

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

**MEETING MINUTES  
May 15, 2019**

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

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

Christine Williamson-Canavan 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. Carnow to approve the April 17, 2019 meeting minutes as submitted. All were in favor.

**Announcements and Correspondences**

The State is updating the minimum standards for libraries, including Trustees, effective January 1, 2021. Mr. Hasl will review the information received and keep everyone updated.

**Public Comment**

Unfortunately, the Friends of the Somers Library will have to reduce the number of programs that they fund as their income is down from previous years. There seems to be some confusion among supporters who donate as they are not sure if it was to the Friends or the Somers Library Foundation. Some discussion has taken place about merging the two groups.

**Treasurer's Report**

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #5, and Somers Library Vouchers were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #5, dated May 15, 2019 in the amount of \$69,671.98, which included voucher numbers 96415 to 96452. The motion was seconded by Mr. Hasl. All were in favor.

The contractual amount spent this past month was \$16,670.78. The largest expenditures were: Rainbow Book Company (children's books) \$2,851; Baker & Taylor Books (books) \$2,659; and Integrated Maintenance Solutions (cleaning) \$2,423. Payroll and benefit charges were \$53,001.20. Total Library spending for all accounts was \$69,671.98.

\$0 was spent out of the Gift Fund for programs. \$75.00 was deposited and interest incurred of \$4.79.

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 May 1, 2019, the carry forward was \$229,612.76 (\$227,855.05 at NY Class and \$1,757.71 at Signature) as per Carolyn Brush in the Finance Department.

On January 3, 2019, the Town of Somers transferred \$137,200.00 from the Somers Library Gift Fund Account at Chase Bank to a Town of Somers Finance Department Account/NY Class Readers Digest at a NY Class. The total is \$138,213.10.

## **Director's Report**

### **STATISTICS:**

The Adult department had 1,309 reference transactions this month and hosted 37 programs with a total attendance of 405 people.

The Children's department had 582 reference transactions this month and hosted 39 programs with a total attendance of 663 people.

The Young Adult department hosted 21 programs with an attendance of 378 people.

The Somers Library loaned 9,952 items this month, 1,651 electronic items were loaned, and there were 281 uses of the public computers. Niche Academy has been used 24 times this month. 717 people connected to our wireless network.

15,145 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:**

Vicki DiSanto is a member of the Somers Superintendent's Pulse Coalition. A meeting was held on May 14. She was invited to address SEPTA with Lynn Cukaj on May 13, and will be attending the Somers Intermediate School's Author's Day on May 17.

Tara Ferretti and Edith Felis have attended training on the new receipt templates in Evergreen. They are working on customizing receipts for the Library.

Mr. Farber has resumed the WLS Technology Committee, and rejoined the WLS ILS Committee.

Marie Pierre attended the NYLA Youth Services Section Conference in Tarrytown. This year's focus was revisiting youth services through the lens of profound social change. Ms. Pierre attended workshops on exploring civic engagement, reader's advisory services, and designing alternative gaming experiences.

Ben Adler has resigned his Page position.

**BUILDING:**

The Library has continued to experience HVAC issues in the building.

NYSEG has been updating the lighting in the building to LED.

Finance Director Bob Kehoe is working on replacing the pole light in front of the Library.

**MISCELLANEOUS:**

Mrs. DiSanto has begun to send a monthly email blast of upcoming children's programs. With the large number of programs offered by the Library, this is helping to avoid the programs getting lost in the monthly newsletter.

The 1st Grade Tours are scheduled for May 20 and 21, with rain dates of May 28 and 29.

The Kindergarten Bus Ride will take place on May 22. Mrs. DiSanto will address the Kindergarten Book Display and Kindergarten Book Club in September.

Mrs. Ferretti has updated the Local Information Reference Box. There is a box behind the reference desk on the bottom shelf to the right of the printer. This box contains the following information from local government and other organizations on services offered:

2019 Consumer Guide to Continuing Care

2018 Westchester Putnam School Board Association Facts and Figures (Call # R 371W 2018)

2018-2019 Select Somers Directory (Somers Chamber of Commerce)

2018 Directory of Officials – Westchester County Cities, Towns, and Villages

(2) Pocket Guide to Minority Health

2018 Annual Report – Westchester County District Attorney

(3) Planning for Driving Retirement – Guide to Transportation Options

Paratransit Eligibility Guidelines

WLS Job Search Toolkit

Ride Connect Folder

Westchester County Senior Apartment Guide

2019 At the Crossroads: Westchester County Directory of Residential and Health Care Facility Options - includes adult homes, assisted living, enriched housing and retirement residences.

2019 Westchester County Directory of Services, Rights and Benefits - This booklet has been prepared to acquaint you with the wealth of services and benefits available to you as a senior citizen in Westchester. All the services are listed alphabetically to make it easy to browse topics.

Guide to Westchester Senior Housing Sites - Things to know such as key parts of the Real Property Law of the State of New York as well as the federal Section 8 Housing Choice Voucher Program and how to apply. It also includes some general

tips and important questions to ask before you sign a lease.  
NYS Veterans' Casualty Assistance Program

In addition, Mrs. Ferretti has updated the following brochures:

Pulitzer  
Oprah's Book Club  
The Edgar Awards  
James Beard Awards  
B&T Continuation List

Ms. Pierre visited with the 9th graders at Somers High School. The staff was so friendly and welcoming. She had a great time getting to know the teachers and the students. They talked about recent additions to the collection, and considering the Library as an ally in their search for their dream college and career. They also discussed the best use of the databases with regard to their Personal Interest Project (PIP), college prep programs and the importance of developing a growth mindset. They are awaiting on word for when to pick up library card applications for processing.

The TAG group created no-sew blankets for patients at the Dialysis Center in Elmsford. The blanket also contained encouraging slogans as well as other words of support, and was presented to and accepted by the Dialysis Center.

A whistle blower policy needs to be created for the Library and the existing policies have to be updated. Mr. Farber will make suggested changes for the Board to review and comment on.

The 5-year strategic plan is coming to an end.

Mr. Farber has to secure estimates to fix the gutters outside of the program room.

Cordless blinds will be purchased for the program room and installed by Chuck Dammeyer.

## **OLD BUSINESS**

**Annual Report Update** – All Board members were given a copy of the Annual Report and asked to review it so a vote can take place at the June meeting.

**Building Plans Update** – Mr. Carnow presented a draft of a floor plan for the Library with proposed changes. He also shared furnishing options. Hopefully everything will be completed by the summer and arrangements can be made for implementation. Mr. Farber recently visited the Hendrick Hudson Library and saw their new children's room which was fabulous. He will be there again on Monday and take pictures to share with Mr. Carnow.

**NEW BUSINESS**

There was no New Business this evening.

The meeting was adjourned at 8:20 p.m. The Trustees will meet next on Wednesday, June 12<sup>th</sup> 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