

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

**MEETING MINUTES
July 18, 2018**

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

The members present were: Ian Carnow, Jim Hasl, Laura Parisi, and Ann Westerman.

Christine Williamson-Canavan was absent.

Library Director Andrew Farber was also present.

Approval of Minutes

A motion was made by Mrs. Westerman and seconded by Mrs. Parisi to approve the June 13, 2018 meeting minutes as submitted. All were in favor.

Announcements and Correspondences

The Westchester Library System Trustee Institute should be distributing their fall schedule shortly. All are encouraged to attend their programs if they can as they always prove to be most informative.

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 #7, and Somers Library Vouchers were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #7, dated July 18, 2018 in the amount of \$97,170.09, which included voucher numbers 93705 to 93734. The motion was seconded by Mr. Carnow. All were in favor.

The contractual amount spent this past month was \$21,751.57. The largest expenditures were: Baker & Taylor Books (books) \$5,953; Early Literacy Station (replacement) \$5,656; and SYNCB/Amazon (supplies) \$1,675. Payroll and benefit charges were \$75,103.33. Total Library spending for all accounts was \$97,170.09.

\$315.19 was spent out of the Gift Fund for programs. \$14,500 was deposited which included \$7,000 from the Somers Library Foundation for program room carpet as well as lobby furniture, and \$7,500 from the Friends of the Somers Library for programs.

On June 1, 2018, the Town of Somers transferred \$300,000 from the Somers Library General Account at Chase Bank to a Town of Somers Finance Department Account at Signature Bank at an interest rate of 1.11%. The Library Board of Trustees was

unaware of this transfer until they received the Chase Bank statement. As of June 30, 2018, the carry forward was \$300,273.70 as per Bob Kehoe.

Director's Report

STATISTICS:

The Adult department had 1,276 reference transactions this month and hosted 26 programs with a total attendance of 643 people.

The Children's department had 869 reference transactions this month and hosted 23 programs with a total attendance of 1,241 people.

The Young Adult department has 12 programs with an attendance of 116 people.

The Somers Library loaned 11,199 items this month, 1,293 electronic items were loaned, and there were 196 uses of the public computers. Niche Academy has been used 65 times this month. 713 people connected to the wireless network.

18,436 people visited the Library this month. The program and conference rooms were used 26 times by outside groups.

PERSONNEL:

Mr. Farber attended the American Library Association conference this month in New Orleans.

Deana Collins and Jena Blair will both be leaving for college and resigning as pages. They have done a great job during their time at the Library and will be missed. Jena has asked to stay on as a seasonal worker and be considered for any hours that she may be needed next summer.

BUILDING:

Water has been discovered leaking in the storage room and kitchen, along the side wall. Chuck Dammeyer has looked into this, and the water is no longer an issue. We are unsure of the cause of the water.

The front door is getting jammed on the saddle between the vestibule and pavement. Mr. Dammeyer has repaired the door, but the issue has repeatedly returned. Mr. Farber is researching a more permanent solution.

The new windows are scheduled to be installed starting July 23rd.

MISCELLANEOUS:

The Library received a generous donation in the amount of \$75 from Ajay and Seema Varma.

Lynn Cukaj has again donated flowers for the front of the Library. We are very grateful

for this.

The summer reading program has begun, and the Library is also hosting groups from the Town camp during the heat waves. Vicki DiSanto and Beth Levine have worked on programs for the camp to participate in while they are in the Library.

OLD BUSINESS

Charter Amendment – Mr. Hasl will follow up regarding the amendment to the Charter filed with New York State.

Program Room – The Somers Library Foundation has given the Library \$7,000 to carpet the program room and purchase furniture for the lobby area outside of the room. Mr. Hasl and Mr. Farber met with the folks at Absolute Flooring in Yorktown. They will provide samples and arrange site visits to local commercial buildings where they installed carpet. The best option seems to be carpet tiles, which will take a day to install and the ideal time to do so is at the end of September.

NEW BUSINESS

Remaining Library Projects – Mr. Hasl would like to hire an architect on retainer as well as a commercial interior designer with library expertise to use Mr. Carnow's renovation building plan of the Library as a starting point to create drawings for upgrades to the children's, reading and teen rooms. Electrical and mechanical engineer reports will be requested as well. Mr. Carnow will prepare the scope of work.

The meeting was adjourned at 8:40 p.m. The Trustees will meet next on Wednesday, August 15th 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