

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

MEETING MINUTES

June 8, 2011

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

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

Bill Kehoe arrived at 7:45 p.m., Laura Parisi at 7:55 p.m. and Councilman Richard Clinchy at 9:00 p.m.

Library Director Pat Miller and Somers Library Foundation Founding Member Rose Corbett were also present.

Announcements and Correspondence

The Friends of the Somers Library will be holding an Author's Tea at their Annual Meeting on June 18 in the Library Program Room at 1:00 p.m. Light refreshments will be served and there will be door prizes. The guest author is Evelyn David, a mystery writer who wrote ***Murder Takes the Cake*** and ***Murder Off the Books***. Both books are available at the Library.

On June 10, a dinner will be held by the Trustees in honor of former Trustee Mrs. McDermott for her years of service and dedication.

All Trustees received an email about the Governor proposing a 2% property tax cap and its effect on Libraries. All were encouraged to write their representative and senator.

The 2011 Trustee Institute schedule has been received. Programs will be held on June 29 and September 8 at WLS. These programs are very beneficial for Trustees both old and new.

An email thank you was received from resident Betty Ross regarding how delighted she is with the information provided in the e-newsletter.

Three friends (Janet Alexopoulos, Ann Durkos and Dona Force) of Mickey Oliver's daughter Jeanie Harris sent a donation to the Library in memory of Mrs. Oliver.

The new Somers Record has been giving the Library a lot of coverage.

Mrs. Mignardi has asked the Heritage Hills Reporter to do an article on the Library staff.

Some of Former Trustee Marie Grace Mutino's photographs will be on display during the month of July in the Heritage Hills Activity Center.

Approval of Minutes

Mrs. Damon made a motion to approve the minutes of the May 11, 2011 meeting as submitted. All were in favor.

Treasurer's Report

Mr. Hasl presented the Treasurer's Report. Copies of the Abstract of Audited Vouchers #6; Analysis of Gift Fund Accounts and Somers Library Vouchers were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #6, dated June 8, 2011 in the amount of \$54,122, which included voucher numbers 69114 to 69141. All were in favor.

The contractual amount spent this past month was \$31,312, compared to \$15,060 last month and \$7,252 two months ago. Gift Fund spending for the period was \$167.32, bringing the total discretionary spending (total expenditures excluding payrolls and benefits) to \$31,479 last month and \$74,492 year to date. Last month, \$29,463 or 94% of discretionary spending went to the business of the Library (books, reading materials, etc.). This number is as high as it is because it also includes WLS fees from January 1, but they were deferred for payment until last month. The single biggest non-Library expense was \$865 for electric. Other larger expenses were for book and reading materials, DVD's and office supplies. Payroll and benefits for May totaled \$53,954.68.

The Gift Fund purchase was for a recorded book and some printed materials.

A comparison of WLS fees for 2010 and 2011 to date will be done and presented at the next meeting.

DIRECTOR'S REPORT AND STAFF MEETING MINUTES

All Trustees received a copy of Mrs. Miller's Monthly Report and the Staff Meeting minutes of May 26.

2010 New York State Annual Report for Public and Association Libraries – Mrs. Miller has completed the 2010 required report. A lot of programs were offered and well attended. The financial and operating statistics will be used for a much needed new brochure and an article will be submitted to the Somers Record. A motion was made by Mrs. Reidy to approve the 2010 New York State Annual Report for Public and Association Libraries as prepared and submitted by Library Director Mrs. Miller. All were in favor.

Promotional Products – The Library receives unsolicited, nominal promotional products from various suppliers that they do business with. A request is being made to use those products as prizes to be given away to patrons during various Library programs, activities and contests. A motion was made by Mrs. Mignardi to allow the Library Director to use the unsolicited, nominal promotional products provided by

suppliers the Library does business with as prizes to be given away to patrons for Library programs, activities and contests. All were in favor.

Library Card Charge – Mrs. Miller would like to waive the \$.50 charge for patrons who forget their Library Card for the first time. A motion was made by Mrs. Williamson-Canavan to waive the \$.50 charge for a patron that forgets their Library Card. A note will be placed on their record and the charge levied thereafter. All were in favor.

New Library Logo – Graphic Designer and resident Iz Golub volunteered his time to create a new logo for the Library. The two basic themes are books and elephants. Samples were shared. The Board and Director will make the ultimate decision as to which logo is selected.

Census Website Training – Mrs. Miller and Mrs. Herman attended a census website training class at WLS. This data will be helpful for using future statistics from the 2010 census.

Library Tour – Barbara Lilley, Library Development Specialist from the NYS Education Department will tour the Somers Library (one of four she will be visiting in the area) on July 26 at 11:00 a.m. All Trustees have been invited to attend as well.

Summer Hours – The Library's summer hours, June through September, have begun. The only change is that the Library will be open on Saturdays, from 10:00 a.m. to 3:00 p.m. instead of until 5:00 p.m.

Better World Books – Eight boxes of books which have become out-of-date have been sold to Better World Books.

Old Card Catalogue – Mrs. Miller is happy to report that a resident made a donation to the Library in exchange for the old card catalogue. It was a beautiful piece of furniture that was not being used and took up a lot of space.

REPORTS FROM STANDING COMMITTEES

Budget and Finance – Mr. Hasl and Mrs. Miller met to discuss the 2012 budget. It was recommended that the patrons and Town Board be given a mid-year report and a library update which would include data from the NYS report. The Committee will meet to discuss the 2012 proposed budget and these items.

Building – Hudson Valley Roofing and Sheet Metal should have the roof repair completed by tomorrow. Mrs. Miller has furnished the Finance Department with all the necessary paperwork to get approval to pay the vendor at the June 9 Town Board meeting, providing that the Assistant Building Inspector certifies that the project was satisfactorily completed. After the Town provides proof that they have provided the necessary matching funds, required documentation will be forwarded to New York State. When the State is satisfied that everything is in order, they will release the final

10% of the grant funding to the Town. Mrs. Miller deserves a great deal of thanks for investing a substantial amount of her time in securing this grant and moving the project along on a difficult road to completion. Thanks were also extended to Mr. Carnow for offering his knowledge for this project.

Bylaws and Policy – Belinda DiTieri, the Exhibit Coordinator for the Library Gallery, has updated and revised the Gallery Exhibit Policy, the Exhibit Reception Policy and related forms. Mrs. Parisi subsequently proposed rearranging the information in the Gallery Exhibit Policy and Mr. Kehoe added suggested comments to both versions of the policies and forms. Both packages have been emailed to Mrs. DiTieri, Mrs. Miller, Mrs. Stockwell and Mrs. Parisi for their review and comment. The next step for the Committee will be based on their responses.

While researching the Gallery Policies of other libraries, Mr. Kehoe noticed that several libraries have policies covering their Friends groups. The Friends are a vital part of our operation and as such, Mr. Kehoe felt they should be covered by a policy. This policy would emphasize that the Library and the Friends are two separate corporate entities with separate boards and function individually both operationally and financially. It would point out how the Friends and Library differ and how they compare. It would also be beneficial to the people who are working on establishing the Foundation so that they also might see this relationship as they work on the Foundation and use it as a guide. It would highlight to the Friends their importance which we see in our relationship. Mr. Kehoe also believes that the Library should have a policy for the Foundation as it proceeds. For these reasons, Mr. Kehoe drafted a Friends Policy and forwarded it to the Committee, our liaisons to the Friends and Mrs. Miller for their review and comments. If the Committee approves the Policy and the Library Board adopts it, Mr. Kehoe suggests that the Friends be asked to review and comment on it as well.

The next policy to be reviewed by the Committee is a possible update to the Emergency Procedures Policy, which might be expanded into a Disaster Policy mentioned in the Annual Report to the State recently forwarded to the Trustees by Mrs. Miller for comments.

Long Range Planning – There was no update from this Committee.

Personnel – The Personnel Committee had no update this evening.

Public Relations – All is going well with the plans for the Library Day. The Lions will be handling the food and there are other community group sponsors. The Friends will be participating and a request has been made to the Somers Volunteer Fire Department to have a fire engine available for viewing. Work continues on trying to secure corporate sponsors. A “Save the Date” email will be sent to all patrons. An article about the Day will be sent to the Somers Record. In mid-August, flyers will be posted. Volunteers will be needed to sort out books and assist with parking. Arrangements are being made to secure the Town van for a shuttle service from Primrose School. Children’s activities are being planned as well.

Plans are in progress to secure prizes/giveaways for summer book bingo and family read. Cold Stone will donate ice cream for the summer reading social in August. Mirabella's has donated a \$20 gift card and suggested their new coffee shop be used for book clubs. Wishes Boutique (in Yorktown, but owned by a Somers resident) also donated a \$20 gift card. The Hobby Shop donated two 1 hour and one ½ hour family car racing sessions. Stop and Shop and NYSC have also indicated that they will donate gift cards.

Geek the Library Program - The contract has been reviewed by Mrs. Parisi and Mrs. Stockwell. Mrs. Miller will also review the contract and Mrs. Williamson-Canavan will explain the program to the librarians to make sure they are on board, prior to making a final commitment. The Trustees are committed to adopting this program on the understanding that the program can be organized using free materials provided by the Gates Foundation. Should a need for funding arise in connection with the program in the future, the Public Relations Committee will present a plan to the entire Library Board including a suggested source of revenue.

Technology – The Committee had no update.

Alternative Funding Task Force

Somers Library Foundation Founding Member and resident Rose Corbett, who is also an attorney, brought the Trustees up to date on the progress of the Foundation. Mrs. Corbett has met with Pro Bono Partnership in White Plains. They will incorporate the Foundation and secure tax exempt status, and will also be available for future consultation for a fee of \$500. This should be accomplished by late fall. There will also be additional start-up costs and insurance fees. The total needed in seed money is estimated at \$2,500, which will come from Board members and other donations. The goal is to have at least ten Board members. Officers will have to be elected; a three year budget prepared; bylaws, a mission statement, a logo and website created. Stipulations will be made as to how the Foundation money will be earmarked for specific projects and maintained separately from the Library and Friends funds. Also, that the mission of the Foundation be clearly set out so as not to conflict with that of the Friends and that the possible effect of the Foundation's fund raising on the Town funding be covered. Mrs. Corbett will keep all up to date via emails. All were delighted with her presentation.

Friends of the Somers Library

As of Friday, May 27, 257 members of the Friends renewed their annual membership and there were 22 new members. Donations totaled \$10,610 for the 2011 membership drive.

On June 26, a play produced by Max Sturtz ***The Desperate Housewives of Heritage Hills*** will take place at the Heritage Hills Activities Center at 2:00 p.m. All proceeds will benefit the Friends.

Mrs. Miller asked the Friends to support some programming efforts totaling \$490. All were approved.

The program that Vickie Russell held was attended by 25 people and \$66 was collected in donations.

On Sunday, June 12 at 2:00 p.m., Dmitri Kolesnik will present a jazz concert.

The Friends will be handling the book sale portion of the Library Day. All were asked to save and donate books that are gently used. They will be collected the week before. Book ends are also needed.

The meeting was adjourned at 10:05 p.m. The next meeting will take place on Wednesday, July 13, 2011 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