

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

**MEETING MINUTES  
October 16, 2019**

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

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

Christine Williamson-Canavan was absent.

Library Director Andrew Farber was also present.

**Approval of Minutes**

A motion was made by Mrs. Westerman and seconded by Mr. Carnow to approve the September 18, 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 #10, and Somers Library Vouchers were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #10, dated October 16, 2019 in the amount of \$65,168.06, which included voucher numbers 97766 to 97790. The motion was seconded by Mrs. Parisi. All were in favor.

The contractual amount spent this past month was \$17,543.67. The largest expenditures were: Baker & Taylor Books (books) \$3,156; WMW Architects (services) \$2,420; and Midwest Tape (library materials) \$1,705. Payroll and benefit charges were \$47,624.39. Total Library spending for all accounts was \$65,168.06.

The Gift Fund balance is \$37,378.38 and \$0 was spent out of the Gift Fund. Deposit of interest incurred was \$4.60.

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 current total is \$139,481.73 as per Carolyn Brush in the Finance Department.

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 October 15, 2019, the carry forward was \$836,252.39 (\$834,481.73 at NY Class and \$1,770.66 at Signature) as per Carolyn Brush in the Finance Department.

### **Director's Report**

#### **STATISTICS:**

The Adult Department had 1,321 reference transactions this month and hosted 35 programs with a total attendance of 468 people.

The Children's Department had 603 reference transactions this month and hosted 16 programs with a total attendance of 315 people.

The Library circulated 10,893 items this month, had 1,807 uses of electronic resources, 244 uses of computers, 785 people connected to WiFi, and the Niche Academy tutorials were used 12 times.

14,146 people visited the Library in September. The program and conference rooms were used 33 times by outside groups.

#### **PERSONNEL:**

A new Library Page, Alisa Tierney was added this month.

The search for a new Librarian for the Young Adult Department continues. There has been difficulty finding a candidate from the civil service lists and expanding the search options is being explored.

Additional substitutes are in the process of being secured.

A motion was made by Mr. Hasl and seconded by Mrs. Westerman to hire Josephine Niad effective immediately for the position of Library Clerk for 10 hours per week. All were in favor.

#### **BUILDING:**

One of the air conditioning condensers for the main building has failed. This unit is less than 7 years old. The Town has been notified. An estimate of cost to replace it has been secured from C.F. Air Conditioning and Heating, Inc. In addition, arrangements will be made to have Bee & Jay Plumbing submit an estimate.

One of the two boilers failed, and the Library is currently without heat. Mr. Farber is working on having this emergency situation rectified as soon as possible. An estimate of cost to replace it has been secured from C.F. Air Conditioning and Heating, Inc. In addition, arrangements will be made to have Bee & Jay Plumbing submit an estimate.

One of the circulators for the hot water system has also failed. Both circulators were installed at the same time, and Mr. Farber has been warned that the remaining circulator could fail at any time. An estimate of cost to replace it has been secured from C.F. Air Conditioning and Heating, Inc. In addition, arrangements will be made to have Bee & Jay Plumbing and Mechanic submit an estimate.

The program room still has leaks, and the staff is monitoring the situation after rain storms. A quote for the gutter repair has been secured and the gutters should be fixed soon.

The leak in the maker space that stemmed from the chimney appears to be resolved. Chuck Dammeyer has replaced the caulk around the flashing and fixed the crumbling cement.

The front door is not functionally properly and is original to the building. Mr. Farber is waiting on quotes to both repair and replace it. All agreed that replacing it with a sliding door makes a lot of sense.

#### **MISCELLANEOUS:**

The Children's Department had another successful summer reading game, led by Vicki DiSanto. Over 5,000 youngsters participated. Notable programs included:

Rocket ships were placed on the bulletin board with kids' ideas of what they would take to space. The rocket ships filled up the bulletin board and great ideas were shared that included food, family, pets, and toys. They were very enjoyable to read.

The Hubbell Program was well attended by a range of age levels and included boys and girls. The feedback from the parents and kids was fantastic. There is now quite a bit of interest in this program and folks are happy when it is made available.

The parental feedback on the Book Buddy Program is phenomenal. Younger and older buddies who are available at the same time have been paired. Both kids and parents love this program - their words:

Parents like the variety of programs that the Library offers.

Parents of the younger children like that their children do not post online (Kindergarten to 2<sup>nd</sup> grade use folders), but those in grades 3 to 5 can post their reading online.

## **OLD BUSINESS**

**Architect Updates** – Updated architect plans for renovations to the Library were presented, reviewed and discussed. Mr. Carnow hopes to have the final renditions by January.

**Budget Hearing** – Mr. Farber, Mr. Hasl, Mrs. Westerman, and Mrs. Williamson-Canavan attended the budget hearing earlier today. All went well and the 2020 budget was accepted as submitted.

## **NEW BUSINESS**

**Generator** – Mr. Farber will speak to Building Inspector Tom Tooma about the possibility of installing a generator for the Recreation building, Library and water pump.

The meeting was adjourned at 8:50 p.m. The Trustees will meet next on Wednesday, November 20<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