

SOMERS LIBRARY BOARD OF TRUSTEES
PO Box 443
Somers, NY10589

MEETING MINUTES
July 10, 2013

President Hasl called the meeting to order at 7:35 p.m.

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

Ian Carnow was absent.

Library Director Pat Miller and Councilman Clinchy were also present.

New Trustee Mrs. Chamoun was congratulated and welcomed.

Approval of Minutes

Mrs. Reidy made a motion to approve the minutes of the monthly meeting held on June 12, 2013 as submitted. All were in favor.

Announcements and Correspondence

The Town Board will announce the appointment of Mrs. Chamoun by the Library Board of Trustees to complete the unexpired term of Barbara Stockwell ending December 31, 2017 at their July 11 meeting.

Assemblyman Katz will be at the Library tomorrow at 1:30 p.m. to meet the Library Board of Trustees. Councilman Clinchy suggested that a discussion take place about how the Library might get access to the money available for energy updates. He is also willing to help in any way he can.

The staff did a great job on the herbal remedy display at the entrance to the Library.

Mrs. Chamoun is being added to the Budget and Finance, as well as the Long Range Planning Committees.

The farewell dinner for Mrs. Stockwell will take place on July 19 at 6 p.m. at La Fontaine Restaurant. Many people will be attending.

Mrs. Miller received a complimentary email from Councilman Morrissey regarding the monthly electronic newsletter that she sends to the community.

Becca Raffo thanked Mrs. Miller for allowing her to use the Library as a place to collect craft supplies for Neighbors Link as part of her National Honor Society project.

Neighbors Link also sent a thank you to Mrs. Miller.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #7, the Somers Library Vouchers and Gift Fund were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #7, dated July 10, 2013 in the amount of \$67,900.93, which included voucher numbers 76533 to 76565. All were in favor.

The contractual amount spent this past month was \$14,147.73 and \$8,068.27 or 57% 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) \$3,716; NYSEG \$1,488 and North County Electric \$1,195. Payroll and benefits charges were \$53,753.20. Total Library spending for all accounts was \$67,900.93.

At the end of June, Mr. Hasl and Mrs. Westerman met with Finance Director Bob Kehoe so that Mrs. Westerman could meet him and some questions/concerns could be discussed. The way in which the Library funds have been used to cover necessary building expenses, as well as how they are being reported/tracked and reimbursed to the Library by the Town was explained. Both Mr. Hasl and Mrs. Westerman are satisfied with how this is being handled. There are quite a few line items in the budget that don't apply any longer and Mrs. Westerman would like to consolidate some in an effort to simplify and streamline the budget. Finance Director Kehoe indicated that he is only concerned with the overall contractual amount budgeted. Securing a low dollar amount credit card for the Library so that purchases can be made from places like Amazon, without the staff having to lay out their own money and get reimbursed was also discussed. The Finance Director will speak to the Supervisor about this. It would also be ideal if the fund balance could be used for purchases not covered in the budget. In closing, the Management Letter from the auditors was just received. A copy is not able to be obtained until after the Town Board has reviewed it, however it was indicated that there was no mention whatsoever about the Library in the Letter.

Mrs. Mignardi would also like to explore the possibility of the patrons having the opportunity to pay on line with a credit card or the Library at least purchasing a phone and a square to do the same.

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 June 26, 2013.

Active Directory – The Active Directory is now installed, with the individual ID's when logging in. If there are any problems, the WLS Help Desk should be called.

WLS's IT Department – All were given a list of services that the Library receives from the WLS's IT Department. Not only did all find it to be very useful, but suggested it be

included in the 2014 budget proposal as an addendum.

Mobile Devices – Dominick Recine presented a program on using mobile devices. As it was extremely popular, Mrs. Reilly will coordinate additional programs with him on more specific topics.

Summer Reading – Supervisor Murphy kicked off the Summer Reading program on June 21. Ninety people were in attendance and all encouraged to read lots this summer!

Building Updates – The floors in the program room, kitchen and downstairs landing were cleaned and buffed. The stairs leading to the lower level were repaired, stripped and polished. Now that the leaks in the roof have been fixed, the program room window sills will be stripped and resealed. The air conditioning has not been working in the Reading Room or in the lower level (adult non-fiction). Mrs. Miller was advised that it may be an electrical problem. North County Electric was called and they are ordering a replacement part.

Circulation Statistics – The circulation statistics were distributed. It has been quite busy since the parking lot has been reopened.

Library Brochure – Drafts of the Library brochure were shared for input. It includes the new logo.

REPORTS FROM STANDING COMMITTEES

Mrs. Mignardi will give an update on behalf of the Technology Committee in August, and Mrs. Williamson-Canavan that of the Long Range Committee in October.

Budget and Finance – All were asked to think about their Committee priorities and what funding, if any will be needed to complete those tasks, as they will need to be included in the 2014 budget proposal. The objective for the 2014 budget is to keep it simple and straightforward. Categories have been determined as follows: contractual and adjustments needed; immediate building needs; expenses needed to modernize the footprint of the Library; and utilizing the fund balance. It was suggested that it would be helpful if the cause and effect of the budget increases/decreases be included. On behalf of the Personnel Committee, Mrs. Reidy would like Mrs. Miller to be compensated in money for her recent promotion. Mr. Kehoe echoed that sentiment. The 2014 Proposed Budget will be voted on at the August meeting.

Somers Library Foundation

The 5K Trail Race/1Mile Family Fun Run will take place on September 29. They are working on a slogan for the back of the t-shirts that all participants will receive and soliciting sponsorships. Thoughts about ideas for a program, presentation, etc. to be held at the conclusion of the race/run were discussed as well.

Friends of the Somers Library

At the last meeting, all of Mrs. Miller's requests were approved. There will not be a meeting in August. The new public relations person is doing a great job. A request to have a plaque placed in the Library in honor of a donor who recently passed was discussed. Since wall space is at a premium, this conversation has to continue to come up with a way in which one can make a donation in memory of someone. Perhaps a wish list of items needed can be created, so that one can choose something that can be donated.

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, August 14, 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