

**SOMERS LIBRARY BOARD OF TRUSTEES
P.O. Box 443, Somers, NY 10589**

MEETING MINUTES

June 10, 2009

President Stockwell called the meeting to order at 8:10 p.m.

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

Claire Damon and Cheryl Jagow were 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 resignation of Cheryl Jagow effective immediately, due to personal reasons.

A thank you note was received from Faye Bishop for the going away luncheon and gifts that the Trustees gave her. This Friday, at 1:00 p.m. in the Library, the staff will be giving Mrs. Bishop a farewell party.

Staff member Vicki Di Santo's mother passed away. The memorial service will be on Saturday, June 20 at 12:00 noon at St. Luke's Church. Contributions are being accepted through Mrs. Miller.

All Trustees received an email from Michael Borges, Director of the New York Library Association urging them to contact their local elected officials to protest the consolidation of local governments being proposed by the State Attorney General.

Mrs. Miller received three thank you letters from residents. One from Thelma Snyder thanking Vicki Di Santo for being so helpful with assisting her in obtaining special books and CD's, as well as dispersing important book information. Another from Andrea Tortorella and Robin Perlmutter, thanking Valerie Hermann for making arrangements to have a lecture on Chinese medicine and acupuncture. The third was an email received from Julia Thomas, thanking the Library for the resources listed on their website in the teen section. She also suggested another link that the Library might want to add to their website.

Approval of Minutes

Mrs. Bishop made a motion to approve the meeting minutes of May 13, 2009. All

were in favor.

Mr. Kehoe offered a suggestion. When a proposed revision is made to the minutes, all Trustees should be copied. All were in agreement.

Treasurer's Report

Mrs. Williamson-Canavan presented the Treasurer's Report. Copies of the Abstract of Audited Vouchers #6; Analysis of Gift Fund Accounts and Somers Library Vouchers were distributed. Mrs. Williamson-Canavan made a motion to approve the Abstract of Audited Vouchers #6, dated June 10, 2009 in the amount of \$103,591.47, which included voucher numbers 61835 to 61863. All were in favor.

Some notations were made about the vouchers. The payment to Superior Telephone Systems in the amount of \$884.04 was for a new phone installation and checking problems with the bell for the rear door. The bill received from WESTLYNX in the amount of \$19,657.20 is one of two payments made a year. The septic system was pumped out by Frebar Construction Corp. and the charge was \$400.00 for this semi-annual service. (Hopefully the new system will be in place this fall.)

At last month's meeting, a discussion took place about establishing a new joint money market account with the Town to yield a higher interest rate than from the current Library General Fund checking account. This has been done and is reflected under the Cash Balances of All Funds section of the fund analysis. The new line reads "J.P. Morgan Chase Joint Money Market Account." If warranted in the future, the money can be removed from this joint account and the Library can invest it in our own account, as we have been doing in the past. Mrs. Williamson-Canavan also indicated that the Budget and Finance Committee will have to meet before the end of the month to discuss a procedure for making transfers from this new account to the other accounts.

Mrs. Williamson-Canavan made a motion to invest Library funds together with Town funds in the new joint money market bank account entitled "J.P. Morgan Chase Joint Money Market Account", as long as it is recorded and reported separately on the Library books. This recommendation was made by both the Town Finance Director and the Library Board of Trustees Budget and Finance Committee. It is retroactive to May 2009. All were in favor.

It was also reported that yesterday Revenue Control and Expense Control Reports were received from the Town Finance Department. Mrs. Williamson-Canavan has not had time to look at them in detail, but wanted to let the Trustees know that she has received them. Mr. Kehoe had made some comments about them also.

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 May 27, 2009.

Correction - Dr. Mutino noted a correction under the Reference section of the Staff Meeting minutes. The first sentence of the 6th paragraph thanks Marie Grace for her help in organizing newspaper clippings. It should be Grace Marie (Mastromarino).

Resignation - Mr. Kehoe made a motion to accept the resignation of substitute librarian Jennifer Spanier effective May 13, 2009. She was thanked for her valuable service.

Trustee Institute - WLS will be sponsoring a Trustee Institute on Wednesday, August 26, at 6:00 p.m. at the WLS Headquarters in Tarrytown. The presenter is Josh Cohen, Executive Director of the Mid-Hudson Library System and the workshop is entitled "RE evaluating Director Evaluation".

Monthly Circulation Statistics & People Counter Totals - All Trustees received a copy of the Monthly Circulation Statistics and People Counter Totals. Mrs. Miller informed all that MTV-CEN-NF stands for Mt. Vernon Central Library Fund.

Independence Day Celebration - Mrs. Miller was unable to secure enough staff volunteers to set up a table at the Independence Day Celebration at Reis Park on June 27. She will however make arrangements to get the WLS Bookmobile for \$150.00 for the day. Staff members Jamie Kay and Susan Greenman will be assisting. Both Mrs. Stockwell and Mrs. Damon are willing to help as well.

Vacation - Mrs. Miller will be taking June 30, July 1 and 2 as vacation days.

Somers Library Annual Report for Public and Association Libraries - After much time and effort on behalf of Mrs. Miller, the report has been resubmitted to the State. Help was given by WLS and only one figure in the document had to be moved. Revisions were made to the 2007 statistics as well.

REPORTS FROM STANDING COMMITTEES

Budget and Finance - As mentioned under the Treasurer's Report, another meeting will have to be held by the end of the month. Mrs. Williamson-Canavan will email the members to determine a convenient day and time.

Building - Mr. Kehoe reported that he, Mrs. Stockwell and Mrs. Miller met with the Town Engineer Guy Gagne on June 1 to discuss the septic system, upgrading of ceiling lighting and heating. A summary is as follows:

Septic System Replacement - The present Parks and Recreation

Building septic system in lower Reis will be abandoned since it is not working well and those septic requirements will be tied into the new Library system, which will be placed at the top of the hill before the turn.

The East of Hudson funds received for the new septic system is \$106,250. It is believed that this amount will be sufficient for the new system although the cost estimate used is about 18 months old and there will be additional labor and materials for the Parks and Recreation system work.

The Town has a commitment for the East of Hudson funds and will be reimbursed from them upon completion and payment of the work. It is anticipated that the work can be completed in the fall.

The replacement of the paving in the lower Reis Park parking lot is independent of the septic system project and will be done independently, hopefully by the end of the summer if the grant money is received.

Upgrading of Ceiling Lights - Mrs. Miller will find out the efficiency rating of the present lighting and thus determine the savings that will be made with the new fixtures. She will speak to the Building Inspector, Efrem Citarella, NYSERDA and others to determine this.

After consultation with Mr. Citarella and others, Mrs. Miller obtained cost amounts for three possible types of lighting fixtures. Their costs ranged from \$14,235 to \$20,380 according to literature she secured. In addition, there would be labor costs and probably the cost of bulbs for the entire Library. Mrs. Miller will contact the supplier and NYSERDA to obtain more details about the three fixtures proposed to help determine the best solution for the Library's needs and to find out if these fixtures are made in the U.S.A.

It would probably be best to go to bid for a complete package - fixtures, installation and spare bulbs. This would eliminate storage problems and disputes over breakage.

After much effort, Mrs. Miller had a NYSERDA audit done on May 28 and the results of this audit will provide valuable information on the project. The normal turnaround for the audit results is three weeks, however, Mrs. Miller requested prompt receipt since this information is so important.

Heating - Mrs. Miller, Mr. Citarella and Best Plumbing Supply, Inc. came to the Library to look at the present equipment and to suggest replacements. Sales literature was also obtained.

One new boiler would be obtained and used as the primary system.

Another would be obtained later and installed to be used as a back up. It would be preferable to purchase the material from Best Plumbing Supply, Inc. and have someone install it.

Upon completion of the meeting with Mr. Gagne, replacement of the carpet in the bathroom hallway and in front of the circulation desk was discussed.

At present, it is felt that it would be preferable to accept Absolute Flooring's carpet bid of \$3,845 rather than D & P's bid of \$3,300, since Absolute Flooring has volunteered to replace the linoleum in the program room foyer and in the delivery foyer for free. They also provided many edged floor mats, which are used several times a week by the children in the Program Room. The Friends of the Somers Library are funding \$2,000 and graciously offered to pay the \$1,845 balance as well.

Mrs. Miller reported that the roof leak in the Teen section is no longer able to be patched. A tarp is covering the section. Roofer, Paul Marchiano gave her a proposal to make a long term repair to the leak in the roof, as well as repairs to the gutters by the Program Room. Mrs. Miller will speak to Supervisor Murphy about these issues.

Mr. Kehoe thanked Mrs. Miller for all her time and effort regarding these projects.

The mold issue still has to be addressed.

Bylaws and Policy - Dr. Mutino had nothing to report this month.

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

Personnel - Mrs. Reidy made a motion to go into Executive Session at the end of the agenda items to discuss a Personnel issue and then to return to the public meeting. All were in favor.

Public Relations - At some point soon, Mrs. Stockwell will reorganize this Committee. On June 9, Mrs. Miller and Mrs. Hermann met with George Mancuso, a retired attorney and advertising account executive. Mr. Mancuso would like to volunteer his time to the Library to help plan programs of interest to the community and target the advertising and marketing of these programs so that they are well attended.

Technology - On May 26, Mrs. Miller received a check for \$1,250, representing 25% of the \$5,000 member item from Assemblyman Ball for technology. The following day, she received a letter from the State Education Department, Special Legislative Projects Coordinating Team in Albany requesting that the check be returned, as the Assembly Ways and Means Committee decided to discontinue

the availability of these funds.

Friends of the Somers Library

Mrs. Reidy announced that a going away party was held at the June meeting for their Membership Chair and Treasurer Jay Bishop because he will be moving. The new Treasurer is Eve Kehoe and Membership Chair, Audrey Lee. Mr. Bishop did an outstanding job and will be missed.

A representative of ALOFT (Active Living Over Fifty) was the guest speaker at the meeting. Their objective is to help people over the age of 50 remain in their own homes.

President Muriel Lyon worked hard on the monthly newsletter. It was quite an undertaking as almost 1800 newsletters were assembled, sorted by zip code, and mailed.

Each month, the Friends collect quite a large sum of money from the book sale in the Library entry way. They are delighted that this program is so successful.

The Friends gave two Library page scholarships this year to Michael Ferretti and Laura Birdsall. The ceremony took place last night at the High School.

Mrs. Stockwell thanked the Friends for giving the balance of the carpet replacement project. They ended up funding the entire cost and it was very much appreciated.

Westchester Library System

Dr. Mutino reported that the last WLS meeting was a quick one. Construction money in the amount of \$652,000 is available to the 38 Libraries in the system.

WLS is in the process of upgrading their public wireless system. It will cost between \$100,000 and \$150,000 to upgrade all 38 Libraries. One would use their library card to ensure security.

Special events flyers being sponsored by WLS were distributed to the Trustees.

The Annual Meeting will be held in November. It will be a cocktail party. There will be a guest speaker of prestige. Details will be shared as they become available.

The Trustees went into Executive Session to discuss Personnel issues. When they returned to the public meeting, Mr. Kehoe made a resolution that we revise our practice regarding staff members when the Library is closed during the weekend. All were in favor.

The meeting was adjourned at 11:20 p.m.

The next meeting will take place on Wednesday, July 8, 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