

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

**MEETING MINUTES
October 17, 2018**

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

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

Friends of the Somers Library Board member Joanne Galvin was also present.

Approval of Minutes

A motion was made by Mrs. Westerman and seconded by Mrs. Williamson-Canavan to approve the September 12, 2018 meeting minutes as submitted. All were in favor.

Announcements and Correspondences

All Board members were issued a Trustee Handbook from the Westchester Library System.

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 #10, and Somers Library Vouchers were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #10, dated October 17, 2018 in the amount of \$64,180.41, which included voucher numbers 94515 to 94543. The motion was seconded by Mrs. Williamson-Canavan. All were in favor.

The contractual amount spent this past month was \$15,455.17. The largest expenditures were: Baker & Taylor Books (books) \$6,757; Midwest Tape (DVD's) \$1,395; and NYSEG (electricity) \$1,250. Payroll and benefit charges were \$47,975.24. Total Library spending for all accounts was \$64,180.41.

\$750 was spent out of the Gift Fund for programs. There was an interest payment of \$22.09. There was a transfer in the amount of \$1,199.18 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 September 30, 2018, the carry forward was \$301,227.67 as per Carolyn Brush in the Finance Department.

On August 13, 2018, Supervisor Morrissey issued the 2019 budget request, due by September 5, 2018. Supervisor Morrissey has stated that there will be a ZERO increase to the 2019 budget, although there are expected significant increases to the Library including a 250% cleaning cost increase. Mr. Farber submitted the budget on September 5th. The budget hearing was this afternoon and all went well.

Director's Report

STATISTICS:

The Adult department had 1,255 reference transactions this month and hosted 32 programs with a total attendance of 498 people.

The Children's department had 655 reference transactions this month and hosted 26 programs with a total attendance of 315 people.

The Young Adult department had 8 programs with an attendance of 82 people.

The Somers Library loaned 9,833 items this month, 1,494 electronic items were loaned, and there were 214 uses of the public computers. Niche Academy has been used 46 times this month. 599 people connected to the wireless network.

15,976 people visited the Library this month. The program and conference rooms were used 24 times by outside groups.

Thanks to the hard work of the staff and a partnership with the Heritage Hills Library, the Somers Library has increased cardholders by **over 8% this year. So far in 2018 over 1,400 new Library cards have been created and the staff are still working on more.** This will be one of the busiest years yet. Anne Dehn and Diane Montero-Heyert have been the primary staff assigned to this project. Outreach will be resuming this fall, and all are excited to be adding new locations to the training sessions.

PERSONNEL:

Marie Pierre has been approved for an external transfer by Westchester Civil Service. She will be the new Young Adult Librarian, with a start date of October 24th.

Mr. Farber is currently interviewing part time clerks to replace Susan Greenman, who retired last month. He will have a recommendation to bring to next month's Board meeting. He is also in the process of adding to the substitute librarian list, with interviews ongoing.

Tara Ferretti has continued to cover both the adult and young adult departments until Ms. Pierre starts. Her hard work in keeping both departments running is to be commended.

Vicki DiSanto and Beth Levine will attend the Somers Intermediate School Town Hall Meeting to present final Summer Reading raffle prizes on October 25.

Mrs. DiSanto is participating in the Somers School Superintendent's Public Outreach Forum and attended an initial meeting on October 10.

BUILDING:

The boilers have been serviced and are ready for the cold weather.

Water ingress continues to be an issue in the program room, and Mr. Farber has not yet been able to find a company that is able to repair the gutters. He will continue working on this issue.

MISCELLANEOUS:

A Brownie Girl Scout Troop came to work on their merit badges during the star gazing party held at Upper Reis Park. Thanks to the Westchester Astronomers and Mrs. DiSanto for all of their hard work on this offering.

The Somers Library hosted the first of their new STEM programs with Electrical Engineer Mike Carson on September 29th and the theme was Electrical. 43 attended. Mr. Carson will offer Acoustics on October 27th and Magnetics on November 10th.

Mr. Farber also wanted to thank the Friends of the Somers Library as well as the Somers Library Foundation for their continued support.

OLD BUSINESS

Architect – Last month a proposal was received from Architect Ron Costantino (who did the bathroom project) regarding a variety of Library projects that will take place over the next 3 to 4 years. Unfortunately, Mr. Costantino has relocated to Tennessee and will not be able to commit to the project. Mr. Carnow has reached out to Architect Vinnie Mellusi in Elmsford who is interested and will be sending a letter of interest. He will also put in a call to KG&D Architects in Mt. Kisco to see if they might be interested. Hopefully a decision can be made at the December meeting.

Generator – Mr. Farber has a call into the contractor that installed the generator at the Town House with regard to the possibility of purchasing one for the Library.

Legal Counsel – Mrs. Parisi has secured an engagement letter from Harris Beach PLLC Attorneys at Law in White Plains for the Board of Trustees. It was reviewed and discussed. Mrs. Parisi still has to provide them with requested background information about the Library. A motion was made by Mrs. Parisi to accept the Engagement Letter of October 8, 2108, which was executed by President Hasl on October 17, 2018. Mr. Carnow seconded the motion and all were in favor.

NEW BUSINESS

Employee Vacation Carryover – Both Mrs. DiSanto and Mrs. Ferretti have requested to carryover a few vacation days. A motion was made by Mrs. Parisi and seconded by Mr. Carnow to grant them their requests. All were in favor.

Trustee Education – All Board members received a copy of an email from Westchester Library System's Executive Director Terry Kirchner with regard to a State law soon to be enacted requiring Trustees to take a minimal amount of education training yearly.

Hiring Approval – A motion was made by Mr. Hasl and seconded by Mrs. Westerman to hire Marie Pierre as the Young Adult Librarian with a start date of October 24, 2018 at an annual salary of \$51,755 with a probation period of no longer than 12 months. All were in favor.

Somers Library Foundation 5K Run/Walk – Mrs. Parisi reported that the Somers Library Foundation 5K Run/Walk held on September 30th was a great success and more runners than ever participated.

The meeting was adjourned at 8:50 p.m. The Trustees will meet next on Wednesday, November 14th 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