

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

**MEETING MINUTES**

**May 9, 2012**

President Stockwell called the meeting to order at 7:45 p.m.

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

William Kehoe was absent.

Library Director Patricia Miller was also in attendance.

**Announcements and Correspondence**

The Daily Somers continues to cover activities at the Library and most recently had an article and photo of the 30<sup>th</sup> Anniversary celebration.

An email was received by staff member Betsy Bishop from the Principal of the Somers Intermediate School about how pleasant a place the Library is.

Mrs. Miller shared some complimentary comments made on Pinterest and Twitter about the Somers Library. One comment came from a resident in Minnesota.

Former Trustee and President Faye Bishop sent an email to Mrs. Miller about her delight with the success of the 30<sup>th</sup> Anniversary celebration and how much she enjoys getting the e-newsletters.

Several former Trustees of the Library Board attended the 30<sup>th</sup> Anniversary celebration, and Mrs. Miller thanked all the current Trustees for their help with the event.

**Approval of Minutes**

Mrs. Stockwell made a motion to approve the minutes of the monthly meeting held on April 11, 2012 as submitted. All were in favor.

**Treasurer's Report**

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #5, the Somers Library Vouchers and Gift Fund were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #5, dated May 9, 2012 in the amount of \$64,854.69 which included voucher numbers 72393 to 72419. All were in favor.

The contractual amount spent this past month was \$10,962.97. A total of \$489.05 was spent from the Gift Fund. Last month, \$6,768 or 62% of discretionary spending went to the business of the Library (books, reading materials, etc.). The largest expenditures were: Baker and Taylor Books \$5,177; B&D Controlled Air \$1,750; NYSE&G \$865; Staples \$385; Midwest Tape \$318 and Standard & Poor's \$298. Payroll and benefits charges were \$53,891.72. Total Library spending for all accounts was \$64,854.69.

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

All Trustees received a copy of Mrs. Miller's Monthly Report and the minutes of the staff meeting held on April 24.

**GIRL SCOUT PROJECT** – Lauren Zaccaria, Leader of Girl Scout Troop 2633 and her scouts, met with Mrs. Miller on April 17 and proposed a new bench in front of the Library main entrance. They presented their idea at the May 3 Town Board work session, as well. The scouts have raised funds to purchase the bench, and with approval, they will purchase it, assemble it, and dedicate it to their former Scout leader, Lynn Adams.

**RE-DEDICATION** – A re-dedication of the Fred Bachner Somers Holocaust Commission's collection was held on Thursday May 3. Their generous donation to purchase new materials was also acknowledged. Guests included County Legislator Mike Kaplowitz, Town Supervisor Mary Beth Murphy, Town Councilman Richard Clinchy, and the Commission's Board of Trustees and Members. A small reception followed.

Highlights from the Staff Meeting minutes were discussed.

The monthly and year to date circulation statistics were distributed and reviewed.

### **REPORTS FROM STANDING COMMITTEES**

**Budget and Finance** – There was no report this evening.

**Building** – The Town Board has decided to move forward with the repair/replacement of the Library Roof.

Members of the Library Building Committee, Mrs. Miller, and Tom Tooma (Assistant Building Inspector) met with Town Supervisor Murphy to discuss the time frame and budgeting for the RFP.

Mr. Tooma and Mr. Carnow will prepare RFP documents for the June Town Board meeting.

The monthly elevator maintenance contract with Heights Elevator Corp. was renegotiated to a quarterly contract. The Building Committee will review proposals for elevator maintenance contracts again at the end of the year.

The work needed to provide light switches for the main library was done by North County Electric, who donated his time to the Library. The Library provided the necessary materials.

The Library parking lot is under consideration for repair as part of a larger project involving Reis Park site work.

The downstairs ceiling has to be painted.

The money saved from the elevator contract will be used to replace the flooring in the back office.

As it turns out, prevailing wage does not apply to a sole proprietor, only those with employees.

**Bylaws and Policy** – The Library's long-standing Library Gallery Exhibit Policy as updated by the Bylaws and Policy Committee and the volunteer Exhibit Coordinator had been adopted by the Trustees on March 14. Since the policy also concerns the Library building and Reis Park to a limited extent and had been reviewed by the Town in the past, a copy was forwarded to Supervisor Murphy for any comments that she might wish to offer. Mrs. Murphy placed it on the agenda for the Town Board's combined work session and regular meeting on April 12 and they accepted it at that meeting.

**Long Range Planning** – There was no report this evening.

**Personnel** – A motion was made by Mrs. Damon to approve hiring Michael Ferretti as a student page to replace Rachel Friedman at a salary of \$8.00 per hour effective May 1, 2012. Funding for this position will be taken from the Somers Library Personnel Budget Salary Line .14365. All were in favor.

Mrs. Miller has to secure a title change through Civil Service from a Director 1 to a Director 2. As part of this process she will have to take a training and experience test.

This afternoon, the Committee met with Mrs. Miller to go over her evaluation. It was most positive and complimentary.

A letter was sent from the Committee to Mrs. Miller complimenting her about the thoroughness she displayed in doing the evaluations for the Library staff.

**Public Relations** – The 30<sup>th</sup> Anniversary celebration was a terrific success.

Plans are underway to secure gift certificates and donations for the Summer Reading Program.

Mrs. Williamson-Canavan reported that the Committee is 98.5% settled on a new Library logo. It is going through another slight re-design. Once the Committee has

made their choice, it will be randomly shared with Library patrons and then the Trustees. All want to be sure that the message the logo is to convey is understandable.

**Technology** – The new website will be unveiled shortly. A decision still has to be made as to how BookLetters, a content management system funded through Westchester Library System should be used.

### **Somers Library Foundation**

Tax exempt status has been finally secured. The website is up and running, the Foundation has an email address and will be renting a post office box. Their logo is in its final stages. Plans are in progress for a 5K Run on September 29, with a fun version for children.

### **Friends of the Somers Library**

Member Linda Horton has agreed to write checks and handle membership, but does not want the responsibility of filing taxes. A volunteer has offered to do this, but the concern is that he is away for part of the year. A retired accountant who might offer their services to do this would be ideal.

The Book Sale and food sold at the 30<sup>th</sup> Anniversary celebration generated \$2,132.75 before costs of about \$200. The Friends were happy with its success. Gift Certificates were purchased for Book Sale coordinators Sandy Pope and Tom Lashnits to thank them for all their hard work and effort.

### **NEW BUSINESS**

**Trustee Resignation** – It is with regret, that the resignation of Trustee Claire Damon was accepted. Mrs. Damon has served as an invaluable member of the Library Board for the past 15 years. She was Vice President for one year and President for four. She will be greatly missed. Mrs. Damon will continue to support the Library in her role as Secretary of the Friends as well as procuring sponsors for the floral arrangements on the front desk from the local business community. She has also volunteered to help the Library in any way she can.

The meeting was adjourned at 9:45 p.m. The next meeting will take place on Wednesday, June 13, 2012 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  
Somers Library Foundation