

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

**MEETING MINUTES
June 9, 2010**

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

The members present were: Claire Damon, Jim Hasl, William Kehoe, Fausta Mc Dermott, Laura Parisi, Jean Reidy, Barbara Stockwell and Christine Williamson-Canavan.

The Library Director Patricia Miller was also in attendance.

Announcements and Correspondence

A thank you note was received from Marie Grace Mutino for her farewell luncheon and gift, a print of the Library.

The WLS Institute will be sponsoring an Open Meeting Law session on June 23.

On July 24, WLS will be holding a meeting on NYS fundraising initiatives, beginning at 10:30 a.m.

Mrs. Stockwell, Mr. Kehoe and Mrs. Miller will be meeting with the Executive Director of WLS on June 23 to discuss minimum service standards and a planned significant increase in the WLS fees to the Somers library next year due to a change in the way the fees are calculated, which is based upon the amount individual libraries use the system.

At the start of the Town Board meeting last week, the Supervisor congratulated the Library staff members and Primrose School Principal and Librarian for receiving the Westchester Library Association partnership award for the collaboration between the Somers Library and the Primrose School in offering the 1st Grade Visit.

Approval of Minutes

Mrs. Stockwell made a motion to approve the meeting minutes of May 12, 2010 as submitted. All were in favor.

Treasurer's Report

The Treasurer's Report was presented. 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 9, 2010 in the amount of \$87,736.98, which included voucher numbers 65484 to 65511. All were in favor.

The WESTLYNX bill was quite large, as payment is only made twice a year. Another bill will be received at the end of the year. Mrs. Miller will be reviewing the NYSE&G bills to see if there has been a noticeable savings since the new lighting has been installed. It was noted that the payment to Sound Restaurant Supply was for liquid soap for the bathrooms.

Mrs. Williamson-Canavan made a motion that the Library Board authorize a transfer of funds in the amount of \$124.82 from the Library Gift Fund account (0037446157) to the Library General Operating account (0037213837). All were in favor.

Mrs. Williamson-Canavan made a motion to move the recent tax money received from the Library General Fund Checking Account to the J.P. Morgan Chase Joint Money Market, as it will generate more interest. All were in favor.

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, 2010.

Barnes and Noble Fundraiser - The total sales for the Barnes and Noble fundraiser held in May was about \$1,500. The Library received a percentage of that amount totaling \$216.55. Mrs. Mc Dermott wondered if it was all worth it based on the amount of work that went into it. Hopefully the next one held at the end of November will be more successful as it is closer to the holidays. Mrs. Parisi suggested that the Barnes and Noble link be added to the Library website.

Express DVD Collection - A "map" needed to be set up by WLS for the Express DVD Collection. This "map" allows for separate cataloguing and circulation rules for this collection.

Manter Mark - The Somers branch of the Putnam County Savings Bank graciously agreed to sponsor the printing of library card sleeves and bookmarks for the Library, to be done by Manter Mark.

Book Expo of America - Mrs. Mc Dermott, Betsy Bishop and Jamie Kay attended the Book Expo of America on May 27 at the Javitz Center in NYC. Mrs. Mc Dermott thought it was excellent.

Staff Wiki - A staff Wiki on pbworks was started by Valerie Herman so that materials of interest to Library staff can be easily and securely accessed. Mr. Kehoe is interested in reading it. Mrs. Miller will send the password to all the Trustees so all may do so.

Thank You - Mrs. Parisi wanted to thank Margaret Widman once again for the time and effort she extends in saving money for the Library while making purchases, securing contracts, etc.

Sponsorship Acknowledgement - Mr. Kehoe suggested that whoever is sponsoring a program be acknowledged on the publicity flyer, in a press release, on the website, etc., in an effort to not only thank the sponsor, but make the residents aware of the fact that taxpayer money is not being used.

WLS Funding Model - Mrs. Miller will send a copy of the updated WLS Funding Model to the members of the Budget and Finance Committee for their review.

Independence Day Celebration - The Bookmobile has been secured from 10:30 a.m. to 4:30 p.m. on June 26, as part of the Independence Day Celebration. Staff member Susan Greenman and Friends of the Somers Library President Muriel Lyons will be manning the Bookmobile. Any Trustees that are willing to help are welcome as well.

Distributions - All Trustees were given copies of a portion of the Auditor's Report reflecting the Library Balance Sheet, Revenues and Expenditures; Monthly Circulation Statistics; and an article about library funding.

REPORTS FROM STANDING COMMITTEES

Budget and Finance - The Committee will meet again in about two weeks. All were given a final copy of the Certificate of Deposit Procedures and the JP Morgan Chase Money Market Procedures dated June 8, 2010. Mrs. Williamson-Canavan made a motion to accept the June 8, 2010 final copy of these Procedures. All were in favor.

Building - Mr. Kehoe reported that at their meeting on June 10, the Town Board is expected to award the bid to replace the Reis Park chlorination system to Eventus Construction Co. in the amount of \$152,648.

Mrs. Miller has been having difficulty in getting detailed estimates to repair the failed ejector pump in the basement.

On June 3, Mrs. Miller and Mr. Kehoe met with Councilman Bolton and Assistant Building Inspector Tom Tooma to discuss finalizing roofing specs. A 4th roofer was recommended by Councilman Bolton. Mrs. Miller and Mr. Tooma will meet with this roofer and then revise the specs to replace the three flat roof sections and repair the gutters. The shingle roof section is also coming to the end of its life span. With the Town's match of the boiler grant funds, there would be enough money remaining from that State grant to fix the roof sections and the gutters, based on rough estimates. The roofing problem must be fixed before any grants for solar panels can be considered.

Mr. Kehoe also reported that at the June 3 Town Board meeting, a discussion

ensued about a community center and the status of the condos at Angle Fly Preserve.

Bylaws and Policy - All were asked to contact Mr. Kehoe with any suggestions for changes, additions, etc. as a result of reviewing the Trustee Handbook that all recently received.

Mrs. Miller has been working on a draft of the Materials Selection and Collection Development Policy. All were issued a copy and asked to review it between now and the next meeting so it can be approved. Mrs. Miller totally revamped the Policy based on current needs. The former Policy was very lengthy and quite outdated.

Work continues on updates to the Emergency Procedure Policy.

Long Range Planning - Work continues on the Long Range Plan for the Library. A survey will be reworked by Mr. Hasl using the last one as a reference. All will receive a copy of the draft once completed for review and comment. Mrs. Damon suggested that one of the questions be about library financing and whether or not voters would prefer to be involved in the process. Mr. Hasl will also be conducting some focus groups. He intends to attend the League of Woman Voter's meeting with Mrs. Miller when that meeting has been rescheduled.

Personnel - Mrs. Damon had nothing new to report this evening.

Public Relations - Mrs. Parisi announced that a suggestion has been made to highlight a different Library staff person in the monthly e-newsletter. Their picture, background and responsibilities will be included. This new feature will begin with Mrs. Miller.

The Democratic Club has indicated that they would like to do something for the Library. Mrs. Miller will provide them with a wish list, however, she will advise the Club that any involvement must be apolitical.

The Sony Reader raffle is in process. Tickets are \$5.00 each or 6 for \$25.00 and some have been sold. The drawing will take place on August 11 at the Ice Cream Social. Another email blast announcing the raffle will be sent out.

Mrs. Reidy received the Velma K. Moore Award from the NYS Association of Library Boards and chose the Somers Library to be the recipient of \$1,000 issued as part of the award. She wishes this money to be deposited in the Library Gift Fund Account under Other Gifts-Director, to be spent at the discretion of the Library Director. Mrs. Reidy would like some of that money to be spent on a Staff and Trustee Recognition Luncheon. Plans will be made for that event.

Technology - Mr. Hasl and Mr. Kehoe are waiting for the new computer pricing from WLS so that a new laptop for reference can be purchased.

Friends of the Somers Library

Mrs. Damon reported that at their June 2 meeting, the Friends agreed to increase money for the Teen Summer Reading materials; to fund a fall Watercolor Workshop; to purchase books for the Author Signing on June 12; to use money donated by the Somers Women's Club to purchase a pedestal sign near the front entrance; and to fund a Poetry Writing Workshop in the fall.

Scholarships were given to two Pages who are graduating from high school this year.

On June 27, City Winds will present a musical program that will tie in to the start of the Summer Reading Program.

In May and June, an additional \$1,000 was received from 33 donors as part of the spring Fund Drive.

Mr. Kehoe was thanked for supplying copies of the Friend's section of the newly updated Library Trustee's Handbook.

It was suggested that a joint meeting be held between the Library Board of Trustees and the Friends to discuss plans, budgets, etc. All agreed that this would be a great idea.

The meeting was adjourned at 10:10 p.m. The next meeting will take place on Wednesday, July 14, 2010 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

