

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

MEETING MINUTES

September 9, 2009

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, Laura Parisi, Jean Reidy, Barbara Stockwell and Christine Williamson-Canavan.

Marie Grace Mutino was absent.

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

Announcements and Correspondence

The only announcement was that past Trustee Faye Bishop was in Town.

Approval of Minutes

Mrs. Damon made a motion to approve the meeting minutes of August 12, 2009. All were in favor.

Treasurer's Report

Treasurer Mrs. Williamson-Canavan presented the Treasurer's Report. 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 9, 2009 in the amount of \$85,631.39, which included voucher numbers 62691 to 62720. All were in favor.

Some notations were made about the vouchers. Mrs. Miller purchased some Wii equipment, a laptop and two desktop computers with the technology grant money from Senator Leibell. The payment to Micro Marketing was for audio books.

Mrs. Miller would like to use the unspent balance in the Friends Gift Fund account to lease a program for \$750 per year from Evanced Solutions, which provides online registrations for programs. Once the lease is up, and if the Library is satisfied with the service, a decision will have to be made as to which line in the budget this yearly payment will be taken from.

Mr. Kehoe made two corrections to the Abstract of Audited Vouchers. Next to the amount of \$739.25, it should indicate that it is from the Gift Fund, and the amount of \$30,586.82 should state that it is the Total General Fund, not the Gift

Fund.

Mrs. Miller has been invited to attend a fundraiser dinner to benefit the Patrick Casabona, Jr. Memorial Scholarship. They fund scholarships for education, sports and music. The Casabona family has been a generous donator to the Library. The cost of the event is \$130.00. Mrs. Miller would like to participate to show appreciation to the family. Mr. Clinchy was asked whether or not there is a Town policy regarding these types of events. He will speak to the Town Finance Director, as well as the Town Attorney. A lengthy discussion ensued. Although the Library does not contribute to these types of benefits, the family has been generous in donating to the Library, and the Memorial Scholarship is for a good cause. A motion was made by Mr. Kehoe to allow Mrs. Miller to use money from the Library budget to attend this dinner because of the unusual circumstances. All were in favor.

PROPOSED 2010 BUDGET

Mrs. Miller, along with the Budget and Finance Committee worked hard and diligently to prepare the proposed budget for 2010. Mrs. Stockwell thanked Mr. Kehoe for the additional time he spent on it. Mrs. Williamson-Canavan will create charts, to enhance the final presentation that will be made to the Town Board in November. The document also included a list of accomplishments for 2009, goals for the next year and a 5 year action plan.

The budget was reviewed line by line. An ongoing concern among the Trustees is the request to have the 1 ½ library clerks, and the ¼ custodial staff positions reinstated. These positions were vacated due to resigning staff and the Library was not permitted to hire someone new to replace them. The results have not been favorable, as the staff is overworked and the morale is down. Many staff have been donating their time to get the tasks completed. There are some increases in the proposed 2010 Contractual Expenditures budget to accommodate the increased demand for audio books on CD and Playaways, as well as WLS charges and provisions for a new copier.

Mrs. Miller is proud of the long list of accomplishments for 2009 and was commended by the Board of Trustees. The staff has been able to do a lot as a result of their willingness and abilities. The Somers Library is ahead of many of the other libraries in the Westchester Library System in terms of technology, but unfortunately has the 3rd lowest paid salaries in the System.

Mr. Kehoe noted that carpet replacement is mentioned under both the Accomplishments and Goals. He would like the fact that the Friends of the Somers Library assisted significantly with the funding of these projects included.

A motion was made by Mrs. Williamson-Canavan to submit the Proposed 2010 Budget to the Town Supervisor, on the requested date of September 10, 2009. All were in favor.

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 August 26, 2009.

Resignations - A motion was made by Mrs. Williamson-Canavan to accept the resignations of part-time substitute pages Laura Birdsall, effective August 22, 2009, and Michael Ferretti, effective August 20, 2009 so they could begin their college studies. All were in favor. They were thanked for their valuable service.

Personnel - A motion was made by Mrs. Williamson-Canavan to hire Rachel Friedman and Tara Belmont as student substitute part-time pages (**L14365**) at a salary of \$8.00/hour, with a start date of September 14, 2009 to replace Laura Birdsall and Michael Ferretti who resigned August 22, 2009 and August 20, 2009 respectively. As required by Westchester County Civil Service Rules, it is necessary for Ms. Friedman and Ms. Belmont 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.

Staff Training - Mrs. Miller is proposing an on-site half day staff training and development. It will be conducted by Regina Golia, consultant and coach with a doctorate in adult education from Columbia University. She was recommended by Terry Kirchner, WLS Executive Director. The theme of the training session is "Providing Excellent Customer Service in Trying Times." The Friends have agreed to provide snacks and lunch for the staff. Mr. Hasl suggested that future consideration be given to training with other neighboring libraries in an effort to reduce costs and share ideas. A motion was made by Mrs. Damon to authorize Mrs. Miller to engage in this training session with Ms. Golia, but not to exceed \$500 in payment for the services. All were in favor.

NYLA - Their annual professional conference will be held in October in Buffalo. Mrs. Miller would like to attend. A motion was made by Mrs. Williamson-Canavan to allow the Director to participate because of the significant benefits which have been obtained from past conferences. All were in favor.

Technology - There is money remaining from the Technology grant received from Senator Leibell. Mrs. Miller would like to purchase a Kindle, SONY reader, Creative VADO, digital Flip, and several mp3 players to assist the staff in their effort to support the technologies and services being provided by the WLS-subscribed Overdrive products. Overdrive is the global leading digital media service for libraries, schools, enterprises, publishers, retailers. A motion was made by Mrs. Williamson-Canavan to give permission to Mrs. Miller to make these purchases. All were in favor.

WLS Trustee Institute - Mrs. Miller, Dr. Mutino, Mrs. Parisi and Mrs. Reidy attended the WLS Trustee Institute on August 26. The program was entitled "Evaluating the Library Director" and the presenter was Mid-Hudson Library System Executive Director Josh Cohen. It was a very informative presentation, but lacked in a few areas. Materials that were available via their website were referred to, but not provided. Mrs. Miller will download a copy for the Personnel Committee. It was difficult to hear, as the microphone system was not the greatest, and they didn't have a laser pointer.

Overdrive - The Librarians and Mrs. Miller have been attending a distance learning course in Mrs. Miller's office offered by Overdrive. Overdrive is a WLS subscribed vendor that provides the downloadable books. By attending these online courses and practicing downloading, the Librarians will be able to feel comfortable supporting the downloadable books, music, and videos, and be able to answer front line questions from the public.

Ceiling Lights - Mrs. Miller is still in the process of evaluating several electric contractor bids so that the remaining ceiling lights can be installed.

Boilers - The Town Engineer has sent out an RFP to receive competitive bids for the two boilers and two burners. September 3 was the deadline. He will evaluate the bids before the Library proceeds with procurement and installation.

Absolute Carpeting - On September 21, Absolute Carpeting will be replacing the worn and buckled carpeting at the entrance to the Children's Room and behind the Circulation Desk prior to the Library opening to the public.

"Expanded Scope" - Mrs. Miller has submitted "expanded scope" uses for the boiler NYS Library Construction Grant money to the Town Supervisor and to the Library Budget and Finance and Building Committees for approval before submission to Albany.

Painting - Children's Librarian Vicki Di Santo, and her husband have graciously donated their time to paint areas of the Library that are very much in need of this service. This is work that would have been done by one of our Custodians had his time not been reduced when the vacant position was filled.

Color Copier - Mrs. Miller is researching various color copier options and vendors. The current copier lease with CBS expires at the end of 2009. Notice must be given to the lessee GE Capital, 60 to 120 days prior to the end of the year.

Repairs - One Custodian has been repairing the chairs, and is also going to be replacing the sheetrock on one of the Library walls that was damaged by a leak in the roof.

Summer Programs - The staff worked very hard on the Summer Reading

Program, which was a terrific success. An ice cream party was the culminating event and attended by 110 youngsters.

Unfortunately the Ronald McDonald program on August 19 had only 20 attendees. More were expected. The interactive program was excellent and had a library theme.

Storywalk, a new program this summer, was enjoyed by all participants. The Parks and Recreation Department cooperated by mowing the lawn around the signs.

Online System Upgrade - An upgrade will be made to the WLS online system over the Columbus Day weekend. Staff training highlighting those updates will be completed.

Facebook - Mrs. Parisi suggested that the Somers Library should consider adding an interactive component to its Facebook page, such as questions about the Library to help increase traffic. We currently have 143 Facebook followers. In addition, we currently have a very active Twitter page with 593 members. Our Twitter account has moved up to a grade of 96.3 out of a possible 100 score on twitter.grader.com.

REPORTS FROM STANDING COMMITTEES

Budget and Finance - This was covered under Proposed 2010 Budget.

Building - Mrs. Miller's Director's Report included the updates. In addition, it should be noted that a roof leak in the Teen book section was patched by Paul Marchiano during a rainstorm.

Bylaws and Policy - Mr. Kehoe distributed copies of two documents that he obtained from State Attorney General Andrew M. Cuomo. They are entitled "Internal Controls and Financial Accountability for Not-For-Profit Boards" and "Right From The Start: Responsibilities of Directors and Officers of Not-For-Profit Corporations." All Trustees were encouraged to read through them at their leisure.

Long Range Planning - There was no update.

Personnel - This was covered under the Director's Report.

Public Relations - Award nominations were made to the WLS 50th Anniversary and the Westchester County 27th Hall of Fame events. The nominees for the WLS 50th Anniversary are Jean Reidy and Muriel Lyon, and Bill Kehoe for the Westchester County 27th Hall of Fame.

Mrs. Miller will have cards available that patrons can complete at the Circulation Desk. An uncompleted statement, "What the Somers Library means to me" will be printed on each card. Responses will be sent to the Town Supervisor, as well as the Town Board.

Technology - This was covered under the Director's Report.

Friends of the Somers Library

Mrs. Reidy reported that Mrs. Miller's monthly requests were granted. Audrey Lee, the new Membership Chair made a presentation regarding an autumn fundraising blitz. A sample copy of the form was emailed to Mrs. Miller, and she in turn forwarded it to the Public Relations Committee for their review. The solicitation will be placed inside books when checked out at the Circulation Desk.

Westchester Library System

Dr. Mutino was absent, so a report was not given. Mrs. Reidy informed the Trustees that she recently visited the new WLS facility and was quite impressed.

NEW BUSINESS

Primaries - Mrs. Miller reported that the Program Room will again be used to hold the Primaries next Tuesday, September 15.

Concert - The Friends will be sponsoring a concert in the Program Room on Sunday, September 13.

The meeting was adjourned at 10:30 p.m., and the next regular monthly meeting will take place on Wednesday, October 14, 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