

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

**MEETING MINUTES  
May 9, 2018**

President Hasl called the meeting to order at 7:45 p.m.

The members present were: Jim Hasl, Laura Parisi, Ann Westerman, and Christine Williamson-Canavan.

Ian Carnow was absent.

Library Director Andrew Farber was also present.

**Approval of Minutes**

A motion was made by Mrs. Williamson-Canavan and seconded by Mrs. Westerman to approve the April 11, 2018 meeting minutes as submitted. All were in favor.

**Announcements and Correspondences**

Last month, Mr. Hasl announced that the WLS Trustee Institute was offering a program on May 2<sup>nd</sup> at 6:15 p.m. in the Mamaroneck Library entitled *Community Collaboration: Why it is Essential to the work of Libraries* and presented by Elena Falcone, WLS' Director of Public Innovation and Engagement. Unfortunately, the program was cancelled.

**Public Comment**

There was no Public Comment this evening.

**Treasurer's Report**

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #5, and Somers Library Vouchers were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #5, dated May 9, 2018 in the amount of \$79,114.64, which included voucher numbers 93077 to 93103. The motion was seconded by Mrs. Parisi. All were in favor.

The contractual amount spent this past month was \$22,048.51. The largest expenditures were: Town of Somers/HVAC/CF Air & Heating (service agreement) \$9,670; Baker & Taylor Books (books) \$5,715; and Midwest Tape (DVD's) \$1,201. Payroll and benefit charges were \$55,964.31. Total Library spending for all accounts was \$79,114.64.

\$1,101.82 was spent out of the Gift Fund for programs.

A lengthy discussion ensued regarding the Town's requirement for contractors to provide a \$5 million liability insurance policy. As a result of said policy the 2-year HVAC service agreement contract increased 73%, from \$5,600 to \$9,670. This money was not budgeted for. In addition, it is costing \$9,207 additional for the new window installation as a result of this requirement.

### **Director's Report**

#### **STATISTICS:**

The Adult department had 1,210 reference transactions this month and hosted 33 programs with a total attendance of 574 people.

The Children's department had 745 reference transactions this month and hosted 25 programs with a total attendance of 295 people.

The Young Adult department has 19 programs with an attendance of 157 people.

The Somers Library loaned 10,080 items this month, 944 electronic items were loaned, and there were 154 uses of the public computers. Niche Academy has been used 28 times this month. 705 people connected to the wireless network.

19,246 people visited the Library this month, which is higher than last month even with the Library being closed due to the local power outages. The program and conference rooms were used 26 times by outside groups.

#### **PERSONNEL:**

Four applicants have been interviewed for the library clerk position, but the top choices have accepted offers elsewhere. The search will begin again.

A motion was made by Mr. Hasl and seconded by Mrs. Williamson-Canavan to add the following Bereavement Policy to the By Laws: Leaves of absence which shall be defined as bereavement leave, shall be granted by the employer to any employee upon request to the Library Director and for good cause shown. Length of leave shall be as follows: 5 days for immediate family and 3 days for in-laws, aunts and uncles. Other requests can be made to the Library Director. To qualify, an employee must be scheduled to work 17 ½ hours per week, 12 months a year. All were in favor.

#### **BUILDING:**

There have been issues with the HVAC system again. The main unit was down for 5 days due to a broken fan belt, and the reading room unit was down because the circuit was tripped. Unfortunately, the same thing happened earlier today with the reading room unit.

Chuck Dammeyer has repaired the gutters, which should help with the ongoing water ingress issue.

A motion was made by Mrs. Williamson-Canavan and seconded by Mrs. Westerman to accept the bid received for new windows in the Library from Wiser Home Remodeling in the amount of \$59,864, of which \$9,207 is to cover the \$5 million liability insurance requirement. The Library procured a grant in the amount of \$25,000 and as per the grant requirements, the Town is expected to match the grant. All were in favor.

### **MISCELLANEOUS:**

All staff have been made aware of the payroll change for the month of June. The paycheck on June 1 will be for 2 weeks; on June 15, for 1 week; and June 29, for 2 weeks.

WLS has stopped purchasing e-Books and the Library will have to purchase them moving forward. Mr. Farber anticipates needing an additional \$3,000 to \$5,000 to do so, which will be included in the 2019 budget.

Mr. Farber will be attending the American Library Conference at the end of June in New Orleans and has been selected to be part of the LITA (Library Information Technology Association) Committee.

The State has still not purchased the Summer Reading software, which presents quite a problem for the participants. Mr. Farber will purchase it so the program can go on without issues. The total cost is \$500 for the year.

Mr. Farber has completed the Annual Report for the Library. He reviewed some of the highlights. A motion was made by Mrs. Westerman and seconded by Mr. Hasl to approve the Annual Report as submitted. All were in favor.

Once again, the Library staff are finding inappropriate literature placed around the Library and inserted in magazines.

Tara Ferretti has put together the volunteer program for the summer as follows:

- **Summer Volunteer Program:**

- Scheduled Volunteer Hours:

- Volunteers must work the hours they signed up for
- Volunteers must check IN and OUT for every shift
- Volunteers must find a substitute if they can't work a shift they signed up for\*. Volunteers must use the substitute list to find a replacement and call the Library to notify them of the replacement.
- Calling in twice, without a replacement in non-emergency situations or two "no call/no shows" will be considered voluntary termination and will result in dismissal from the program.

\*In the case of an extreme sickness or emergency, a Volunteer is NOT required to find a replacement. But someone must call the Library as soon as possible so the Librarians can find a

replacement.

Volunteers need to work with the Library for scheduling/or calling in. (NO parents/guardians unless it's an emergency!)

- Scheduling Hours and Checking Shifts:
  - ONLY Librarians can schedule shifts on the Volunteer Calendar - Google Sheets document will be shared and editable to Andrew Farber, Valerie Herman, Vicki DiSanto, Beth Levine and Corrina Hamann); A non-editable version will be emailed to the Volunteer so they can see what is available.
  - Volunteers can only schedule dates within a 3-week period
  - Volunteers can schedule shifts by speaking to any of the Librarians in person or over the phone - this is an opportunity to learn job skills.
    - Volunteers CANNOT schedule shifts via email
    - Volunteers can access the Volunteer Calendar and the substitute list online
    - Volunteers can only work one shift per day
    - Shifts run for 1.5 hours
      - However, in some cases, we may ask for a longer shift (about 2 to 3 hours) if you are assisting with a special Library program.
- Volunteer Dress Code and Behavior:
  - No cell phones while volunteering - Volunteers can keep their cell phone in their pocket, but if it is seen out at all during the shift at the Library, the Volunteer will be asked to store it in the closet in the back office. Repeated reminders will result in your dismissal from the Volunteer program at the Somers Library.
  - Volunteers do not have to dress up to be a volunteer at the Library, but we ask that you are dressed according to your school dress code.

No chatting with friends while volunteering. Repeated reminders will result in dismissal from the Volunteer program at the Somers Library.

It is anticipated that about 80 volunteers will participate in this program.

### **OLD BUSINESS**

There was no Old Business this evening.

## **NEW BUSINESS**

**Generator** – At the June meeting, a discussion will take place about getting a generator for the Library.

The meeting was adjourned at 9:00 p.m. The Trustees will meet next on Wednesday, June 13<sup>th</sup> 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