

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

**MEETING MINUTES
July 14, 2010**

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

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

The Library Director Patricia Miller was also in attendance.

Announcements and Correspondence

New Trustee Liz Mignardi was welcomed by Mrs. Stockwell.

On July 24, WLS will be holding a meeting on NYS fundraising initiatives, from 10:30 a.m. to 1:00 p.m. at the Greenburgh Library. A few Trustees will be attending, as well as Mrs. Miller.

Betty Micola, a Library Page for the past 10 years passed away. Mrs. Reidy sent a card to her just prior to her passing and sent a letter to her husband after she passed. A collection in her memory for the American Cancer Society is being done by the Trustees and staff.

Mrs. Miller shared a newspaper article written by Marilyn Johnson about library cuts.

Approval of Minutes

Mrs. Stockwell made a motion to approve the meeting minutes of June 9, 2010 as submitted. All were in favor.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #7; Analysis of Gift Fund Accounts and Somers Library Vouchers were distributed. Mrs. Williamson-Canavan made a motion to approve the Abstract of Audited Vouchers #7, dated July 14, 2010 in the amount of \$63,702.66, which included voucher numbers 65791 to 65816. All were in favor.

The CIA-Commercial Instruments and Alarm bill was for the burglar and alarm system service for July 1 to September 30, and the NYSE&G bill was for June. De Lage Laden is the copier leasing company. A credit will be applied to the Crystal Rock Bottled Water bill in the future, as a County contract has been in place and Mrs. Miller was unaware of it.

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 June 25, 2010.

Personnel - Mrs. Mc Dermott made a motion to hire Tara Ferretti as a substitute part-time library clerk to replace Susan Haas (L14362) at a regular salary of \$13.24/hour (\$20.66/hour on Sundays), with a start date of June 21, 2010. As required by Westchester County Civil Service Rules, it is necessary for Ms. Ferretti to serve a probationary period of a minimum of twelve (12) weeks to a maximum of fifty-two (52) weeks. The probationary period may be terminated for unsatisfactory performance at any time after the completion of the minimum period service and on or before the maximum period of service. All were in favor.

WLS Finance Model - Mrs. Miller attended the Public Library Director's Association meeting on June 17, at which a new WLS Finance Model was presented. The majority of the member libraries voted to adopt the new model. She has concerns about the new WLS Finance Model, which is based on several factors, unlike the current Model. Not only will member libraries be charged a flat fee, a fee based on the number of WLS supported network terminals, number of local library supported terminals, but also will be charged for inter-library loans (and credited for the number of holds filled). This has the potential of adversely affecting smaller, busy, and lower funded libraries like Somers, as Somers is a net borrower of system items. Based on last year's usage statistics (which will be calculated on a rolling annual basis), Somers' WLS charges are projected to increase almost 30% over the next 3 years. If larger libraries drop WLS hardware support, the model may put an additional burden on remaining member libraries. Mrs. Miller proposes asking Terry Kirchner, WLS Executive Director and the WLS Board if they will consider the following: Put a cap on increases/decreases to be absorbed by any one library to avoid large shifts in the model, and not charge renewals as an inter-library loan statistic because system resources technically are not consumed with renewals (i.e. trucking materials).

Mrs. Miller proposed sending a letter to the WLS Board from herself and the Trustees voicing her concerns and suggestions. Mrs. Reidy suggested that Mrs. Miller poll the other member libraries that are not in favor of this new Model and suggest that they also send a letter to the WLS Board. Mrs. Mignardi suggested a fee might be charged for Book Clubs since they reserve over 200 books per month at the library.

Library Charter - Joseph Mattie, Library Development Specialist of the New York State Library has requested that the Board re-examine its defined service area as outlined in the Library Charter. The original wording is vague ("Somers and the surrounding area"). He requested that the Board review the Charter and change the wording to state that the library serves "residents of the Town of Somers." This should be reviewed and voted on at next month's board meeting.

Staff Helping Friends - Mrs. Damon feels that the Library Staff should not be helping the Friends with events such as the Friday Night at the Movies even though the revenue received does directly benefit the Library. The Friends should solicit their own volunteers to help with the events they sponsor.

Library Card Sleeves and Bookmarks - The Putnam County Savings Bank graciously sponsored the printing of library card sleeves and bookmarks for the Library. The 1,000 library card sleeves have been completed and were distributed. The bookmarks have not been printed yet.

Raffle Tickets - Raffle tickets were made available to those who were willing to sell some, in addition to those sold by several Trustees at the Town's Independence Day Celebration. They are \$5.00 each or 6 for \$25.00. The winner will be drawn on August 11. The Raffle is to raise money to buy or repair library furniture.

League of Women Voters - Mrs. Miller and Mrs. Stockwell met with two representatives of the League of Women Voters Library Committee. They are willing to raise funds and/or have services donated for the Friends to support the Library and will get other community groups involved as well. A "Wish List" was created and shared with them. All Trustees received a copy.

Statistics - All Trustees were given copies of the Monthly Circulation Statistics and Library electric usage that reflect the savings as a result of the new lights.

REPORTS FROM STANDING COMMITTEES

Mrs. Mignardi has agreed to serve on the Budget and Finance, and Long Range Planning Committees.

Budget and Finance - A meeting was held on June 25. Mrs. Miller compiled a spread sheet of expenditures as of June for the Committee to review.

All agreed that the Committee has to meet with the Supervisor and Finance Director earlier this year to discuss the 2011 budget. The problems have to be outlined and a request has to be made that the Library budget be prepared as it had been in 2009 and prior years, not last year. Anticipated increases from WLS and for staff benefits have to be addressed as well.

In addition, a PR initiative has to be created to make the community aware of the issues the Library is facing. There must be a "State of the Library" communication to the residents.

Plans are underway for the full Committee to meet with Supervisor and Finance Director next week.

Building - Mrs. Miller and Tom Tooma, Assistant Building Inspector met with a

representative from a 4th roofing company on June 14. They met again to review the bid specs on June 24, 25, 30 and July 8. On July 12, they met with the Supervisor and Building Committee . After examining the sloped roof sections and shingle roof, it was found that it is necessary and makes sense to replace the shingle roof along with the membrane coverings in the sloped roof sections. The sloped roof sections are currently sporadically leaking. Below the shingle roof, there is structural damage from water seeping into the insulation and the shingles have come to the end of their useful life. In addition, when the new rubber membrane is applied to the sloped roofs, shingles will need to be removed in overlapped areas. Therefore, in order to avoid doing the same work twice, it makes sense financially to replace the shingle roof at the same time as the work is done on the flat roof sections. Also, the chimney cap will need to be replaced and new mortar applied to where it leaks. Glass windows in the cupolas need re-glazing, as they are loose. As the gutters are leaking and causing damage to the exterior of the building and to inside window sills, they will be sealed correctly.

Once the bid has been obtained, it will be presented to the Town Board for approval.

Mr. Kehoe announced that at the June Parks and Recreation Board meeting, a decision was made to request permission of the Town Board to re-open a downsized community center/pool project and to form a Committee to do so. Depending on the outcome, this could have an impact on a future Library renovation/expansion.

The water fountain has to be replaced. Mrs. Miller has secured a price to purchase a new one and will get installation costs.

Water is leaking underneath the wall behind the information desk from the room where the Reis Park water chlorination tanks and pumps are located. The part-time Library custodian will purchase waterproof concrete and paint the floor to see if that resolves the situation.

Bylaws and Policy - Mrs. Miller had been working on a draft of the Materials Selection and Collection Development Policy. All were issued a copy and asked to review and comment. No changes were proposed or made. Mr. Kehoe made a motion to adopt the Materials Selection and Collection Development Policy as submitted. All were in favor. Mrs. Stockwell thanked Mrs. Miller for all her work in totally revamping this formerly outdated Policy into a shorter more relevant document.

Work continues on updates to the Emergency Procedure Policy, and the Computer Use Policy.

Mrs. Stockwell and Mrs. Miller attended a presentation by Robert Freeman on Open Meeting Law. It was very useful. Mrs. Stockwell shared some of the

information with the Trustees.

Long Range Planning - Mr. Hasl has opened an account for a web based survey. Some of the included information is from the previous survey conducted in 2004 but new questions have been created as well. A test run will be conducted over the next few days and all will be sent a prototype for review and comment. It will take no more than 6 minutes or so to complete and it will be kept open for at least 3 weeks. Mr. Hasl proposed that it be emailed to those on the Library, Parks and Recreation Department and Town email databases. A paper survey can be done as well and left at the Library checkout desk and Heritage Hills, and mailed to the Friends.

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

Public Relations - Mrs. Parisi announced that prizes are being solicited for the summer reading programs. Cold Stone Creamery and Chili's have donated and Bistro 19 and Stage Coach Café will be approached for the Family Read. Bistro 19 may also be willing to sponsor a cocktail party for the Friends to benefit the Library. Sunshine Pizza graciously donated pizza pies for the teen summer reading kick off.

Technology - There was nothing new to report this evening.

Friends of the Somers Library

Mrs. Reidy announced that the Friends have agreed to meet with the Trustees to discuss plans, budgets, etc. on September 8 at 6:30 p.m.

The meeting was adjourned at 10:20 p.m. The next meeting will take place on Wednesday, August 11, 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

