

**Somers Library Board of Trustees
PO Box 443
Somers, New York 10589**

**MEETING MINUTES
June 16, 2015**

President Hasl called the meeting to order at 7:50 p.m.

The members present were: Ian Carnow, Paula Chamoun, Jim Hasl, Liz Mignardi, Laura Parisi, Jean Reidy and Christine Williamson-Canavan. Ann Westerman was absent.

New Library Director Andrew Farber was also present.

Approval of Minutes

Mr. Carnow made a motion to approve the minutes of the meeting held on May 13, 2015 as submitted. All were in favor.

Announcements and Correspondences

There is a WLS workshop on June 24 about renovating and new construction.

On June 27, the Library will close at 2:00 p.m. due to the Independence Day Celebration being held in Reis Park.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #6, Somers Library Vouchers and Gift Fund analysis were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #6, dated June 10, 2015 in the amount of \$53,682.65, which included voucher numbers 83139 to 83165. All were in favor.

The contractual amount spent this past month was \$11,610.56 and \$9,299 or 80% of this discretionary spending, went to the business of the Library (books, reading material, etc.). The largest expenditures were: Baker and Taylor Books (library materials) \$3,996.20, NYSEG (electric) \$1,243, and Overdrive (e-library materials) \$1,179. Payroll and benefit charges were \$42,072.09. Total Library spending for all accounts was \$53,682.65.

Plans for the 2016 budget have begun. A zero based budget approach will be used. Mr. Farber will develop a budget based on prioritized needs which will include input from the staff. Both salaries and contractual will be reviewed carefully.

Director's Report

WLS WiFi Upgrade Project – Mr. Farber shared a map of the drop locations throughout the Library where the WiFi will be upgraded by WLS. The Library will have to secure an electrician.

Fax Machine – The fax machine is not working. It is a wiring issue. Arrangements will be made to repair it.

Field Goods – This is a fundraiser of sorts for the Library. It is a CSA of local fruits and vegetables that will be delivered to the Library for pick-up. This will tie in nicely with the Seed Lending Library.

Statistics – Mr. Farber has talked to the staff about keeping better track of statistics for both Library programs and of those using the Program Room.

Accrued Staff Time – A database system to centralize this information is a work in progress.

Cleaning Schedule – A cleaning schedule to reflect daily, weekly and monthly needs has been created.

Somers Library Foundation

Mrs. Mignardi reported that a new luncheon Chair will be needed for next year. The Foundation is also considering a new venue as the luncheon has been held at the same place for the past two years. A \$75 donation has been received.

Friends of the Somers Library

Mr. Hasl and Mr. Farber attended the June Friend's meeting and also met separately with Friend's Board President Susan Berkow.

NEW BUSINESS

Master Plan – Mr. Carnow met with Mr. Farber to review the Master Plan. It occurred to him that it would be beneficial to have a pre-selected package of fixtures, finishes, furnishings, etc. to include tile, carpet, paint colors, fixtures, furniture, etc. Mr. Carnow has a colleague who designs corporate and commercial interiors. He will get a proposal.

Current Policies and Procedures – The current Policies and Procedures will be reviewed by Mr. Farber and the staff.

The meeting was adjourned at 9:10 p.m. The next meeting will take place on Wednesday, July 8, 2015 at 7:30 p.m. in the Library.

Respectfully submitted,

Denise Schirmer, Secretary
Somers Library Board of Trustees

cc: Library Board of Trustees
Town Board
Town Clerk
Director of Finance
Friends of the Somers Library
Somers Library Foundation