

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

**MEETING MINUTES
January 16, 2019**

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

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

Ann Westerman was absent.

Friends of the Somers Library Board member Nola Blair was also present.

New Teen Librarian Marie Pierre was introduced to the Board. The role of the Trustees was explained. Ms. Pierre shared her background and talked about new programs she has already initiated, as well as ideas for new offerings. All welcome her enthusiasm and look forward to working with her.

Approval of Minutes

A motion was made by Mrs. Parisi and seconded by Mr. Carnow to approve the December 19, 2018 meeting minutes as submitted. All were in favor.

Announcements and Correspondences

There were no Announcements and Correspondences this month.

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 #1, and Somers Library Vouchers were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #1, dated January 16, 2019 in the amount of \$106,380.06, which included voucher numbers 95398 to 95433. The motion was seconded by Mrs. Williamson-Canavan. All were in favor.

The contractual amount spent this past month was \$51,343.24. The largest expenditures were: WLS (Library services) \$29,415; WT Cox (magazine subscriptions) \$3,853; Integrated Maintenance Solutions (cleaning) \$2,423; and Almeida Oil (heating oil) \$2,422. Payroll and benefit charges were \$54,386.82. Total Library spending for all accounts was \$106,380.06

\$650.00 was spent out of the Gift Fund for programs. There was an interest payment of \$22.47. There was a transfer in the amount of \$312.26 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 960 reference transactions this month and hosted 23 programs with a total attendance of 381 people.

The Children's department had 237 reference transactions this month and hosted 31 programs with a total attendance of 424 people.

The Young Adult department hosted 14 programs with an attendance of 163 people.

The Somers Library loaned 10,264 items this month, 1,643 electronic items were loaned, and there were 168 uses of the public computers. Niche Academy has been used 32 times this month. 585 people connected to the wireless network.

12,871 people visited the Library this month. The program and conference rooms were used 15 times by outside groups.

The 2018 general statistics with yearend totals were distributed, reviewed and discussed.

PERSONNEL:

Several new pages are being considered to fill gaps in the Library's schedule. The new pages and their hours will be determined.

Jena Blair has returned from college and is filling in as a page.

A discussion ensued regarding an unemployment claim amongst the Board.

BUILDING:

The leak in the maker kit area of the main part of the building has returned. Shane Aiello noticed the water and alerted the rest of the staff after clearing the area and putting down a bucket.

There was an issue with the HVAC in the main area of the Library. The HVAC stopped heating the building and instead started running AC. Mr. Farber was able to force the

HVAC back into heat mode, and the issue resolved itself. This happened after a power outage, and has not returned.

MISCELLANEOUS:

With the new ILS (Integrated Library System) coming, the staff will be undergoing heavy training. The new system, which runs all of the Library systems, will be very different from the existing one. There will be several dates in the next few months that the Library will need to be closed to the public in order to facilitate this training. From March 11th to the 13th the system will be completely down. The Library will be closed to the public and that time used to do work around the building and on the collection. A calendar with the training dates was submitted and reviewed with the Trustees, as well as a time line of major events affecting the install of the new system. Staff will be notified twice weekly via a newsletter with updates and communications will be given to patrons as well. The new system should be fully functional by March 14th.

As a result of the new ILS a lot of database cleanup will have to take place including making decisions about claims return and old debts. Ultimately policies should be created to address these issues moving forward.

Several new programs have been added for 2019:

- Senior Benefits Information Centers (SBICs) - every Wednesday, from January 2nd to December 18th, from 10:00 a.m. to 1:00 p.m. (there will be no meetings on 3/13 and 11/27). Senior Benefits Information Centers (SBICs) help older adults, 60 and over, and those caring for the elderly to achieve a better understanding of Medicare health plans and prescription drug coverage. Information is provided about different types of government programs with information about: Medicare, Medicare Advantage, and Medigap supplement plans Part D prescription drug coverage; Medicare savings plans for low-income seniors; financial benefit programs such as Home Energy Assistance Program (HEAP), and food stamps (SNAP). No appointment is necessary.
- Knit and Crochet Club – Fridays, beginning January 11th, from 10:30 a.m. to 12:00 noon. Facilitator Kathy Neggars as well as others who knit and crochet will enjoy working on individual projects together. Bring your project and supplies. Beginners are welcome! Beginners should just bring a pair of knitting needles or a crochet hook and some yarn to learn the basics!
- Happiness Workshop - Thursday, January 24th, from 11:30 a.m. to 1:00 p.m. Everyone wants to be happy, but many cannot find their way to be truly so. In this workshop, Rabbi Laurie Gold and attendees will explore paths to happiness, including practicing forgiveness, gratitude, and meditation. They will also discuss some of the scientific, sociological and spiritual underpinnings of joy. This workshop is open to everyone and is non-denominational.

Tara Ferretti is moving the travel DVDs out of the DVD collection and to the travel area. There will be a travel international as well as a travel domestic and the DVDs for each collection will be on the top shelf of each collection. The international collection will have INT in the call number and the domestic collection will have USA in the call number. Corrina Hamann made new stickers for the books and DVDs.

The young adult department enjoyed a large turnout for the holiday Volunteer card making event for our area veterans. A group of 72 teens and tweens volunteered their time to create at least 253 cards, which were then dropped off to the Veterans of Foreign Wars in Yorktown for distribution.

Our Foodie Club created a gingerbread house for the Library that was placed on display during the holiday season.

Vicki DiSanto is a member of the Somers Superintendent's Pulse Coalition, and will attend the next meeting on January 30.

Vicki DiSanto, Marie Pierre, and Beth Levine attended a WLS instructional program on Tutor.com, which is a new, online tutoring service provided for all of the libraries in Westchester.

Vicki DiSanto attended a webinar on E-Books.

Mr. Farber attended the Foundation meeting this month and it sounds like a Book Sale won't be held until 2020.

The Library was just informed about a grant that would help facilitate programs for Open Gate, but the submission date is the end of January. Unfortunately, Mr. Farber doesn't have time this month as the new ILS is absorbing his time. This is a yearly offering so he plans to submit an application in 2020.

Mr. Farber will begin working on the Annual Report soon which is due in February.

Consultations are in process with a telephone audit company in an effort to reduce the amount of the monthly bill.

Board members were issued a copy of income generated in 2018 as a result of fines, lost books, card replacements, etc. totaling \$25,781.50.

The fire doors downstairs have continuously been propped open. Mr. Farber reminded the cleaners that the doors stay open by themselves and cannot have any doorstops or other obstructions that prevent them from shutting automatically. Staff have been checking the doors every morning.

There have been issues with someone piling books on the ends of the shelves and

turning display books around or moving them. The staff are working on trying to figure out who might be doing this.

The Library has been working more closely with the Somers Education Foundation on mutually sharing information about programs.

OLD BUSINESS

Architect Status – Mr. Carnow received two proposals, one from WMW Architects and the other from NV Projects, LLC, both of which were reviewed and discussed.

A motion was made by Mr. Carnow and seconded by Mrs. Williamson-Canavan to approve the proposal from WMW Architects in a sum not to exceed \$15,500 for the following services:

\$6,500 – Existing Condition Plans
\$2,000 – HVAC Survey
\$7,000 – Architectural Design

All were in favor.

A motion was made by Mr. Carnow and seconded by Mrs. Williamson-Canavan to approve the proposal from NV Projects, LLC in the amount of \$4,600 for interior design manual and interior design drawings services. All were in favor.

NEW BUSINESS

Fund Balance – A motion was made by Mr. Carnow and seconded by Mr. Hasl to authorize using up to \$70,432 of the Fund Balance to cover the window and bathroom projects. All were in favor.

Overtime/Out of Title Payment – The following motion was made by Mr. Hasl and seconded by Mr. Carnow: RESOLVED, that the Library Board does hereby approve an overtime/out of title payment for 2018 to Andrew Farber, Library Director in the amount of \$3,500. All were in favor.

The meeting was adjourned at 9:45 p.m. The Trustees will meet next on Wednesday, February 13th 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