

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

**MEETING MINUTES
December 19, 2018**

President Hasl called the meeting to order at 8:15 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 Nola Blair was also present.

Approval of Minutes

Mrs. Parisi noted a correction that needed to be made to the minutes of the November 14, 2018 meeting - the next meeting is on the 19th of December, not the 12th. A motion was made by Mrs. Williamson-Canavan and seconded by Mrs. Parisi to approve the November 14, 2018 meeting minutes as corrected. All were in favor.

Announcements and Correspondences

The 2019 meeting schedule was shared with all. The Board of Trustees will meet monthly on the 3rd Wednesday (except for February, the 2nd Wednesday) at 7:30 p.m. in 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 #12, and Somers Library Vouchers were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #12, dated December 19, 2018 in the amount of \$86,768.37, which included voucher numbers 94993 to 95023. The motion was seconded by Mrs. Williamson-Canavan. All were in favor.

The contractual amount spent this past month was \$16,926.01. The largest expenditures were: Integrated Maintenance Solutions (cleaning) \$4,846; Baker & Taylor Books (books) \$4,140; and The Penworthy Company (children's books) \$1,316. Payroll and benefit charges were \$69,530.10. Total Library spending for all accounts was \$86,768.37.

\$312.26 was spent out of the Gift Fund for programs. There was an interest payment of \$21.87. There was a transfer in the amount of \$1,725 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 December 10, 2018, the carry forward was \$302,136.85 (\$300,274.30 at NY Class and \$1,862.55 at Signature) as per Carolyn Brush in the Finance Department.

Director's Report

STATISTICS:

The Adult department had 1,001 reference transactions this month and hosted 33 programs with a total attendance of 507 people.

The Children's department had 260 reference transactions this month and hosted 50 programs with a total attendance of 730 people.

The Young Adult department hosted 15 programs with an attendance of 195 people.

The Somers Library loaned 9,439 items this month, 1,611 electronic items were loaned, and there were 159 uses of the public computers. Niche Academy has been used 61 times this month. 625 people connected to the wireless network.

14,990 people visited the Library this month. The program and conference rooms were used 18 times by outside groups.

PERSONNEL:

A motion was made by Mrs. Williamson-Canavan and seconded by Mr. Carnow to remove Tara Ferretti from probation employment status to permanent employment status effective immediately as she has been working in her new position for 3 ½ months. All were in favor.

New Teen Librarian Marie Pierre would like to meet the Board members. She will attend the January meeting.

A new Page may be hired to work Mondays and Wednesdays.

BUILDING:

Thankfully, no new building issues have occurred this month.

MISCELLANEOUS:

Tara Ferretti has signed up for an online course: Mindfulness for Librarians - Handling Stress and Thriving Under Pressure with Dr. Richard Moniz and Dr. Martin House. A four-week eCourse begins on Monday, February 4, 2019 – Mindfulness: discuss its significance and how it relates to the library profession, and learn techniques to put theory into practice. The practical strategies you learn can be implemented right away to succeed in your position and thrive under pressure.

As part of an ongoing series of talks, Mrs. Ferretti will be going to Heritage Hills on Friday, January 4th from 2:00 to 3:00 p.m. for a presentation on Digital Collection: ebooks, audiobooks and Readers Advisory.

Vicki DiSanto was a Guest Reader for all Primrose Elementary School library classes on November 19 and 20.

The Friends of the Somers Library will be making the same generous donations to the Library to fund our programming. Due to lower than anticipated fund raising they have had to lower the amount given for concerts, but the programming funding is remaining the same. The Friends also donated food for the staff Holiday Party on December 12th, which all were most appreciative of.

The issue with Chase mistakenly paying Town checks from the Library's bank account has been fixed and the money refunded. Bob Kehoe and Carolyn Brush in the Finance Department worked to address this issue immediately and Mr. Farber thanked them.

Museum Passes funded by Senator Terrance Murphy will only carry through the end of 2019.

Mrs. DiSanto reported to Mr. Farber that all of the children's programming has been scheduled for 2019.

There was a discussion about a new County law being enacted, however government is exempt therefore it will not affect the Library.

OLD BUSINESS

Architect Status – Mr. Carnow received a proposal from Architect Vinnie Mellusi regarding upcoming Library projects, which was reviewed and discussed at length. Suggestions were made for some amendments which Mr. Carnow will speak to Mr. Mellusi about. A proposal is still needed for interior work. Plans are in place for Mr. Carnow to reach out to a designer who has expressed interest.

Library Budget Status – The 2019 Library budget has been officially approved.

NEW BUSINESS

WLS Services Finance Model Overview – The representative from WLS who was going to speak to the Board about their services finance model was not available to meet with the Board this evening. He will be attending the February meeting for this purpose.

New Communications Tool – Mrs. Williamson-Canavan created a bookmark to be used as a new communication tool with the patrons. It will be placed in all books that are checked out.

The meeting was adjourned at 9:50 p.m. The Trustees will meet next on Wednesday, January 16th 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