

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

**MEETING MINUTES
August 15, 2018**

President Hasl called the meeting to order at 7:35 p.m.

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

Ian Carnow and Laura Parisi were absent.

Library Director Andrew Farber and new Friends of the Somers Library Board member Joanne Galvin were also present.

Approval of Minutes

A motion was made by Mrs. Williamson-Canavan and seconded by Mrs. Westerman to approve the July 18, 2018 meeting minutes as submitted. All were in favor.

Announcements and Correspondences

The Westchester Library System Trustee Institute will be hosting a workshop on September 6th at their facility starting at 6:15 p.m. It is entitled *The Next Stage of Community Support*". All Board members are encouraged to attend if they can.

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 #8, and Somers Library Vouchers were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #8, dated August 15, 2018 in the amount of \$96,353.03, which included voucher numbers 93964 to 93986. The motion was seconded by Mrs. Williamson-Canavan. All were in favor.

The contractual amount spent this past month was \$41,658.85. The largest expenditures were: Westchester Library System (library services) \$30,600; Baker & Taylor Books (books) \$2,350; NYSEG (electricity) \$1,451; and Niche Academy (subscription renewal and tutorials) \$1,400. Payroll and benefit charges were \$54,599.10. Total Library spending for all accounts was \$96,353.03.

\$95.08 was spent out of the Gift Fund for programs. \$175 in donations was deposited and there was an interest payment of \$22.92. There was a transfer in the amount of \$315.19 to the General Fund to cover last month's program spending.

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%. As of July 31, 2018, the carry forward was \$300,591.69 as per Carolyn Brush.

Director's Report

STATISTICS:

The Adult department had 1,378 reference transactions this month and hosted 10 programs with a total attendance of 100 people.

The Children's department had 1,041 reference transactions this month and hosted 53 programs with a total attendance of 1.333 people.

The Young Adult department had 13 programs with an attendance of 813 people.

The Somers Library loaned 13,656 items this month, 1,760 electronic items were loaned, and there were 211 uses of the public computers. Niche Academy has been used 72 times this month. 851 people connected to the wireless network.

20,198 people visited the Library this month. The program and conference rooms were used 25 times by outside groups.

PERSONNEL:

Valerie Herman has retired from the Somers Library, and Tara Ferretti has taken over the adult reference department. Valerie will be missed.

Deana Collins and Jena Blair have both resigned as pages in order to attend college. Applications are being accepted for their replacement.

Margaret Widman received another glowing thank you from a patron, and continues to provide very strong customer service for her Book Clubs.

BUILDING:

Issues with water entering the program room during heavy rain storms continue as a result of the disrepair of the gutters. Chuck Dammeyer installed flashing over the windows, but it really didn't make a difference. Mr. Farber is looking into gutter replacement options for the Library, and may base a new construction grant on the replacement of the gutters.

Wiser Home Remodeling Inc. completed the window installation on August 3rd. Everyone is very happy with the new windows. This completes the construction grant.

The Somers Town Board did not reject the cleaning bid as recommended by the Buildings Department. The Somers Library will inform the Town Board that they do not plan to move forward with the bid as the cost increase is near 250% and the recent

guidelines on the 2019 budget state a 0% increase. As the quoted cost in the bid for the Library is \$29,000, it would be 50% cheaper to hire a cleaner on staff than going forward with this bid

MISCELLANEOUS:

To date the Teen Summer Reading Challenge has had:

- 50 participants sign up
- 62 participants stop by to sign the clipboard
- 44,860 pages read
- 115 reviews submitted

Volunteer Program:

- June had 54 slots filled for volunteers to help out at the library.
- 32 participants signed up for July
- Battle of the Books
- Jordan Cowie has signed up to be an assistant coach for Battle of the Books. She will read all 5 books, make up questions, attend fall meetings and attend the actual battle on October 20th.

The Children's department has started a new STEM program series:

- September 29 - Electricity
- October 27 - Acoustics
- November 10 – Magnetism

846 Library cards have been issued this year, most of which were to Heritage Hills residents via their Library.

Mr. Farber will be on vacation the 1st week in September.

Many of the local Libraries have enabled the auto renewal. Mr. Farber recommends that the same be considered for the Somers Library, but after determining what the revenue affect will be.

Tara Ferretti's Foodie Club has been written about and added to the current edition of the book Library Teen Advisory Groups, a copy of which was shared with all Board members.

Unauthorized political flyers soliciting donations continue to be left around the Library, but most recently staff witnessed an older gentleman leaving them.

OLD BUSINESS

There was no Old Business this evening.

NEW BUSINESS

2019 Budget – The 2019 budget was distributed, reviewed and discussed. It is due to the Supervisor by September 5th. A motion was made by Mrs. Westerman and seconded by Mr. Hasl to accept it as submitted pending the stipulation on longevity. All were in favor.

Architect Discussion Regarding Remaining Library Projects – Mr. Hasl and Mr. Farber met with Architect Ron Costantino (who did the bathroom project) to discuss the remaining Library projects. The meeting was very productive and Mr. Costantino clearly understands the needs and goals. A timeline and drawings will be presented at the September meeting.

The meeting was adjourned at 8:45 p.m. The Trustees will meet next on Wednesday, September 12th 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