

SOMERS LIBRARY BOARD OF TRUSTEES
PO Box 443
Somers, NY10589

MEETING MINUTES
June 12, 2013

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

The members present were: Ian Carnow, Bill Kehoe, Liz Mignardi, Laura Parisi, Jean Reidy, Ann Westerman and Christine Williamson-Canavan.

Jim Hasl was absent.

Library Director Pat Miller and newly elected Trustee Paula Chamoun (arrived at 8:05 p.m.) were also present.

Approval of Minutes

Mrs. Parisi made a motion to approve the minutes of the monthly meeting held on May 8, 2013 as submitted. It was seconded by Mrs. Mignardi. All were in favor.

Announcements and Correspondence

The new Somers/North Salem/Lewisboro Library representative on the WLS Board is North Salem resident Edris Sherer.

Assemblyman Katz will now be at the Library on June 21 at 2:00 p.m. to meet the Library Board of Trustees.

All are encouraged to attend at least one of the many upcoming Library programs, most of which are funded by the Friends of the Somers Library.

Trustee Opening

A listing was posted for about 6 weeks advertising the Trustee position left vacant as a result of Barbara Stockwell's resignation. There were no responses. When Mrs. Westerman was appointed last year, other applicants were interested and interviewed by the Board of Trustees. One of them was resident Paula Chamoun. She is also a Somers Library Foundation Board member. Mrs. Chamoun was contacted and indicated that she would still be interested serving on the Board. A motion was made by Mrs. Mignardi and seconded by Mrs. Westerman to appoint Mrs. Chamoun to the vacant Trustee position. All were in favor. A memo will be sent to the Town Board.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #6, the Somers Library Vouchers and Gift Fund were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #6, dated June

12, 2013 in the amount of \$69,182.15, which included voucher numbers 76143 to 76176. Mrs. Mignardi seconded the motion. All were in favor.

The contractual amount spent this past month was \$14,256.16 and \$9,839.32 or 69% of this discretionary spending, went to the business of the Library (books, reading materials, etc.). The largest expenditures were: Baker and Taylor Books (books and library materials) \$3,232; K Michalski Renovations \$2,400 (renovations to Library Director's office); Apple Books \$1,337 and NYSEG \$1,172. Payroll and benefits charges were \$54,925.99. Total Library spending for all accounts was \$69,182.15.

It was noted that the septic system will have to only be pumped out every other year, instead of twice per year, because of the changes in the parking lot drainage.

DIRECTOR'S REPORT AND STAFF MEETING MINUTES

All Trustees received a copy of Mrs. Miller's Monthly Report, as well as the Staff Meeting minutes from May 31, 2013.

Student Page – Mrs. Williamson-Canavan made a motion to hire Lisa Zottoli as a Student Page (L143365) at a salary of \$8.00/hour, effective June 5, 2013 to replace Alyssa Zellermayer. Mrs. Mignardi seconded the motion. All were in favor.

Landscaping Around the Library – The shrubs around the Library look shabby and unkempt. Mrs. Miller spoke to the Superintendent of Parks and Recreation about this and he said he does not have money in his budget to replace any of them. Vicki DiSanto and Mrs. Miller examined the scope of work so that funding may be requested of the Friends or Foundation and so that help from a landscape professional and scouts can be solicited.

Circulation Statistics – The circulation statistics were distributed.

Summer Reading – The program Kick-Off will be held on June 21 at 1 p.m. and led by Supervisor Murphy. All ages may participate. Jeffrey from the Bossy Frog Band will perform.

School Partnered Programs – There have been a few school partnered programs this past school year and they have been well responded to.

Intern Presentation – On May 28, Jamie Reilly, Shane Aiello and Mrs. Miller attended Somers High School student intern Lisa Zottoli's final class presentation based on her experiences as an intern at the Somers Library.

Elevator Phone – A new dedicated phone line had to be installed for the elevator emergency phone. Bill Christiano, a retired Verizon employee and Library volunteer tested the line to be sure it was working, and it was. However, the phone box in the elevator was not functioning due to its age. Mrs. Miller ordered a replacement and Mr. Christiano will install it and program it to call into the State Police. After that, Schindler

can inspect the elevator.

Stolen DVD's – Mrs. Miller received notification from the District Attorney's office that \$150.00 in restitution was going to be submitted from the person who was caught stealing DVD's in the Library. The money has been received.

Public Library Director's Association (PLDA) Meeting – On May 16, Mrs. Miller attended the PLDA meeting. A current issue that Westchester Library System (WLS) is studying is whether or not to install software to warn patrons they are entering a potential pornography website. If WLS decides not to install this software, they risk losing federal e-rate funding of about \$125,000.00. If WLS loses this funding, member library charges may increase to make up the difference.

NYS Annual Report – Mrs. Miller has completed the Somers Library's NYS Annual Report. A motion was made by Mr. Kehoe and seconded by Mrs. Mignardi to accept the Report as submitted. All were in favor.

New Website – The new website was launched in early June. Many thanks were extended to Mrs. Mignardi for guiding the staff through this process, Piper Mountain Webs for excellent customer service, and to the Librarians for inputting all the content and testing links. All seem to be pleased with it and there has been positive feedback.

REPORTS FROM STANDING COMMITTEES

Mrs. Mignardi will give an update on behalf of the Technology Committee in August.

By Laws and Policy – Some changes were made to the E-Reader Policy. Mrs. Parisi was thanked for her help with this. A motion was made by Mr. Kehoe and seconded by Mr. Carnow to adopt the revised E-Reader Policy. All were in favor.

The Deed of Gift Policy was tweaked by Mrs. Parisi. A motion was made by Mrs. Reidy and seconded by Mr. Kehoe to adopt the Deed of Gift Policy. All were in favor.

Mrs. Parisi is still working on fine tuning the Emergency Plan Policy and welcomes any additional suggestions.

Mr. Kehoe has suggested that the Library Board's Policy Statement be posted in the Library Policies section of the website.

Public Relations – The Committee is still working on ways in which to make a connection with other community groups.

Somers Library Foundation

A 5K Trail Race/1Mile Family Fun Run will take place on September 29. Registration forms are available at the circulation desk. The Foundation is also working with the organizers of the Lynn Adams Memorial 5K Run/1 Mile Walk in an effort to get more folks to participate.

Friends of the Somers Library

Congratulations were extended to Mrs. Miller on her recent promotion. Some of Mrs. Miller's requests were approved. Future gift ideas for the Library were discussed, as well as an agenda for the Annual Meeting. The Hudson Bells program held at the Library on June 9 was so well responded to that there was standing room only.

NEW BUSINESS

There was no New Business this evening.

The meeting was adjourned at 9:00 p.m. The next meeting will take place on Wednesday, July 10, 2013 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