

**SOMERS LIBRARY BOARD OF TRUSTEES
SOMERS, NEW YORK**

MEETING MINUTES

May 13, 2009

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

The members present were: Faye Bishop, Claire Damon, William Kehoe, Fausta Mc Dermott, Marie Grace Mutino, Jean Reidy, Barbara Stockwell and Christine Williamson-Canavan.

Cheryl Jagow was absent.

The Library Director Patricia Miller and Town Councilman Richard Clinchy were also in attendance.

Announcements and Correspondence

It is with deep regret that the Trustees accept the May 6, 2009 resignation letter submitted by Faye Bishop, after 20 years of service. The resignation is effective June 10, 2009. Faye and her husband Jay, Treasurer and Membership Chair for the Friends of Somers Library are moving. Advertising for the Trustee position will begin shortly and the interviews will start in the beginning of June.

Mrs. Stockwell received a notice that the American Library Association is forming ALTAFF, Association of Library Trustees, Advocates, Friends and Foundations.

Mrs. Miller received a thank you letter from a resident, Helen Smith, as well as an email thank you from the Somers Chamber of Commerce for the job well done at the Business Outreach program.

Approval of Minutes

Mr. Kehoe made a motion to approve the meeting minutes of April 14, 2009. All were in favor.

Treasurer's Report

Mrs. Williamson-Canavan 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. Williamson-Canavan made a motion to approve the Abstract of Audited Vouchers #5, dated May 13, 2009 in the amount of \$66,354.06, which included voucher numbers 61492 to 61523. All were in favor.

A few questions came up about some of the vouchers: some of the Reader's Digest Funds were used to purchase books from Baker and Taylor, as well as

Thomson Gale. Purchases at Staples include office and bathroom supplies. Councilman Clinchy suggested that Mrs. Miller speak to WLS about buying these types of items in bulk. Mrs. Miller outlaid some of her own money and submitted a voucher for reimbursement of a vacuum and for 10 AVG anti-virus licenses for the computers and laptops.

A meeting took place with the Town Finance Department to discuss the possibility of investing Library money market funds together with Town funds in the Town's similar money market bank account as long as it is recorded and reported separately. A higher interest rate is yielded if a larger amount of money is invested. Mrs. Williamson-Canavan will send an email to the Town Finance Director requesting monthly summary reports on this activity.

An additional discussion took place about the Unemployment Insurance Reserve Money Market Account. The present balance is \$20,019.54. The Town auditors probably will recommend that this account be closed and the money invested with the Town funds in their similar Town bank account. Mr. Kehoe made a motion that the Unemployment Insurance Reserve Money Market Account be closed and the money be invested with a similar Town account once the recommendation from the Town auditors is received as long as it is recorded and reported separately. All were in favor.

There is an unspent balance in a Gift Fund account applicable to a past donation from the Friends of the Somers Library. Mrs. Miller will decide how to spend that money.

OLD BUSINESS

Grants Update - Mrs. Stockwell phoned Senator Leibell's office as a follow up to the status of the application Somers submitted to Governor Paterson under the Energy Efficiency category for the Library expansion. \$7.5 million was requested. They indicated that the only money that has been allocated to date was for transportation. She also called Congressman Hall's office and they told her that the State was still accepting applications. Mr. Clinchy reminded the Trustees that the stimulus money was being distributed in two phases, and they may be accepting applications for the 2nd phase.

Mrs. Miller researched the Petroleum Overcharge Restitution Fund, but they had no money left. She also indicated that the \$5,000 grant money received from Assemblyman Ball has not yet been released from Albany.

Somers Library Annual Report for Public and Association Libraries – 2008

Mrs. Miller will revise some of the 2007 and 2008 data, which then will be reviewed by the Budget and Finance Committee. Mr. Kehoe made a motion to approve the Somers Library Annual Report for Public and Association Libraries - 2008, providing that the proper revisions are made to the 2007 and 2008 data.

All were in favor.

In House Circulation Reports - All Trustees were given copies of the Monthly Circulation Statistics provided by WLS for January through April 2009, as well as the People Counter Total for February, March and April 2009. Mrs. Williamson-Canavan indicated that it would be beneficial to compare these numbers to those of 2008 when preparing the 2010 budget.

Custodial Services - This item was covered under the Building Committee report.

NEW BUSINESS

Town Independence Day Celebration - This annual event will take place at Reis Park on Saturday, June 27. Last year activities for children were provided. Mrs. Miller reported that both of her Children's Librarians are not available this year. No other staff have indicated that they can help, and only two Trustees are available. Perhaps the Library will not be able to participate this year, unless we hire the Bookmobile for the day (see Director's Report). This will be discussed again at the June meeting.

Committees - Mrs. Stockwell asked if any of the Trustees were interested in joining another Committee or moving onto a different one. All the Committees only need two members, except for Budget and Finance, and Personnel. They require three. Mr. Kehoe will takeover as Chair for Mrs. Bishop on the Building Committee. Mrs. Mc Dermott will replace Mrs. Bishop on the Personnel Committee. Dr. Mutino will join the Building Committee, and Mrs. Reidy the Public Relations Committee.

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, 2009.

Independence Day Celebration - Mr. Clinchy noted that there will not be a parade this year. A walk/run-a-thon in honor of Lynn Adams will take place instead.

WLS Bookmobile - The Bookmobile is available on weekends for a fee of \$150.00. Perhaps a consideration can be given to have the Bookmobile as part of the events on June 27. Both Mrs. Stockwell and Mrs. Damon are willing to assist, but a Library staff person will be needed as well. Mrs. Miller will see if she can secure a staff person. This will be discussed again in June. The Library used to contract the Bookmobile during the week, but no longer has enough staff to do that.

Request - Mrs. Miller had a request to allow a profit making company to tutor a

Somers student in the Library. This is against Library policy.

May 13 Presentation - Earlier today Mrs. Miller provided a Power Point presentation to the Somers Woman's Club in Heritage Hills. She spoke about the effects of the economy on the Library, as well as what the Library has to offer the patrons. About 50 attended the presentation and it was very well received.

Newsletter - All were pleased that the Newsletter is now available on line.

Intern - The WISE (Wise Independent Student Experience) intern has completed her program. An evaluation is being done. She did well with circulation and processing.

Lock In - This past weekend Mrs. Miller and Ms. Kay chaperoned a Lock In for the Anime Club. Ten High School students in grades 10, 11 and 12 participated. For the first time it was co-ed, three boys and seven girls.

First Grade Visits - This week the 1st graders from Primrose have been visiting the Library. They walk through the path in the woods from the school to the park. Vicki Di Santo, Betsy Bishop and Paula Clinchy are involved with this program. The youngsters seem to really enjoy visiting the Library and a large number of Library cards were issued.

Volunteer - A new volunteer joined the Library this week. She is a retired teacher from Ossining and lives in Somers. She is interested in doing reading with 1st and 2nd graders.

REPORTS FROM STANDING COMMITTEES

Budget and Finance - Mr. Kehoe reported that a procedure has been set up to secure the numbers from the Finance Department for the Annual Report for Public and Association Libraries in the future.

Building - Mrs. Bishop reported that two meetings have taken place, on May 5 and 12 between Mrs. Miller, Mrs. Bishop, Mrs. Stockwell and Mr. Kehoe. A memo was sent to the Town Board regarding the Heating System and Retrofitting Lighting grants that have been received, but require matching funds from the Town. Mrs. Miller has engaged Fred Lore and Frank Caltabellotta of A-Amp, Somers to assist in providing some of the information needed to prepare a bid document for the retrofitting lighting project. They will likely put in a bid for this project. Paul Goldner and Mike Scorrano of En-Power Group have offered to provide information for the bid for the heating system project. Both Mrs. Miller and Mr. Kehoe will be at the Town Board meeting on May 14 to address these agenda items. Mr. Kehoe prepared a summary of the deadlines and funding for each project that was distributed to the Trustees and will be given to the Town Board members. Concerns that the Trustees had about these grants was

discussed at the April meeting and Councilman Clinchy did share them with the Town Board. It is imperative that a decision be made soon since the deadline for Retrofitting Lighting grant is August 4, and the Heating System grant, September 10. Last month Supervisor Murphy did ask Mrs. Miller to research some alternative funding sources for these projects. Mrs. Miller spoke to Brian Vattimo of NYPA in Albany regarding energy conservation projects. This department mainly deals with very large projects so it's a question as to whether or not we are eligible. This led to a connection with Frank Lauricella of NYSERDA who will be sending an electrician to do our energy audit very soon. Mr. Kehoe also indicated that a Clerk of the Works will need to be provided by the Town for each of these projects.

One of the two part-time custodians retired and moved out of the area. He used to work three days per week and would handle program room set up and break down, as well as daily cleaning, plumbing, painting, reupholstering, etc. He was a vital member of the staff. Since there is a freeze on hiring, he cannot be replaced. This is presenting quite a problem for the Library and all Trustees agree that the Library staff should not be responsible for these types of tasks. It was suggested by the Town Supervisor that a quote for cleaning services should be obtained from IMS Commercial Janitorial Services. They clean the Van Tassell House. For a fee of \$1,315 per month they would only clean the Library at night. Their service does not however solve the whole problem, as more than just cleaning in the evening is needed.

Over the weekend there were problems with the alarm system. Mr. Kehoe had to come to the Library on both Saturday and Sunday. Mrs. Miller reported that CIA was at the Library earlier today. Evidently there was a ground fault problem. Hopefully the situation has been resolved.

Mrs. Bishop reported that the Friends of the Somers Library are willing to expend the cost to replace the bathroom hallway carpeting, as well as the section in front of the circulation desk for safety reasons. Proposals were received from Absolute Flooring, D & P and Suburban. A decision will be made soon as to which vendor will get the job. Both Mr. Kehoe and Mrs. Damon again reiterated the issue they have with the Friends paying for something the Town is responsible for since it is a Town-owned building. Mr. Kehoe made a motion that his preference was that gifts from the Friends of the Somers Library should continue to be primarily for adult and children programming, workshops, concerts and scholarships. However since the carpet is in such bad shape and a risk to the patrons and staff, the gift of the carpet tiles will be accepted, with great thanks. All were in favor.

The mold issue still has to be addressed. The Library was told by the Town that it would be taken care of when they dealt with the same issue at the Town House Annex and it never was. It is a health hazard. In addition, the Town will receive East of Hudson funds thanks to the hard work of the Town Planner Sabrina

Charney-Hull to replace the septic system, and that has to be addressed. This problem was discovered by the engineering firm hired to conduct a feasibility study for the expansion. Mrs. Miller should not be expected to deal with these types of projects. This responsibility should be handled by a qualified individual designated by the Town.

Mrs. Bishop and Mrs. Miller will be meeting with Supervisor Murphy to discuss all of the aforementioned issues on Friday, May 15.

Bylaws and Policy - Mrs. Miller asked if there was a policy about outside organizations using equipment such as the Smart Board. She really doesn't want anyone using it unless they know how to. Mr. Kehoe suggested she check the Program Room Policy.

Long Range Planning - There is nothing to report, and probably won't be until the budget process begins again.

Personnel - Mrs. Damon reported that the Personnel Committee did meet to consider a new method of evaluating the Library Director into a more collegial form. Mrs. Miller's input has been requested, and they did receive an evaluation form that WLS uses.

Public Relations - Mrs. Jagow was absent this evening so there was no report. Mrs. Stockwell did ask Mrs. Miller if she ever received a copy of the press release that Co-Communications did on the Business Outreach. She did not, but they sent her a CD of photos they took.

Technology - Mr. Kehoe sent an email to Mrs. Williamson-Canavan and Dr. Mutino with copies to Mrs. Stockwell and Mrs. Miller on May 5, 2009 regarding Mrs. Miller's finalized list of proposed purchases from the \$5,000 technology grant received from Senator Vincent Leibell.

These purchases would be for two desktop computers with Microsoft Office to replace the old and very slow computers used by the Director and the Children's Librarians, a Wii gaming system, Wii Sports and Guitar Hero software and accessories, a monitor to continuously display program flyers at the circulation desk and Evanced Solutions calendar software for website registrations.

Mr. Kehoe made a motion to accept the list of items Mrs. Miller would like to purchase from Senator Leibell's technology grant. All were in favor.

Friends of the Somers Library

Mrs. Damon announced that there will be a Friends funded music program at the Library on Sunday, June 7 entitled "Too Human". This will be the last program until the fall.

The Friends voted to support two scholarships for Library pages.

Funding in the amount of \$1,073.95 was given to the Library for adult and children programming, a book by a local author and puzzles.

Last month, Mrs. Damon sadly announced that the Friends will be losing their Membership Chair and Treasurer Jay Bishop because he will be moving. Tonight she is happy to announce that the new Treasurer is Eve Kehoe. A Membership Chair is still needed. Mrs. Miller has spoken with a patron Audrey Lee, who might be interested in the position.

Westchester Library System

Dr. Mutino attended the Trustee Institute presented by the NYS Association of Library Boards. One of the speakers was James Keller, Chief Marketing Officer for the Queens Library System. His session was entitled "Increasing the Relevance of Your Library Through Branding". He was very enlightening and provided some very useful tips:

Ask for money with an attitude.

Stable funding is needed statewide so you are not at the mercy of the politicians.

Stand up and be in the way so people notice you.

Use your computer to track purchases to be sure that they are in fact being used by the patrons.

Libraries must provide collections, programs and librarianship.

Trustees have three jobs: find and hire a good Director; be sure the materials and facilities are user friendly and advocacy.

Dr. Mutino also shared some information with Mrs. Miller from a Teen Librarian from Freeport.

Mrs. Stockwell received a flyer from WLS regarding a Trustee Training, "Learning from Each Other". Dr. Mutino explained that the river towns have been meeting over the last couple of years and they are the model for this new venture. The suggestion is that the Directors and Presidents from each district meet first and eventually invite Trustees and Friends to join them. It is something to consider for the future.

The Trustees went into Executive Session, not to return to the public meeting, to discuss Personnel issues. The meeting was adjourned at 10:30 p.m.

The next meeting will take place on Wednesday, June 10, 2009 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