

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

**MEETING MINUTES
March 20, 2019**

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

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

Laura Parisi was absent.

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 Mr. Hasl to approve the February 13, 2019 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 #3, and Somers Library Vouchers were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #3, dated March 20, 2019 in the amount of \$75,558.21, which included voucher numbers 95997 to 96060. The motion was seconded by Mr. Hasl. All were in favor.

The contractual amount spent this past month was \$16,765.59. The largest expenditures were: Baker & Taylor Books (books) \$3,228; Integrated Maintenance Solutions (cleaning) \$2,423; and Overdrive (library services/ebooks) \$2,311. Payroll and benefit charges were \$57,392.62. Total Library spending for all accounts was \$75,558.21.

\$1,400.00 was spent out of the Gift Fund for programs for NV Projects, LLC \$1,000.00 and programs \$400.00. \$350.00 was deposited and interest incurred of \$6.32.

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 March 6, 2019, the carry forward

was \$303,676.75 (\$301,923.15 at NY Class and \$1,753.60 at Signature) as per Carolyn Brush in the Finance Department.

On January 3, 2019, the Town of Somers transferred \$137,200 from the Somers Library Gift Fund Account at Chase Bank to a Town of Somers Finance Department Account at NY Class. The current balance is unknown.

A discussion ensued about investment options for the Gift Fund Account and information received summarized. Mr. Farber will determine how much has to remain liquid. A motion was made by Mr. Carnow to approve the transfer of all of the Gift Fund money into an independent account in a bank to be determined. Mrs. Williamson-Canavan seconded the motion. All were in favor.

Director's Report

STATISTICS:

The Adult department had 983 reference transactions this month and hosted 26 programs with a total attendance of 286 people.

The Children's department had 600 reference transactions this month and hosted 27 programs with a total attendance of 601 people.

The Young Adult department hosted 18 programs with an attendance of 141 people.

The Somers Library loaned 9,898 items this month, 1,779 electronic items were loaned, and there were 221 uses of the public computers. Niche Academy has been used 91 times this month. 747 people connected to the wireless network.

13,350 people visited the Library this month as counted by the door counter. The program and conference rooms were used 24 times by outside groups.

PERSONNEL:

All of the Library staff have been attending the multiple trainings needed for the migration to the new library system, Evergreen. Edith Felis and Tara Ferretti are the Library's "Tech-Sperts", and will be responsible for the initial configuration on all of the staff's accounts when the new system is online.

Vicki DiSanto will be going to Read across America with Librarians, Assistant Principals, and Principals from Primrose and Somers Intermediate Schools.

BUILDING:

Issues with the HVAC continue to be experienced. During the month of February and early March, the Reading Room and Non-Fiction areas were extremely hot, averaging 85 degrees. During the day the air handlers were turned off, but at night they needed to be left running due to the cold weather outside. Carl Fanelli was able to fix the issue in the beginning of March.

Chuck Dammeyer painted and repaired the conference room when the Library was closed in March.

During the closure in March, the staff drastically reduced the reference collection due to disuse, and shifted the locations of the audio-visual material, large print material, travel books, and language learning material. A dumpster was secured to facilitate the weeding of the inventory.

MISCELLANEOUS:

From March 11 to 13, the Westchester Library System was offline County wide for a migration to a new system. On March 14 the new system was brought online. During that time the online catalog was unavailable, and no library transactions were able to be processed. This was the first change in over ten years, and required a tremendous amount of work for the staff.

The Library has formed a new friendship! ARC of Westchester/Choices Neighborhood program services highly functioning developmentally disabled young adults that are between 6th and 7th grades academically. A first meeting was scheduled to take place in February, but unfortunately the start date had to be pushed back to March. A meeting will take place with the administrator in early March to finalize planning.

Teen + Teen = Student Success is a peer led tutoring program designed by super student Nitin Seshadri. He is offering tutoring and homework help with math and science. Many thanks to Nitin for his generosity of spirit.

Mrs. DiSanto has established a delivery service to accommodate a 4-year old who is part of the pre-school program who is homebound due to an illness.

The Annual Report is still a work in progress.

OLD BUSINESS

There was no Old Business this evening.

NEW BUSINESS

414 Funding Model – Mrs. Williamson-Canavan shared and discussed the information she has gathered about a 414 Funding Model. All aspects of the criteria required were reviewed.

The meeting was adjourned at 9:45 p.m. The Trustees will meet next on Wednesday, April 17th 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