

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

**MEETING MINUTES
November 14, 2018**

President Hasl called the meeting to order at 7:40 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. Parisi to approve the October 17, 2018 meeting minutes as submitted. All were in favor.

Announcements and Correspondences

Edris Scherer, Westchester Library System (WLS) Trustee Representative for the North Salem, South Salem and Somers libraries has agreed to serve again.

Mr. Hasl attended the Memorial Service for Bob Reidy last Saturday. He was certainly an accomplished gentleman.

The WLS 59th Annual Meeting will be held tomorrow morning and the NY Secretary of State will be the guest speaker.

All Trustees received an invitation to attend the Town Holiday Luncheon at the Town House on December 18th at 12:00 noon.

Mr. Farber received a lovely note thanking Margaret Widman and the reference staff from the Book Lovers Club. They also donated \$100 to the Library.

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 #11, and Somers Library Vouchers were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #11, dated November 14, 2018 in the amount of \$65,844.66, which included voucher numbers 94917 to 94943. The motion was seconded by Mr. Carnow. All were in favor.

The contractual amount spent this past month was \$17,289.32. The largest expenditures were: Baker & Taylor Books (books) \$3,362; SEBCO Books (books)

\$3,161; and Midwest Tape (DVD's) \$3,080. Payroll and benefit charges were \$46,830.34. Total Library spending for all accounts was \$65,844.66.

\$1,725 was spent out of the Gift Fund for programs. There was an interest payment of \$22.76. There was a transfer in the amount of \$750 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 October 31, 2018, the carry forward was \$301,571.57 as per Carolyn Brush in the Finance Department.

Director's Report

STATISTICS:

The Adult department had 1,340 reference transactions this month and hosted 42 programs with a total attendance of 695 people.

The Children's department had 745 reference transactions this month and hosted 44 programs with a total attendance of 678 people.

The Somers Library loaned 10,197 items this month, 1,692 electronic items were loaned, and there were 227 uses of the public computers. Niche Academy has been used 38 times this month. 696 people connected to the wireless network.

16,601 people visited the Library this month. The program and conference rooms were used 22 times by outside groups.

PERSONNEL:

Marie Pierre has started working, and is quickly acclimating to her new position. Everyone is very happy to have her back as a full-time staff member. Ms. Pierre will be representing the Library as Chair of the Westchester Library System's Performer's Showcase in partnership with the Ossining Library. This event serves as an opportunity for primarily youth service librarians to network with area performance and program providers with the intention of providing options to their respective communities for the upcoming year. Many librarians select performers for their libraries from this event.

Mr. Farber has been asked to be on track to be the President of PLDA. He will start this year as the 2nd Vice President and move up from there.

Mr. Farber is recommending that the Library hire Kyle Nolan as a new part time library clerk, replacing Diane Montero-Heyert. Ms. Nolan is currently earning her MLS, and will be a valuable member of the Somers Library. She will be able to assist the librarians as well as the clerical staff, adding flexibility to the Library. Mr. Farber is also recommending hiring Robin Bellitto and Tanya Nadas as substitute librarians, as the substitute list has been dwindling in recent years.

BUILDING:

The Library has developed a new leak, in the area above the maker kits. It appears to be related to the chimney, and is being worked on.

MISCELLANEOUS:

Beth Levine attended the Somers Intermediate School (SIS) Town Hall Meeting to present final the Summer Reading raffle prizes on October 25. Thanks to the SIS PTA for supplying raffles prizes in addition to Summer Reading incentives for the grades 3 to 5 students.

Therapy Dogs began in October, which is by reservation only and struggling readers are given priority. This is another collaboration with the Primrose Elementary School and SIS Reading teachers.

Vicki DiSanto is participating in the Somers Schools Superintendent's Public Outreach Forum. She attended an initial meeting on October 10.

Opengate would like to deeper collaboration with the Library. Mr. Farber is researching grants as the Town's grant writer was unable to find anything suitable.

In reviewing the Library's bank statement, Mr. Farber noticed that over \$200,000 of the Library's funds were withdrawn. Chase bank made the error. All of the money has been refunded into the account.

The staff holiday party will be on December 12th. The Library will close to the public at 1:30 p.m. that day. The Friends of the Somers Library is graciously donating a cold cut spread for the party.

OLD BUSINESS

Architect Evaluations – Mr. Carnow and Mr. Hasl met with Architect Vinnie Mellusi regarding his interest in upcoming Library projects, which he will be submitting proposals for. Mr. Carnow also spoke to KG&D Architects, although they are not interested in submitting proposals for the projects, perhaps they can be used for the interiors portion which Mr. Mellusi's firm does not provide for. Mr. Carnow recommends that photo renderings be done. Hopefully a decision can be made at the December meeting.

NEW BUSINESS

Personnel – A motion was made by Mr. Hasl and seconded by Mrs. Williamson-Canavan to increase Shane Aiello's salary as part-time Library Clerk to \$14.88 per hours effective October 5, 2018. All were in favor.

A motion was made by Mr. Hasl and seconded by Mrs. Parisi to hire Robin Bellitto and Tanya Nadas as substitute Librarians to be used as needed. All were in favor.

A motion was made by Mr. Hasl and seconded by Mr. Carnow to hire Kyle Nolan as a part-time Library Clerk to replace Diane Montero-Heyert at an hourly salary of \$16.50. All were in favor.

A motion was made by Mrs. Westerman and seconded by Mrs. Williamson-Canavan to allow Edith Felis to carryover 4 vacation days and Margaret Widman to carryover 10 vacation days. All were in favor.

A motion was made by Mrs. Williamson-Canavan and seconded by Mrs. Parisi to approve the 2019 Holiday Schedule as submitted. All were in favor.

2019 Trustee's Meeting Schedule – The 2019 Trustee Meeting Schedule was submitted. They will continue to meet on the 3rd Wednesday monthly at 7:30 p.m. in the Library with the exception of February, when they will meet the 2nd Wednesday due to the mid-winter recess vacation.

The meeting was adjourned at 8:35 p.m. The Trustees will meet next on Wednesday, December 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