

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

**MEETING MINUTES  
November 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.

Library Director Andrew Farber and 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 October 16, 2019 meeting minutes as submitted. All were in favor.

**Announcements and Correspondences**

There were no announcements or correspondences.

**Public Comment**

The Friends of the Somers Library annual appeal will be sent out after Thanksgiving.

**Treasurer's Report**

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #11, and Somers Library Vouchers were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #11, dated November 20, 2019 in the amount of \$61,434.51, which included voucher numbers 98062 to 98091. The motion was seconded by Mrs. Parisi. All were in favor.

The contractual amount spent this past month was \$11,641.35. The largest expenditures were: Baker & Taylor Books (books) \$2,966; Librarian Book Express (books) \$1,598; and Midwest Tape (library materials) \$1,129. Payroll and benefit charges were \$49,793.16. Total Library spending for all accounts was \$61,434.51.

The Gift Fund balance is \$37,383.13 and \$0 was spent out of the Gift Fund. 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 current total is \$139,692.54 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 November 7, 2019, the carry forward was \$737,886.06 (\$736,122.21 at NY Class and \$1,773.85 at Signature) as per Carolyn Brush in the Finance Department. \$100,000.00 was moved from this account to the Library operating account to fund payroll and other expenses reducing the account from \$836,122.21 to \$736,122.21.

## **Director's Report**

### **STATISTICS:**

The Adult department had 1,322 reference transactions this month and hosted 40 programs with a total attendance of 678 people.

The Children's department had 766 reference transactions this month and hosted 38 programs with a total attendance of 1,222 people.

The Library circulated 11,632 items this month, had 1,889 uses of our electronic resources, 251 uses of our computers, 792 people connected to the WiFi, and the Niche Academy tutorials were used 38 times.

15,993 people visited the Library in September. The program and conference rooms were used 24 times by outside groups.

### **PERSONNEL:**

The Library is currently looking for two part-time, seasonal Librarians to work in the young adult department. Several resumes were submitted and interviews will begin shortly. Resumes for new Library Clerk substitutes have also been received.

A motion was made by Mr. Hasl and seconded by Mrs. Williamson-Canavan to hire Kenneth Eilen and Zacharius Gerstein as Librarian substitutes; Dana Alongi, Quinn Bolte, and Topaz Tourneau as Library Clerk Substitutes; Jovy-Anne O'Grady and Brian Zamek as Part-time Seasonal Librarians; and to promote Terre Thomas from Library Page to Part-time Library Clerk. All were in favor.

The staff Holiday Party will be on December 18<sup>th</sup> and the Library will close early to the public that day.

As has been done in the past, Mr. Farber will plan for a Staff Development Day in December or January. The Library will be closed to the public that day.

The Civil Service office has been having mail issues and hasn't received some of the paperwork Mr. Farber had sent to them. All will be resent, but moving forward all mailings to them will be sent certified mail.

## **BUILDING:**

The gutter repairs have been cancelled as the repair company discovered issues with the way the current gutters are installed to the building. They were unable to repair the issues without damaging the roof and building. Mr. Carnow sent the Building Inspector Tom Tooma a suggested plan to resolve. He will speak to Chuck Dammeyer to see if he is able to do the work. If the project ends up being more than Mr. Dammeyer can handle, Mr. Farber will apply for a New York State grant. At the moment the gutters on the program room are the biggest concern.

All repairs to the boiler will be finalized by the end of the week. The work is being done by Sueco. They will also be looking at the issue with the compressor.

## **MISCELLANEOUS:**

The Somers Library Young Adult Battle of the Books team took second place in the annual Westchester Library System's Battle of the Books. The Library is very proud of their team, especially the new Young Adult coach, Terre Thomas.

Vicki DiSanto started a "1,000 Books to Read Before Kindergarten" program. Patrons will receive a packet with a reading folder, adult bookmark, child's bookmark, and a sticker for their child. 25 families have signed up to date. From the Library website: "Read a book (any book!) to your newborn, infant and/or toddler. One book each night will yield 365 books per year! Check out books from Somers Library or use your own. For every 100 books read, come into the library and your child will receive a sticker for 100, 200, 300, etc. books read!"

The Knitting Club members are now displaying their work on the window outside of Mr. Farber's office. They will rotate the displays every two weeks to share what some of the groups are doing at the Library.

## **OLD BUSINESS**

**2020 Preliminary Budget** – Mr. Farber forwarded the 2020 Preliminary Budget to the Board members. It is \$4,000 less than the Tentative Budget. The adjustment is for insurance.

**Library Renovations** – Mr. Carnow shared updated photo renderings of the Library renovations that can be used for marketing. It was suggested that perhaps the Foundation would be interested in funding the copying of the renditions chosen. Mr. Carnow and Mr. Farber will attend their next meeting.

**HVAC Report** – Mr. Carnow will take another look at the HVAC Report done by the consultants last summer.

## **NEW BUSINESS**

There was no New Business this evening.

The meeting was adjourned at 8:50 p.m. The Trustees will meet next on Wednesday, December 18<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