

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

**MEETING MINUTES**

**August 10, 2011**

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

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

Liz Mignardi and Barbara Stockwell were absent.

Library Director Pat Miller and Councilman Richard Clinchy were also present.

**Announcements and Correspondence**

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.

On August 16 at 3:30 p.m., Trustees are urged to go to Assemblyman Steve Katz's office in Mahopac to talk about funding for libraries.

A Create Your Own Story sheet, indicating what patrons love about the Somers Library was shared with the Trustees.

**Approval of Minutes**

Mr. Kehoe made a motion to approve the minutes of the July 13, 2011 meeting as submitted. All were in favor.

**Treasurer's Report**

Mr. Hasl presented the Treasurer's Report. Copies of the Abstract of Audited Vouchers #8; Analysis of Gift Fund Accounts and Somers Library Vouchers were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #8, dated August 10, 2011 in the amount of \$68,313.20 which included voucher numbers 69716 to 69744. All were in favor.

The contractual amount spent this past month was \$15,504.15, compared to \$13,447 last month and \$31,482 two months ago. Gift Fund spending for the period was \$27.21, bringing the total discretionary spending (total expenditures excluding payrolls and benefits) to \$15,531.86 for the month and \$103,325.72 year to date. Last month, \$5,688 or 37% of discretionary spending went to the business of the Library (books, reading materials, etc.). The largest expenditures were: B & D Controlled Air Corp. \$3,848; NYSEG \$3,584; Baker and Taylor Books \$3,307; Audio Editions (books on

tape) \$693; and Staples \$536. Payroll and benefits for June totaled \$52,800. Two books totaling just under \$28.00 were purchase from the Gift Fund.

Building related expenses made up the majority of July spending. Issues related to the nonpayment of an invoice for a leaking boiler pump (repair was on 1/10) and late payment for a preventive maintenance agreement (service period is 5/1/11 through 4/30/2012) resulted in B&D Controlled Air Corporation refusing to address recent complaints about the Library's air conditioning until payment is received. There is concern over the impact that the non-functioning air conditioning caused to the health and safety of both the patrons and employees.

Invoice #22095 in the amount of \$2,098.27 dated January 10, 2011 to B&D Controlled Air was for a broken heating circulating pump. The pump was removed, re-built, and replaced on May 31. The Supervisor requested that the Library pay this invoice and she would transfer same amount back into the Library budget.

The first of what could be several expenses related to the July flooding and resulting damage in the lower level of the Library have started to arrive. In July there was a charge of \$224 for an electrician to come to the building to flip the power off and then return the next day to flip the power back on once the flooding had stopped. Mr. Kehoe reminded all that the Town has an insurance reserve which is used to pay for items not covered by the Town's insurance, as in the case of the flooding situation in the basement.

Monthly maintenance costs also begin to add up over time. One example is the elevator maintenance fees (\$165/month or \$1,980/year) and single charges like the pumping of the septic tank (\$400 in July) which is equivalent to a large book order in most months.

Electric utility costs in June and July rose (\$3,584). Note: the street light electric bill was \$58.

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

All Trustees received a copy of Mrs. Miller's Monthly Report and the Staff Meeting minutes of July 28, 2011.

**Replacement Costs** – A motion was made by Mrs. Damon to increase the cost of replacing a lost or damaged music CD or audiobook from \$7/\$8 to \$10. All were in favor.

**2012 Budget** – The contractual line of the 2012 budget was increased to cover the higher cost of fuel, as well as the WLS usage of interlibrary fees. The Library does not have any control over these increases. The budget is due to the Supervisor by August 15. A motion was made by Mrs. Williamson-Canavan to accept the budget as prepared by the Budget and Finance Committee, with input from Mrs. Miller as submitted. All were in favor.

Mr. Kehoe spoke about the NY State Tax Cap and how it may impact the budget for next year based on the Town's tax levy increase. To be safe, the Library budget was based on 2%.

**NYLA Conference** – A motion was made by Mr. Kehoe to approve an expenditure not to exceed \$950 for Mrs. Miller to attend the NYLA Conference in Saratoga from November 2 to 5. All were in favor.

**Once Upon A Child** – A motion was made by Mrs. Damon to partner with Once Upon A Child in Somers Commons who would like to donate all proceeds from their September books sales and 10% of their monthly sales to the Friends for the Library. All were in favor.

**Circulation Statistics** – Circulation statistics were distributed to all.

## **REPORTS FROM STANDING COMMITTEES**

**Budget and Finance** – Work over the last month was on the 2012 budget.

**Building** – At their meeting tomorrow night, the Town Board will vote on hiring a consultant to prepare a comprehensive review of all Town properties which will include recommendations with prioritization. Funding will be in a bond issue.

Assistant Building Inspector Tom Tooma and Mrs. Miller are waiting for the manufacturer's warrantee from Versico, to finish the partial roof replacement.

Commercial dehumidifiers ran for a week in the basement after the July 8 downpour, which resulted in the flooding of the basement. Damaged carpeting and floor tiles were removed. Although permanent flooring must still be installed, the area is open to the public. Complete estimates and quotes for remediation were forwarded to the Town and their insurance carrier.

The circuit breakers in the Library are tripping on a regular basis and no one is sure why.

Evidently last year, an energy audit of the Library was done. As Mrs. Miller was unaware of it, she had another one done about two months ago by Enterpath through NYSEG. A list of recommendations with a suggested cost of \$6,800 to remedy was submitted to Mrs. Miller. Unfortunately she does not have the money to move forward with these recommendations.

**Bylaws and Policy** – While Mr. Kehoe was researching the Library Gallery Policies of other libraries, he noticed that several libraries have policies covering their Friends groups. The Friends are a vital part of our operation and as such, he felt they should be covered by a policy. This policy would emphasize that the Library and the Friends are

two separate corporate entities with separate boards and function individually both operationally and financially. It would point out how the Friends and Library differ and how they compare. It would highlight to the Friends their importance which we see in our relationship with them.

The draft of the proposed policy had been forwarded to the Trustees for their review and comment. A motion was made by Mr. Kehoe to approve the Policy as submitted. All were in favor. The Policy will be forwarded to the Friend's Board for their review and any comments that they might have.

**Long Range Planning** – There was nothing new to report beyond what was sent to the Trustees by the Committee.

**Personnel** – All Trustees were asked to contribute toward the purchase of flowers for Meta Walter, Friends President and Carol Sturtz, League of Women Voters representative for all their work and effort toward the Somers Library Day. The flowers will be presented at the event.

**Public Relations** – The Committee will work with the Budget and Finance Committee to create literature to distribute to the patrons with regard to the 2012 Budget. The target day for distribution is September 1. They will also have a display and/or handouts at the Library Day event.

Plans for Library Day are moving along well. Co-sponsors have been secured and arrangements for entertainment, children's activities, therapy dogs, demos on the new children's computers as well as e-book readers, a story walk, storytelling and a raffle sponsored by the Friends have been made. The Friends will also be doing the book sale portion of the event. Assistance is needed on the days that book donations will be accepted at the Library.

The Ice Cream Social was held today and attended by about 100 people. Cold Stone Creamery donated the ice cream. A reporter from the Daily Somers was present.

**Geek the Library Program** - Mrs. Williamson-Canavan spoke with Gates Foundation representative Jenny Powell to address some of the questions and concerns that some of the librarians had. Ms. Powell will be putting a presentation together as well as giving contact information for other libraries in the area that have had success with the program. At the moment, the librarians are a bit overwhelmed, but hopefully they will support this program and it will be a nice follow up to Library Day.

**Technology** – Mrs. Mignardi, Mrs. Miller and Mrs. Herman met to look at a prototype of the main and adult pages of the new website. The teen and children's pages still have to be done and reviewed. Mrs. Miller is delighted with what has been done so far. Mrs. Mignardi will also be adding a Friends page and Mr. Carnow is more than willing to meet with the Friends to talk about the page and some of its features.

### **Alternative Funding Task Force**

There are nine Somers Library Foundation founding members to date. It is their hope to have between 11 and 17 in total. The Foundation will have a table at Library Day.

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

Mrs. Miller gave the Friends \$118.90 from Better World Books.

The Somers Democratic Club donated \$1,000 toward Library Day and the Republicans have promised \$500. Raffles and prizes have been set up.

\$2,000 was given to the Library so that Mrs. Miller can purchase e-book readers.

Mrs. Reidy commended Mrs. Miller for making a concerted effort to keep the Library ready and prepared for the future.

The meeting was adjourned at 9:30 p.m. The next meeting will take place on Wednesday, September 7, 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