

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

**MEETING MINUTES**

**July 13, 2011**

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

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

Library Director Pat Miller was also present.

**Announcements and Correspondence**

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.

On August 10, Rebecca Aldrich of the Mid-Hudson Library System will be available to answer questions on the 414 vote.

James Keller will present a program on branding your library as part of the 2011 Trustee Institute offerings at 6:00 p.m. on September 8 at WLS. These programs are very beneficial for Trustees both old and new alike.

A thank you letter was received from the Supervisor for the contribution the Trustees made toward the fireworks display on June 25.

On June 26, a play entitled ***The Desperate Housewives of Heritage Hills*** was held at the Heritage Hills Activities Center. Producer Mac Sturtz donated the proceeds of just under \$1,400 to the Friends of the Somers Library.

Mrs. McDermott sent a thank you to the Trustees for their dinner held in her honor at Le Fontaine Restaurant and for the Library print that was given to her.

A thank you letter will be sent to the owner of Le Fontaine Restaurant for being so accommodating at Mrs. McDermott's farewell dinner, as well as at other Library events held there.

Some of the Create Your Own Story sheets indicating what patrons love about the Somers Library were shared with the Trustees.

A list of Tweeter compliments was compiled by staff member Valerie Herman and

distributed to the Trustees.

Mrs. Parisi was congratulated on her recent appointment as Primrose Co-President of the PTA.

Mrs. Miller was congratulated for her recent appointment as Vice President of the Putnam County Libraries Association.

### **Approval of Minutes**

Mr. Hasl made a correction to the amount of the Abstract of Audited Vouchers #6 as it was reported incorrectly at the June meeting. The correct amount is \$85,434.10, not \$54,122. Mrs. Stockwell made a motion to approve the minutes of the June 8, 2011 meeting as corrected. All were in favor.

### **Treasurer's Report**

Mr. Hasl presented the Treasurer's Report. Copies of the Abstract of Audited Vouchers #7; Analysis of Gift Fund Accounts and Somers Library Vouchers were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #7, dated July 13, 2011 in the amount of \$66,988.05 which included voucher numbers 69428 to 69454. All were in favor.

The contractual amount spent this past month was \$13,447, compared to \$31,312 last month and \$15,060 two months ago. Gift Fund spending for the period was \$34.93, bringing the total discretionary spending (total expenditures excluding payrolls and benefits) to \$13,482.72 for the month and \$88,000 year to date. Last month, \$11,400 or 84% of discretionary spending went to the business of the Library (books, reading materials, etc.). In May, 2,739 library card blanks were purchased. The single biggest non-Library expense was \$702 for the security alarm bill. Other larger expenses were for book and reading materials, software for the people counter and the security alarm service. Payroll and benefits for May totaled \$53,500.

### **DIRECTOR'S REPORT AND STAFF MEETING MINUTES**

All Trustees received a copy of Mrs. Miller's Monthly Report and the Staff Meeting minutes of June 23, 2011.

**Flood in Lower Level of Library** – On July 8 after an hour of heavy rain, water entered the lower level of the Library through the patio doors and the foundation. Thanks to the quick work of the staff, books on the bottom shelves were saved and moved to higher areas. The Somers Volunteer Fire Department pumped out the patio and due to safety concerns shut off the power in the Library and all of Reis Park. As a result, the Library was closed on Saturday, July 9 until NYSE&G was able to safely restore power later in the afternoon. Remediation of the water-damaged area is now required. The rug is ruined and has to be removed. Price quotes to do so are in the process of being solicited. Dehumidifiers and fans are running 24 hours a day. The insurance company will do a site visit tomorrow. In the meantime, the area is closed to the public.

**Amnesty Day** – Mrs. Miller would like to designate Library Day on September 10 as Amnesty Day for materials that are overdue. Mrs. Parisi made a motion to designate September 10 Amnesty Day on overdue materials. All were in favor.

**Marketing Consultant Meeting** – Staff member Mrs. Herman, Mrs. Miller and Friends President, Mrs. Walter met with Marketing Consultant Lydia Howie to discuss how she can help the Library. The Friends are paying her up to \$300 for this service to the Library.

**Computer Laser Printer** – The toners are costly and very often the patrons leave the pages that printed on the computer laser printer that they didn't want and only pay for what they wanted. There are credit/debit card machines that can be hooked up to printers for this purpose. Mrs. Miller will research this option. Mr. Carnow shared a website that handles these types of services as well and will send Mrs. Miller the information.

## **REPORTS FROM STANDING COMMITTEES**

**Budget and Finance** – The Committee met on July 6 and reviewed legislation effective 1/1/2012 that will cap municipal budget increases at 2% or the percentage increase in the rate of inflation, whichever is lower. Not only is this new law a concern, but there are also rising fuel and electric costs, as well as significant increases in the WLS fees to be phased in over the next two years per the new formula based on usage. A draft of the 2012 budget will be submitted for the Trustee's to review and comment on. All department budgets are due to the Supervisor by August 15 with the following requirements: all salaries are to be kept at the 2011 rate except for step increases and all .2 equipment requests should be for items costing more than \$5,000, with those under \$5,000 itemized under contractual budget lines.

As is the Town's normal practice, the Library Board of Trustees at their Organizational Meeting on January 12, 2011 set the 2011 mileage reimbursement rate for staff use of their personal cars on Library business at 51 cents per mile based on the Internal Revenue Service Revenue Procedure. On June 23, 2011, the IRS announced an increase in the optional standard mileage rate to 55.5 cents per mile for miles driven July 1 through December 31, 2011 in recognition of recent gasoline price increases. Mr. Kehoe made a motion to increase the reimbursement rate to 55.5 cents per mile for mileage driven July 1 through December 31, 2011. All were in favor.

**Building** – In February of this year, Supervisor Murphy asked individual departments for a list of necessary repair and rehabilitation projects for Town buildings and other capital assets. Mrs. Miller submitted a list of over 16 necessary items applicable to the Library on March 1 and the Town Board set up a Committee composed of Councilmen Richard Clinchy and Rick Morrissey to review and prioritize the departmental lists and arrive at a Town-wide list of needed projects. In addition, the Committee added some items after their own review. The engineer who worked on the proposed community center, a resident of Somers, provided some pro-bono assistance during the final week.

They distributed their assessment of all the capital projects to the Town Board on July 7, 2011 and the Board discussed it at their meeting that night.

The Town Board expressed the desire to complete some roofing and other work this year and this option will be discussed at their August 11 meeting so that the work may be done. However, that would only permit a very short window of time during which to cost out the projects, request and wait for return of bids, arrange financing, etc.

One of the things that is apparently high on the list is the rehabilitation of the lower Reis Park parking lots. Supervisor Murphy is investigating the use of an Inter Municipal Agreement with Westchester County to utilize East of Hudson funds to install a permeable surface. This would assist the Town in their MS-4 compliance by reducing phosphorus in the ground water. If this is not possible, the cost would be included with the other capital projects assessment work. As part of the rehabilitation, much needed lighting would be installed in the parking lots. If enough funding is not available, it is the hope to at least install the necessary electric cables while tearing up the lots' surfaces.

The discussion at the Town Board meeting last week was very general and nonspecific. Therefore, it had been hoped that the Trustees could ask Mr. Clinchy about Library projects if he attended this evening's meeting; however he is on vacation. He will be invited to come to the Library later this month to comment on the list.

The July 8 flood in the lower level of the Library is covered under the Director's Report above.

Mrs. Stockwell reported that North-East Air, who installed and maintains the oil burners, has been taken over by B&D Controlled Air Corp. She has signed a new contract for the same maintenance service at the same cost.

**Bylaws and Policy** – Drafts of the updated two Library Gallery Policies and related forms, initiated by Library Exhibit Coordinator Belinda DiTerri have been circulated to the Committee and Exhibit Coordinator for review and comment. It is anticipated that the proposed texts for adoption will be distributed to the entire Board of Trustees with adequate time for review and adoption at the August 10, 2011 meeting.

The new Friends of the Somers Library Policy, which Mr. Kehoe prepared, has been reviewed and approved by Mrs. Damon, Mrs. Miller, Mrs. Parisi, Mrs. Reidy and Mrs. Stockwell. This proposed text will be distributed to all the Trustees with adequate time for review and adoption at the August 10, 2011 meeting.

**Long Range Planning** – Mrs. Damon sent some information to the Committee for review and comment. A meeting will be scheduled shortly.

**Personnel** – The Personnel Committee had no update this evening.

**Public Relations** – The Committee has reviewed a number of different logos that have

been generously donated to the Library. An idea of using the logo to kick off the Library's 30<sup>th</sup> year celebration, next year was discussed. Since there is a need for additional lighting at the Reis Park entrance, it might be nice to have a sign made and installed at the same time for the Library that would include the new logo. All agreed it is important to meet with the designer to clarify the vision of what the logo should look like.

Plans are well underway for Library Day. A decision has been made to only solicit IBM, Pepsi and Entergy for co-sponsorship. Local businesses will be approached for the 30 year celebration. All agreed that any letters sent for support should be reviewed by the League of Women Voters, Friends of the Somers Library and the Library Board of Trustees. A Save-the-Date note was placed in the July newsletter and a flyer will be prepared and sent to the email list and will also be used by the League of Women Voter's distribution lists. A press release has been drafted and will be sent. The Friends graciously agreed to have a banner made. A request will be made to have it hung in Bailey Park at the end of August. Town organizations continue to sign up as co-sponsors. All necessary permits have been filed (the rain date is September 11). Hopefully there will be a DJ and the High School Marching Band may play. The Penny Lane dancers will perform and the Lions Club will be barbecuing. The Somers Volunteer Fire Department will have a fire truck on display. A bake sale is being planned for and the cake pans that the Library loans out will be on display to make the patrons aware of their availability. The Women's Club will be taking any leftover books from the Book Sale to use at their Tag Sale. A suggestion was made to have a "How Well Do You Know Your Library" quiz available with a prize.

**Geek the Library Program** - Mrs. Williamson-Canavan met with some of the Librarians to explain the Geek the Library program. They were unclear as to how it could help them with what they are already doing and viewed it as an external program. They have worked very hard to portray the Library as a cool place to go to and get involved with that they are concerned that "geek" will hurt that advertising. They have asked for more success data about the program. As a result, the contract has not been signed and a launch date not set.

**Technology** – Many libraries loan E-Readers to their patrons. Although costly in terms of staff time, Mrs. Miller feels it would be very beneficial to the Library. She will gather information to share with the Committee members. Perhaps this is something the Friends could fund.

Mrs. Mignardi and Mrs. Miller will meet tomorrow to discuss the new website. Dreamweaver has been downloaded.

### **Alternative Funding Task Force**

There are nine Somers Library Foundation founding members to date. All the paperwork to incorporate the Foundation and secure tax exempt status should be completed by the end of the month. Founding members will be discussing next steps at a meeting on July 20. Mr. Kehoe made a motion that the Library Board of Trustees and

the Library Staff endorse the establishment of the Somers Library Foundation and look forward to working with them on the common goal. This separate corporate entity will work to enhance existing services, collections, and offerings of the Somers Library. All were in favor.

### **Friends of the Somers Library**

The Friends of the Somers Library had a successful turnout at their Author's Tea at their Annual Meeting on June 18. It was suggested that excerpts from guest author Evelyn David's presentation be used in the next newsletter.

Six requests for Library programming support were made by Mrs. Miller. All were approved.

A discussion took place as to the advantages of being a member of the Friends of the Somers Library. It was suggested that an event for members only be planned for as now the members only get a thank you card.

The Friends will be handling the Book Sale portion of the Library Day. Assistance is needed the day of the event with set up.

The meeting was adjourned at 9:50 p.m. The next meeting will take place on Wednesday, August 10, 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