

**SOMERS LIBRARY BOARD OF TRUSTEES
P.O. Box 443, Somers, NY 10589**

MEETING MINUTES

July 8, 2009

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

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

The Library Director Patricia Miller and Town Councilman Richard Clinchy were also in attendance.

Announcements and Correspondence

Following the recent resignations of Trustees Faye Bishop and Cheryl Jagow, the Library Board of Trustees reviewed resumes submitted by the public for replacements. As a result of the interviews conducted and Board discussion, Mrs. McDermott made a motion that Laura Parisi be appointed as Trustee to fulfill Mrs. Bishop's term, which ends in 2013, and Jim Hasl be appointed as Trustee to fulfill Mrs. Jagow's term, which ends in 2009. All were in favor.

Mrs. Stockwell introduced and welcomed the new Trustees.

It is with sadness that Mrs. Stockwell announced that past Trustee Cheryl Jagow's husband passed away on June 26. The Memorial Service will be held on Friday, July 10 at the First Presbyterian Church of Katonah at 1:30 p.m. A card and donation request is circulating among the Library staff and Board of Trustees. The donation will be made to the Phelps Hospice-Patient Care Fund in Mr. Jagow's memory.

All Trustees received a mailing from the Westchester Library System regarding their annual meeting on November 12 at the Woman's Club in White Plains. It is also their 50th anniversary celebration. Requests have been made for award suggestions. The deadline is September 15. The Public Relations Committee will handle the application.

Mrs. Miller received a thank you and a \$50.00 donation from the Jewish War Veterans for the staff's assistance when they used the Program Room.

A thank you was also received from Muriel Weiss of the Heritage Hills Community Theatre for offering the Library as a place for one of their rehearsals during construction at the Heritage Hills Activity Center. Their appreciation was expressed by thanking the Library on the back of their Playbill.

Approval of Minutes

Mr. Kehoe made a motion to approve the meeting minutes of June 10, 2009. All were in favor. Mr. Hasl and Mrs. Parisi abstained because they were not present at that meeting.

Treasurer's Report

Mrs. Williamson-Canavan presented the Treasurer's Report. 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 8, 2009 in the amount of \$61,585.82, which included voucher numbers 62127 to 62152. All were in favor.

Some notations were made about the vouchers. The payments to CIA Commercial Instruments & Alarm and North State Mechanical Corp. were quarterly payments. There was an additional payment made to CIA for reconnecting one of the alarms. An energy audit was done by NYSERDA NY Energy Smart. That money will be returned if the recommendations are initiated. The voucher for History Education was for the purchase of DVD's from the History Channel, and the one for Exposures was for photo albums for newspaper articles about the history of the Library.

The Analysis of Gift Fund Accounts was explained to the new Trustees.

Mrs. Miller still has to make a decision as to what to do with the unspent balance in a Gift Fund account applicable to a past donation from the Friends of the Somers Library.

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 24, 2009.

Personnel - Mrs. Damon made a motion to hire Raul Salazar as a part-time Custodian to replace Thomas Rance (L14366) at a salary of \$12.50/hour with a start date of June 22, 2009. As required by Westchester County Civil Service Rules, it is necessary for Mr. Salazar 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 of service and on or before the maximum period of service. All were in favor.

The Trustees are still very concerned and distressed about this situation. Mr. Rance worked 17 hours a week and resigned due to a relocation. There is a hiring freeze in Town until further notice. When Mrs. Miller approached the Supervisor about replacing Mr. Rance, she was told that a new person could be

hired for only 8 hours per week. It is still unclear to the Trustees as to why this happened since the position was budgeted as a 17 hour per week position and the cash is available. A large responsibility of the Custodian is to set up and take down the tables and chairs in the Program Room. The chairs are very heavy and it would be impractical to ask certain groups who use the room to set up and take down the chairs. The Trustees asked Mrs. Miller if she would research costs for lighter chairs so that the room could be set up by certain groups.

Building - On June 25, the Town sent contracts to Insite Engineering for a signature to begin the Library/Reis Park Septic System Replacement. A meeting will be held on July 13 with the Insite Engineering people and the Town Engineer Guy Gagne to discuss preliminary plans regarding this project. They have already started monitoring the water usage.

Independence Day Celebration - Mrs. Stockwell thanked staff members Jamie Kay, Susan Greenman and Jim Gavin for working the Bookmobile on Saturday, June 27. She also thanked Trustees Mrs. Damon and Mrs. McDermott for assisting as well. Seventy eight people entered the Bookmobile and there were thirty checkouts of Library materials.

REPORTS FROM STANDING COMMITTEES

Mr. Hasl agreed to join the Budget and Finance, Long Range Planning and Technology Committees. Mrs. Parisi has been added to Bylaws and Policy, Personnel and Public Relations. Mrs. McDermott who temporarily joined the Personnel Committee will no longer sit on this Committee.

Budget and Finance - Mrs. Williamson-Canavan reported that there had been a Committee meeting earlier today and a discussion took place with the Finance Department regarding some internal communications.

In preparation for the 2010 Town budget, in a memo dated July 1, the Town Supervisor has asked all Town Department Heads to provide her office with a memo "outlining the functions of your department, categorizing these functions as essential, necessary or discretionary." Within these categories, a list of the functions in order of priority must be provided and sent to her office by July 15.

Building - Mr. Kehoe thanked Mr. Gagne, Mrs. Miller and Mrs. Stockwell for the time they have spent on the septic system, ceiling lighting upgrade and heating projects.

The septic system replacement is being handled by East of Hudson funds.

Money was received from the State for the ceiling lighting upgrade and the Town passed a resolution to match that amount, as well as the shortfall on the cost estimate. The Town has now indicated that they will only match the amount

received from the State. This scenario leaves the project without adequate funding.

The heating project will be funded by the State and the Town will match half that amount. It appears as though there might be an excess of money once that project is completed. This might cover the shortfall in the upgrade of the ceiling lighting project and it should also take care of some roof work that needs to be done as well. Mrs. Miller will check with the grant issuing agency to insure that funding these additional projects is acceptable.

The mold issue still has to be addressed.

Bylaws and Policy - Dr. Mutino had nothing to report this month.

Long Range Planning - There is nothing to report, and probably won't be until the budget process begins again.

Personnel - On August 26 at 6:00 p.m., the WLS will be sponsoring a Trustee Institute at their headquarters in Tarrytown. The presenter is Josh Cohen, Executive Director of the Mid-Hudson Library System and the workshop is entitled "RE evaluating Director Evaluation". Unfortunately Mrs. Damon cannot attend, but Dr. Mutino and other members of the Personnel Committee plan to be there.

Public Relations - At some point soon, Mrs. Stockwell will call a meeting to brainstorm and strategize for the last quarter of the year. Copies of articles about the extremely popular puzzle assembly opportunities at the Library in The Journal News and the Northern Westchester Express were shared.

Technology - Mr. Kehoe reported that two computers were purchased, one for Mrs. Miller's office and the other for the Children's Librarian with the grant money received from Senator Leibell.

Friends of the Somers Library

Mrs. Damon reported that Eve Kehoe, the new Friends treasurer was welcomed at the last meeting.

On June 27, the carpet was replaced in front of the circulation desk and in the hallway by the bathrooms. Mrs. Miller got an estimate of \$1,055.00 from Absolute Flooring to replace the carpeting behind the circulation desk and at the entrance to the Children's area. The Friends do not meet in August, but a discussion will take place regarding this project proposal in September.

Westchester Library System

Dr. Mutino reported that Nancy Corrigan spoke at the last meeting regarding making libraries bi-lingual.

The WLS is in the process of upgrading their public wireless system. They were not pleased with the bid they got, so they will start the bid process again.

A discussion took place about how user friendly the Sony E-Book is.

WLS had to borrow additional money since the State is behind on their obligations.

The Go Library book dispenser machine sample has been installed in the Tarrytown library and the WLS headquarters, and will be installed in the Croton-on-Hudson and Scarsdale train stations by the end of the year. Feedback on usage will be important.

The meeting was adjourned at 10:00 p.m., and the next meeting will take place on Wednesday, August 12, 2009 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