

**Somers Library Board of Trustees
PO Box 443
Somers, New York 10589**

**MEETING MINUTES
July 8, 2015**

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

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

Library Director Andrew Farber was also present, as well as Friends of the Somers Library President Susan Berkow.

Approval of Minutes

Mrs. Williamson-Canavan made a motion to approve the minutes of the meeting held on June 16, 2015 as submitted. All were in favor.

Announcements and Correspondences

The annual NYLA Conference will take place in October and will be held in Lake Placid. If any of the Trustees are interested in attending, their expenses will be paid for. Mr. Farber will be attending.

Mr. Farber will also be attending the WLS mini construction grant workshop.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #7, and Somers Library Vouchers were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #7, dated July 8, 2015 in the amount of \$59,174.26, which included voucher numbers 83447 to 83463. All were in favor.

The contractual amount spent this past month was \$11,100.28 and \$8,538.94 or 77% of this discretionary spending, went to the business of the Library (books, reading material, etc.). The largest expenditures were: Baker and Taylor Books (library materials) \$4,460, SEBCO Books (library materials) \$1,545, and NYSEG (electric) \$1,428. Payroll and benefit charges were \$48,073.98. Total Library spending for all accounts was \$59,174.26.

A final invoice for Deveraux Tile and Bath will be paid from the Gift Fund. Additionally, an adjustment for out of scope services for Living Quarters Interior Design LLC will be paid out of the budget.

Director's Report

DVDs – Mr. Farber proposes that the Library stop holding DVDs behind the desk and instead have them stored on the shelves. He would also like to stop utilizing the locking DVD cases, and moving forward switch to cheaper, standard DVD cases. Mr. Farber understands that the current procedures were put into place because of a single individual who was stealing from the Library. This person has been dealt with and a camera has been placed above the DVD area. He believes the cost to the Library in staff time, additional materials and space would make it worth moving them back onto the public floor.

The Lions Club has agreed to repurpose the money originally earmarked for a new DVD storage unit. Mr. Farber recommends a new computer for the Teen Room, as well as another touch screen OPAC.

Part Time Positions – Westchester County Civil Service has informed Mr. Farber that part time non-competitive positions can be moved to competitive positions in order to address the 17 hour maximum work week. This would allow part time staff who have passed the civil service test and are reachable by the rule of 3 to work up to 34 hours a week as needed, while still being considered part time for benefits. The staff hired or converted as such would gain civil service protection for layoffs and firings. He also proposes that some of the circulation staff be converted to competitive positions to help with the scheduling issues we are having.

Substitute Clerks – Mr. Faber would like to add substitute clerk positions, as was done for the librarians, to help fill staffing needs when staff is on vacation or sick.

Donation – The Library has been offered a donation of equipment and furniture to set up a listening room. Mr. Farber is waiting for more information from the patron to see if we can use any of the items being offered.

CIA Security – CIA Security audited the Library system and discovered that two motion detectors were faulty and the backup battery was dead. The equipment has been replaced and there has not been a false alarm since the repair. The technician informed Mr. Farber that the equipment is very old at this point, and CIA has an appointment to come out and create an estimate to upgrade the system in the future. Other estimates from different security companies will be solicited as well.

Front of the Library – Several patrons have met with Mr. Farber to express concern over the appearance of the front of the Library. Although they agree the front looks better without the overgrown plants they all would like something to replace it. The recommendation is to seek donations for a short term set of plants to put in for the summer while Mr. Farber determines the best way to move forward.

Constant Contact – The Library's Constant Contact subscription is due for renewal. The cost to the Library will be \$546.00 for the year.

Field Goods Pickup – The Field Goods pickup has increased significantly in the first 2 weeks, with the Library’s pickup increasing from 5 bags to 16. There has been heavy interest in the program from patrons using the Library, and they are seeing patrons coming in that are not regular Library users. A representative from Field Goods is coming in August to host a cooking demonstration.

League of Women Voters – The League of Women Voters has invited Mr. Farber to be a guest speaker at their 2015 luncheon. It will be in October, and will be a great opportunity to share the Library’s story of success with our community.

Program Attendance – The Library had 12 adult programs with an attendance of 273 people, the teen department had 4 programs with 50 teens attending, and the children’s department had 11 programs with an attendance of 1158.

Circulation – Total circulation this month was 10,678 items, which is down from last June when the Library circulated 10,865 items.

Somers Library Foundation

Mr. Hasl was happy to announce that Senator Murphy’s office has secured a \$5,000 grant for the Library which will be used toward the vestibule renovation. The money should be received in the fall. Mrs. Mignardi reported that the 5K Race will be held on September 13 and they are in the process of securing donations.

Friends of the Somers Library

Friends of the Somers Library President Susan Berkow wanted to make the Trustees aware that they are researching Director and Officer’s insurance and have since learned they also need to have Liability Insurance. In an effort to prevent spending that money and in turn taking it away from what can be spent for the Library, she would like the Trustees to consider having the Friends donate their funds directly to the Library, rather than paying the vendors directly.

NEW BUSINESS

2016 Budget Planning Update – The 2016 Budget planning process is underway. It will be presented for approval at the August meeting.

Interior Design Plan Update – Mr. Carnow met with the Foundation to discuss the Plan and list of projects. They were delighted. A work up has been done for a portable custom magazine storage.

Policies/Procedures Update – Mr. Farber and Mrs. Parisi are in the process of reviewing the current policies and procedures. A draft of Lateness and Absence, as well as a Stipend policy has been submitted to the Board for review and comment.

Instructor Reimbursement – One of the adult art classes was cancelled due to low enrollment. The instructor had already purchased the supplies. Mr. Farber will make arrangements to reschedule the class for a time that might be more apt to attract registrants.

The meeting was adjourned at 10:05 p.m. The next meeting will take place on Wednesday, August 12, 2015 at 7:30 p.m. in the Library.

Respectfully submitted,

Denise Schirmer, Secretary
Somers Library Board of Trustees

cc: Library Board of Trustees
Town Board
Town Clerk
Director of Finance
Friends of the Somers Library
Somers Library Foundation