

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

**MEETING MINUTES
May 12, 2010**

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

The members present were: Claire Damon, Jim Hasl, William Kehoe, Laura Parisi, Jean Reidy and Barbara Stockwell.

The Library Director Patricia Miller was also in attendance.

Councilman Bolton joined the meeting at 8:00 p.m., Mrs. Mc Dermott at 8:10 p.m. and Mrs. Williamson-Canavan at 9:30 p.m.

Announcements and Correspondence

Mrs. Stockwell congratulated Mrs. Reidy for receiving the Velma K. Moore Award at the NYS Association of Library Boards (NYSALB) annual conference on May 1. The Somers Library will be the recipient of \$1,000, instead of \$750 originally thought. Mrs. Parisi did a press release. Mrs. Reidy thanked Mrs. Parisi for nominating her and shared pictures of the award ceremony. Mrs. Miller also distributed some copies of the new updated NYS Trustee Handbooks issued at the conference.

Congratulations were extended to library staff members Betsy Bishop, Vicki Di Santo, Susan Greenman and Director, Mrs. Miller, as well as the Primrose School Principal Rich Fisher and Librarian Paula Clinchy for receiving the Westchester Library Association partnership award for the collaboration between the Somers Library and the Primrose School in offering the 1st Grade Visit. This program offers Somers Library tours to all Somers students in 1st grade and facilitates the use of library cards, while supporting the 1st grade curriculum and encouraging lifelong readers.

Thanks were extended to all by Mrs. Stockwell for having a special meeting on April 20 in her absence to resolve the issue of the transfer of funds to fund a year end adjustment providing additional funding for the payment of the 2009 health insurance claims.

Mrs. Miller received a memo from the Town Board acknowledging Dr. Mutino's resignation from the Library Board of Trustees.

The NYS Department of Education reviewed the Library's Charter and indicated that the service area was unclear. Mrs. Miller will find out what they are looking for.

Two letters were shared by Mrs. Miller, from youngsters in Town, who apologized to the Library for the delay in returning books that they borrowed.

Approval of Minutes

Mrs. Stockwell made a motion to approve the meeting minutes of April 14, 2010 as submitted. All were in favor.

Mr. Kehoe made a motion to approve the special meeting minutes of April 20, 2010 as submitted. All were in favor. This meeting was called to authorize the transfer of funds to fund a year end adjustment providing additional funding for the payment of the 2009 health insurance claims.

Treasurer's Report

Mrs. Stockwell presented the Treasurer's Report. Copies of the Abstract of Audited Vouchers #5; Analysis of Gift Fund Accounts and Somers Library Vouchers were distributed. Mrs. Stockwell made a motion to approve the Abstract of Audited Vouchers #5, dated May 12, 2010 in the amount of \$90,002.83, which included voucher numbers 65174 to 65198. All were in favor.

The payments to Hess Corporation were for March and April. Mrs. Miller reported that the dental and life insurance benefits were paid. All of the money from the Pelavin donation has been used.

There is \$597.26 in the Other Gifts - Director account that has to be used. Mrs. Damon suggested that Lynda.com be researched. The Chappaqua Library uses this service for accessing online tutorials on many subjects. If this service is something the Somers Library wants to use, these funds can be used for it.

Mrs. Stockwell made a motion that the Library Board authorize a transfer of funds in the amount of \$60.60 from the Library Gift Fund account (0037446157) to the Library General Operating account (0037213837). All were in favor.

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 April 29, 2010.

Barnes and Noble Fundraiser - The total sales for the Barnes and Noble fundraiser held earlier in the month was about \$1,500. The Library will receive a percentage of that amount. Another event will be held in November.

Social Dance Class - On May 10, the Social Dance Class gave a performance at Somers Manor. They will perform at the Andrews Home in Hastings on June 6. This class was funded through a grant.

Website Assistance - Councilman Bolton has a friend that he will contact to see if he can assist the Library with their website.

Service Negotiations - Mrs. Mc Dermott wanted to thank Mrs. Widman for once again negotiating services for the Library, in an effort to keep costs down.

Video Game Donations - Mr. Hasl suggested that the Library consider soliciting donations of gently used video games from the residents.

Cake Pan Exchange - A new program under consideration at the Library is to loan cake pans, especially if they are needed for a one time special use occasion. These would circulate with the cookbooks as a kit.

DVD Collection - There has been a large demand for new DVD titles. A second copy of some of those award winning and popular DVD's will be purchased. No holds or renewals will be allowed on these Express copies. They can be borrowed off the shelf.

Town Buildings - Councilman Bolton is in the process of creating a list of all aspects of Town buildings in terms of replacement/repair needs. He will speak to Mrs. Miller regarding the Library building.

2009 Somers Library Annual Report - All Trustees received an emailed copy for their review of the 2009 Somers Library Annual Report prepared by Mrs. Miller. It will be submitted to the State in accordance with their regulations. A motion was made by Mr. Kehoe to approve the Report. All were in favor. During the discussion it was noted that the report shows that we have fallen below the State Minimum Standards for Public Libraries due to the fact that the adopted budget does not fund the two vacant staff positions and as a result hours open had to be reduced. It is not known what the State's reaction to this disclosure will be.

Thank You - Mrs. Damon thanked Mrs. Miller for all the extra hard work and effort she has given to the Library while assisting with evening movies, teen lock-in's, etc.

League of Women Voters - Mrs. Miller has been asked to address the League of Women Voters at their meeting on June 14 at 10:00 a.m. with regard to the future needs of the Library and long term plans.

Verizon Literacy Grant Program - Councilman Bolton will provide Mrs. Miller with links for the Verizon Literacy Grant Program.

REPORTS FROM STANDING COMMITTEES

Budget and Finance - Mrs. Williamson-Canavan will speak to the Town Finance Director about transferring funds between the JP Morgan Chase Joint Money Market Account and the Library General Fund Checking Account to pay bills.

She will also discuss which bank account to deposit the Library 2010 amount raised by taxes. She feels the monies should be left in the Library General Fund Checking Account.

Building - On May 14, Mrs. Miller is scheduled to meet another plumber to get a proposal for the replacement of the failed ejector pump in the basement.

On April 16, Mrs. Miller and Mr. Tooma met with Bill Strauss and Timothy Hall of Hall Partnership Architects, architects that the Library has used for the initial construction and the 1993 expansion in the past. Mr. Strauss and Mr. Hall had contacted Mrs. Miller to determine the aging of the Library, and the timing was perfect, as there are several building concerns. As a follow-up, Hall Partnership sent some recommendations in a memo dated April 26, 2010:

Gutter Repair - they recommend either soldering or welding joints and/or installing Kemper roofing material on the interior of the gutter overlap, 12" on both sides. Specs were included. They also indicated that the stone at the rear of the building, where the rainwater is seeping inside the building, be repointed.

Ceiling Tile - they recommended Ceiling Solutions acoustic ceiling paint be used. Specs were included.

Roof - they recommended removing the ballast roof and leaving the single ply EPDM membrane. They also suggested installing ½" recovery board over the EPDM and installing 2-ply cold applied SBS membrane with a white cap sheet.

Ejector Pump - they located an original architectural drawing in their files. However, the drawing was vague in terms of the kind of ejector pump specified. It indicated to use two ¾ horsepower duplex sewage ejector pumps.

After gathering more roofing details, Mrs. Miller and Mr. Tooma will pull roofing specs together by the end of the week to get ready for the bid process. Mr. Bolton has offered his assistance in this endeavor. He also reported that he and Councilman Morrissey are working on writing grants for the Town and could also help out the Library. Mrs. Reidy reminded him that money is desperately needed for custodial and repair help for the Library.

Mr. Kehoe reported that at the septic replacement project will begin at the conclusion of summer camp. The bids for the water chlorination system project in Reis Park will open on May 20, and the Supervisor would like to have this project completed by the start of summer camp.

Bylaws and Policy - In the beginning of May, Mr. Kehoe sent out an email to the

Trustees with a proposed update to the regarding the Compensatory Time Policy and updates. A motion was made by Mr. Kehoe to adopt that as the new Compensatory Time Policy. All were in favor.

Copies of the Town's Code of Ethics were distributed. It is Chapter 23 of the Town Code. Since the Library doesn't have its own, it uses that of the Town.

Work continues on updates to the Certificate of Deposit Policy, Emergency Procedure Policy, Procurement Policy, and the Collections and Development Policy.

Long Range Planning - A Committee meeting took place on April 20. Mr. Hasl distributed copies of a report outlining Meeting Objectives and a Discussion Summary, including Next Steps and Planning Assumptions. Mrs. Miller said that NYSALB speaker John Allen indicated that Long Range Plans are now only a 3 year plan. Mr. Hasl welcomed any input.

Personnel - An Executive Session will be held at the conclusion of this meeting to discuss a Personnel issue.

Public Relations - Mrs. Parisi thanked Mrs. Mc Dermott for putting her 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. They were gracious and anxious to help. Sunshine Pizza is also willing to do something similar for the Teen Summer Reading Program. Both will be publicly thanked. Mr. Hasl thought perhaps they might also be willing to give in-store coupon for all participants.

Additional effort could be made to further improve the relationship between the Somers Middle and High School Libraries and the Somers Library.

The Friends are sponsoring three Friday evening movies. The first was very well attended. Perhaps consideration can be given to something similar, over the winter months, on a Sunday afternoon with a focus on families.

Councilman Bolton suggested that a Somers map be researched as a fundraiser.

The Sony Reader raffle is still a work in progress. Mrs. Mc Dermott contributed a 2010 Yankee schedule, Yankee key chain, and a lapel pin commemorating the new stadium and the 2009 World Series win, as a 4th prize.

Technology - Mr. Hasl and Mr. Kehoe did meet and discussed a few things.

Friends of the Somers Library

The primary discussion at the last meeting revolved around their Bylaws.

Money was given to the Social Dance Class to provide for a few more lessons.

There are two more Friday night movies. Arrangements have been made to pick up those who do not drive, but would like to attend.

A question came up as to whether or not a program scheduled for the Sunday of Memorial Day weekend should still go on as scheduled since the Library will be closed that day. All agree it should. It is a musical mystery program.

On June 27, City Winds will present a program that will tie in to the start of the Summer Reading Program.

The Friends have mailed out their membership and fundraising letters. To date, \$8,829 has been received, compared to \$7,140 last year. There have been 284 donors, compared to 244 last year, and the average donation is \$31 vs. \$29.

Mrs. Miller suggested that the Friends begin to think about the idea of endowments.

Westchester Library System President's Meeting

Mrs. Stockwell reported that the next meeting is at the end of July and the 414 topics of mutual interest will be will discussed. The WLS will be sending Mrs. Miller a survey to complete on library hours to enable patrons to locate libraries that are open when theirs are closed.

At the last meeting, they talked about sharing library services for grant writing, hosting events, public relations and personnel; creating a centralized data bank; and talked about setting up standardized performance measures based on numbers of residents, budgets, etc. In September they will again discuss increasing library usage. Mrs. Stockwell feels as though the Somers Library is already doing a lot to increase library usage by attracting new patrons through Primrose, new programs, new technology and relationships with local organizations.

New Business

Meeting with Supervisor - Mrs. Stockwell and Mrs. Miller met with Supervisor Murphy. Indication was made that there is no capital funds budget for unallocated projects. Mrs. Miller was encouraged to request approval of the Town Board to apply for NYS and other grants available. They discussed reinstating the two Library employees in 2011. Mrs. Damon suggested that during budget negotiations in November, the Town Board be reminded that since the Library hours had to be reduced due to budget cuts, it has fallen below the NYS Minimum Standards for Public Libraries, as this is not a positive reflection on the Town or the Library.

The Trustees went into Executive Session, not to return to the public meeting, to discuss Personnel issues. The meeting was adjourned at 10:50 p.m.

The next meeting will take place on Wednesday, June 9, 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