

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

**MEETING MINUTES
September 8, 2010**

President Stockwell called the meeting to order at 7:30 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 and Mahopac Public Library Trustee David Gagliardi were also in attendance.

Announcements and Correspondence

Libby Post will be presenting a workshop entitled *Positioning Your Library as an Essential Service* on Wednesday, October 20 at 6:00 p.m., and again on Thursday, October 21 at 1:00 p.m. at WLS.

The winner of the peddle car raffle prize sent the Library of picture of her great-grandson riding in it.

The Somers Library was mentioned in the Westchester magazine.

Approval of Minutes

Mr. Kehoe made a motion to approve the meeting minutes of August 11, 2010 as submitted. All were in favor.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #9; Analysis of Gift Fund Accounts and Somers Library Vouchers were distributed. Mrs. Williamson-Canavan made a motion to approve the Abstract of Audited Vouchers #9, dated September 8, 2010 in the amount of \$62,228.18, which included voucher numbers 66366 to 66391. All were in favor.

The bill for Evanced Solutions was for one year of software for the on-line calendar. WESTLYNX was for the barcode labels, and New York Library Association was for a one year institutional membership.

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 September 2, 2010.

Evacuation - Late in the afternoon on August 24, the staff smelled strong unusual fumes in the building. The source could not be located. Assistant

Building Inspector Tom Tooma suggested contacting the Fire Department. On their recommendation the building was evacuated. The firemen located and disposed of some paper towels in the waste can inside the Library near the front door which had been soaked in some type of solvent. A fireman mentioned that someone had lit a fire accelerant outside the Mahopac Library. Later, the Town Fire Inspector did an inspection and the CIA security tapes were reviewed.

Water System Alarm - Earlier today, CIA installed an alarm to the water system, which happens to be located in the Library, but services the entire park.

Roof and Gutter Repair - The roof and gutter repair project went out to public bid and only one bid was received. Subsequently, the Supervisor made a recommendation to the Town Board to reject the bid due to insufficient funds to cover the entire project. The Supervisor recommended getting bids to do the work in sections, which they approved.

New York Library Association Conference- This year, the conference sponsored by the New York Library Association will be held in Saratoga. A motion was made by Mrs. Damon to approve payment of the conference fee and reasonable travel expenses for food and travel for Mrs. Miller to attend. All were in favor.

Equipment - WiFi laptop access is no longer possible to the WLS SIRSI system. Mrs. Miller will investigate the possibility of adding one or two additional direct connect personal computers which are now required to work with WLS SIRSI. In addition, the laptops used by Jamie Kay and Valerie Herman are 8 years old and no longer work with the Smartboard. Mrs. Miller is getting quotes to replace them.

Summer Reading Program - Mrs. Damon asked that letters be sent to Betsy Bishop and Vicki Di Santo complimenting them for a job well done on the Summer Reading Program. A total of 1,609 participated, which was a +14% over last year. Mrs. Reidy will take care of this on behalf of the Trustees. Mrs. Parisi was thanked for securing donations for prizes from Chili's and Cold Stone Creamery, and Mrs. Mignardi from Bistro 19.

Elephant Appreciation Day - A question came up as to what Elephant Appreciation Day is. Mrs. Miller will find out.

Statistics - All Trustees were given a copy of the Monthly Circulation, People Counter and Electric Kilowatt Hour statistics.

REPORTS FROM STANDING COMMITTEES

Budget and Finance - The Committee presented a proposed 2011 Budget for review and discussion. It represents a total 5.4% increase primarily to cover the

cost of substitutes, WLS chargeback fees and increased annual costs to connect to WLS SIRSI as WiFi access discussed above. Work will continue with the Public Relations Committee to strategize about the budget presentation for the hearings held in November. Mrs. Williamson-Canavan made a motion to approve the 2011 Budget as submitted. It also includes 2010 Accomplishments, 2011 Goals and a Five Year Plan. All were in favor.

Arrangements will be made for the Trustees to meet with Jim Farrell at the Ossining Library to discuss possible alternative funding for the Library.

Building - The roofing and gutter repair project was discussed under Director's Report and Staff Meeting Minutes.

One of the toilets in the men's room doesn't work because there was a problem with the diaphragm. Mrs. Miller got a quote to repair the diaphragms and the handles.

The Town Board has given the okay to purchase and install a new replacement water fountain.

Permission has also been received to repair the ejector pump in the basement toilet.

One of the windows in the Program Room is cracked. It appears as though a stone might have been thrown by a lawn mower. The Town does not carry glass insurance, but does have a reserve fund for glass breakage. Mrs. Miller will get an estimate to repair the window.

There will be a future need for a window project, as many of them don't close properly, seals are broken and they leak.

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

Long Range Planning - Hard copies of the proposed web based survey of the community regarding the Library and its services were distributed to the Trustees for review and comment to be made to Mr. Hasl no later than September 15. Mrs. Damon would like very much to be able to distribute paper copies of the survey to the Friends Board, as many of them don't have a computer. Their answers will have to manually be inputted.

Personnel - At the conclusion of this evening's meeting, Mrs. Damon, Mrs. Miller and Mrs. Parisi will meet briefly to discuss one quick issue.

Public Relations - All were given a copy of the letter that will be sent to patrons regarding their comments and concerns about the Library. Phone calls to those

who completed an *I Love My Library Card* will be made next week. There is also the need for an icon on the website with a link to email addresses for patrons to express their comments and concerns as well.

Technology - Next month a discussion will take place regarding two replacement educational computers new work stations for the Children's Room. Competitive prices on replacing the two old laptops will be sought.

Friends of the Somers Library

There were very few in attendance at the last meeting. Updates to the Bylaws are still a work in progress. All of Mrs. Miller's requests for programs, movies and materials were granted. A discussion ensued about the upcoming Barnes and Noble fundraiser.

Mrs. Stockwell and Mrs. Miller had invited the Board of the Friends of the Somers Library to attend an informational session before tonight's Library Board meeting. Various Trustees discussed the proposed 2011 budget, status of building issues, proposed community survey, public relations and any other topic the Friends wished. The Friends were thanked for the substantial support that they provide each year. President Muriel Lyon, Past-President Meta Walter and Treasurer Eve Kehoe attended and complimented the Library and the session this evening.

The meeting was adjourned at 10:20 p.m. The next meeting will take place on Wednesday, October 13, 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