

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

**MEETING MINUTES
August 21, 2019**

President Hasl called the meeting to order at 7:30 p.m.

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

Laura Parisi and Ann Westerman were absent.

Library Director Andrew Farber was also present.

Approval of Minutes

A motion was made by Mrs. Williamson-Canavan and seconded by Mr. Carnow to approve the July 17, 2019 meeting minutes as submitted. All were in favor.

Announcements and Correspondences

There were no announcements or correspondences.

Public Comment

There was no public present.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #8, and Somers Library Vouchers were distributed. Mr. Hasl made a motion to approve the Abstract of Audited Vouchers #8, dated August 21, 2019 in the amount of \$94,737.04, which included voucher numbers 97239 to 97267. The motion was seconded by Mr. Carnow. All were in favor.

The contractual amount spent this past month was \$45,981.98. The largest expenditures were: Westchester Library System (library services) \$29,452*; Baker & Taylor Books (books) \$4,549; and Integrated Maintenance Solutions (cleaning) \$2,423. Payroll and benefit charges were \$49,755.06. Total Library spending for all accounts was \$94,737.04.

*Note that this is the 2nd and last installment for these services for the year.

The Gift Fund balance is \$37,369.03 and \$0 was spent out of the Gift Fund for programs. Deposit of interest incurred was \$4.75.

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 \$139,001.41.

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%. The Town of Somers then transferred the \$300,000.00 in principal to NY Class in November for a 2.15% interest rate. Then the Town of Somers transferred \$600,000.00 to NY Class on May 13, 2019. As of August 1, 2019, the carry forward was \$833,885.02 (\$832,120.91 at NY Class and \$1,764.11 at Signature) as per Carolyn Brush in the Finance Department.

Director's Report

STATISTICS:

The Adult department had 1,525 reference transactions this month and hosted 29 programs with a total attendance of 309 people.

The Children's department had 2,098 reference transactions this month and hosted 57 programs with a total attendance of 1,501 people.

The Library circulated 13,776 items in July, had 2,021 uses of the electronic resources, 296 uses of the computers, 989 people connected to the Wi-Fi, and the Niche Academy tutorials were used 23 times.

19,590 people visited the Library this month as counted by the door counter. The program and conference rooms were used 23 times by outside groups.

PERSONNEL:

The list of Librarian 1 candidates from Westchester County Civil Service was canvased, responses received, and interviews conducted unfortunately with no success. A new list with updated names will be available on September 6th.

Tara Ferretti will be away for the month of August. During this time Mr. Farber will be assisting in covering the reference desk.

Mr. Farber will be away for vacation for the first week of September.

BUILDING:

One of the air conditioning condensers for the main building has failed. This unit is less than 7 years old, and the Town has been notified. Mr. Farber is waiting for an ETA on the repair.

The compressor for the basement HVAC unit is continuously tripping and shutting off. Carl Fanelli is looking into why this is happening.

The program room still has leaks, and staff is monitoring the situation after rainstorms.

Due to the increased humidity in the Library, the wall air conditioners in the YA rooms

are causing enough condensation to create a flood. The units have been turned off for the time being.

The original exterior front door of the Library is grinding on the ground and must be manually closed. The Building Inspector has provided information on a company that can do the repairs, and Mr. Farber is waiting on a return call with an ETA on parts and installation.

The leak in the maker space is still waiting for repairs. Chuck Dammeyer expects to work on the issue after his work in the Wright-Reis Homestead barn is finished. This leak has continued since last October.

The carpet behind the reference desk is lifting posing a tripping hazard for the staff. Mr. Dammeyer will return from vacation on Thursday and address the issue. There are carpet tiles in storage that can be used.

It has been suggested that moving forward Mr. Farber create a spreadsheet to keep track of the building issues, many of which are taking a substantial amount of time to correct.

MISCELLANEOUS:

The Westchester Library System (WLS) is still experiencing major issues with the new catalog system and overall computer system. The Library staff is collecting reports from patrons and their own experience and sharing the issues with Mr. Farber who has a meeting with WLS and Equinox to discuss these issues at the end of August.

OLD BUSINESS

2020 Budget – The 2020 Budget prepared by Mr. Farber was reviewed and discussed. A motion was made by and seconded by to approve as submitted. All were in favor.

NEW BUSINESS

There was no New Business this evening.

The meeting was adjourned at 8:00 p.m. The Trustees will meet next on Wednesday, September 18th 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