Superintendent** – Mrs. Miller, Mrs. Stockwell and Mrs. Williamson-Canavan met with the Dr. Blanch, the new Somers School District Superintendent. He is eager to help in any way he can and suggested that Mrs. Miller attend their Administrative Council public meeting annually, so she can meet the individual school principals, as going through them directly is the preferred procedure.

**Library Day** – Selling food at the event is under consideration, but doing so has to be cleared with the Concession Truck owner, as he has an exclusive contract to sell food in Reis Park. A question came up as to whether or not corporate/business sponsorship for this event should be an option. The general consensus was to solicit this type of support at the 30<sup>th</sup> Anniversary celebration next year.

**Flowers in Front of the Library** – The pansies displayed in the front of the Library are courtesy of the Girl Scout Troops under the leadership of Jane Rothschild and Tina Slezak. Mrs. Miller will send thank you notes to them.

**Volunteers** – Mrs. Miller was happy to report that a resident couple has offered to volunteer at the Library. The wife is interested in volunteering at the Circulation Desk because of her prior experience at the Circulation Desk in another library and the husband is a retired graphic designer and is offering his services. Mrs. Miller will speak to him about creating a new logo. In addition, Rebecca Smith of the Mid-Hudson Library System has offered her assistance with providing insight into alternative funding.

## **REPORTS FROM STANDING COMMITTEES**

**Budget and Finance** – Mr. Hasl and Mrs. Miller will be meeting shortly to initiate a conversation about the 2012 budget and to set up a timeline in preparation for it.

**Building** – Mrs. Miller has spent an exorbitant amount of time on the roof project and trying to secure funding for it. Although she appreciates the assistance she did get from some of her Town colleagues, Mrs. Miller feels that the Town should have someone who is responsible for building maintenance and capital improvement. She doesn't mind working on grants for materials and books for the Library, etc., but the amount of time spent on the roof project put her behind in her Library work, which should be her priority. The NYS library construction grants **require** 50% matching funds and also require a lot of effort and paperwork.

**Bylaws and Policy** - Work continues on updates to the Gallery Policy, Emergency Procedure Policy, Computer Use Policy, and Abusive Patron Policy. A question came up as to what the title of the volunteer who books and organizes the exhibits in the Library Gallery should be. A suggestion was made to contact the Bronxville Library with regard to their policy on charging those who display their artwork in the Library.

**Long Range Planning** – Mrs. Damon and Mr. Hasl met and established a few goals for the Long Range Plan for the Library. Ultimately the document should only be about 2 ½ pages in length and it should be finalized by the July meeting. All will receive a copy in advance for review and comment. Mr. Hasl is still trying to set up a meeting with the Town Supervisor, as well as the other Town Board members to hear about their 3 to 5 year vision for the Town.

**Personnel** – Mrs. Greenman stopped by the Library for a quick visit. She is feeling better and hopes to return to work on May 23.

**Public Relations** – Mrs. Parisi reported that all is going well with plans for Library Day. Meetings continue with the League of Woman Voters. Several community groups have agreed to co-sponsor. They are in the process of reaching out to the Scouts. Both the Friends and the Trustees will have an informational table at the event. Children's activities are being worked on. Volunteers have been lined up for setting up the book sale portion of the event.

Councilman Bolton set up a great display in the front case on the Civil War. It was dismantled to accommodate At Home in Somers and unfortunately they decided not to

do a display. Perhaps the Civil War display can be put back up later in this 150<sup>th</sup> Anniversary year.

Chili's gave 150 coupons for the Summer Reading Program. The new owner of Cold Stone Creamery has been contacted a few times and is not responding. Staff member Valerie Herman has asked Mrs. Parisi to secure some give a ways for the Adult Book Bingo program as well.

A meeting was held with a representative of a national promotion entitled **Geek the Library**, which is funded by the Bill and Melinda Gates Foundation. Information about the program was distributed to all for review and comment. This is a perfect venue in which to raise public awareness with regard to library services and funding, and to give a new and fresh image of the Library. Somers Library would be the first in Westchester to initiate this program. **Geek the Library** would be introduced at the Summer Reading Program, with a full promotion taking place at the Library Fair. Mrs. Miller needs to decide which staff members would be involved with this process. Mrs. Williamson-Canavan indicated that the campaign could initially be launched at no cost using the materials provided by the Foundation. Any future requests for funding would be presented to the Board of Trustees for consideration by the Public Relations Committee. A motion was made by Mr. Hasl that **Geek the Library** is a great idea and would benefit the Somers Library. He would like the Board to move forward on this concept. All were in favor. Mrs. Parisi agreed to review the contract.

**Technology** – Mrs. Mignardi is still working on the new website, as well as one for the Friends of the Somers Library. The shell is done, but there are a lot of links to deal with. She also has to meet with some of the staff for their input. It should be completed by the middle of the summer.

Research continues on adding a link to make donations directly on the Friends website. The New York Library Association is partnering with Pay Pal and is looking for test libraries to get involved.

The Dreamweaver's account has been set up, but it still has to be downloaded onto the Library's computers.

There is quite a bit of old and outdated computer equipment that has to be disposed of. Mrs. Miller is waiting for final approval of the Town Board to do so. She has several options for getting rid of the equipment.

Previous permission was granted to dispose of an old card catalogue. It is a beautiful piece of furniture, but quite big. Mrs. Miller would love to be able to give it to someone, rather than throw it out.

### **Alternative Funding Task Force**

Mrs. Mignardi announced that the Task Force is in the process of determining whether or not they can complete the paperwork to create a Foundation or whether they need to

hire someone to do it.

**Friends of the Somers Library**

Mrs. Damon reported that there was a good turnout at the last Friend's meeting and the organization is going well. Meta Walter is the acting President. Their bylaws are in the process of being reviewed. With the exception of a new sound system for the Program Room (more information was requested), all of Mrs. Miller's requests were approved. Posies Flower Shop went out of business due to the owner's retirement. Whispering Pine has agreed to make the monthly flower arrangements donated by local groups and businesses for the Library. On their own initiative, the Friends hired marketing consultant Lydia Howie to provide 6 hours of consultation to assist the Library Director. Mrs. Miller will follow up to see if there is a better way in which to utilize this offer.

The meeting was adjourned at 9:45 p.m. The next meeting will take place on Wednesday, June 8, 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