

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

**MEETING MINUTES  
November 8, 2017**

President Hasl called the meeting to order at 7:40 p.m.

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

Paula Chamoun and Liz Mignardi were absent.

Library Director Andrew Farber was also present.

**Approval of Minutes**

A motion was made by Mrs. Westerman and seconded by Mrs. Parisi to approve the October 11, 2017 meeting minutes as submitted. All were in favor.

**Announcements and Correspondences**

The Staff Holiday Party will be on December 13<sup>th</sup> at 1:30 p.m. and the Library will be closed to the public for the remainder of the day. A patron, as well as the Friends of the Somers Library made donations to be used toward the party. All Trustees are encouraged to stop by if they can.

On November 29<sup>th</sup>, from 6:00 to 7:30 p.m., the Somers Library Foundation will have an Open House at the Library to say thank you to the donors for the updates to the vestibule and the new community information center. The Trustees thank the Somers Library Foundation for this important Library improvement.

The Westchester Library System will hold their Annual Meeting on November 16<sup>th</sup> at 9:00 am. NYS Librarian and Assistant Commissioner for Libraries Bernard Margolis will be the guest speaker. Mr. Farber will attend and Mr. Hasl is hoping to do so as well.

**Public Comment**

There was no public present this evening.

**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 8, 2017 in the amount of \$61,545.76, which included voucher numbers 91537 to 91559. The motion was seconded by Mrs. Parisi. All were in favor.

The contractual amount spent this past month was \$11,688.53. The largest expenditures were: Baker & Taylor Books (books) \$4,733; NYSEG (electricity) \$1,051; and Arco (cleaning) \$950. Payroll and benefit charges were \$49,007.23. Total Library spending for all accounts was \$61,545.76.

\$850.00 was spent out of the Gift Fund for programs.

## **Director's Report**

### **STATISTICS:**

The Adult department had 1,596 reference transactions in October and hosted 42 programs with a total attendance of 636 people.

The Children's department had 1,061 reference transactions in October, and hosted 25 programs with a total attendance of 545 people.

The Young adult department had 25 programs with an attendance of 193 in October.

The Somers Library loaned 10,020 items in October, 608 uses of the WiFi, 792 electronic items were loaned, and there were 170 uses of the public computers. Niche Academy has been used 18 times this month.

17,236 people visited the Library in October. The program and conference rooms were used 49 times by outside groups.

### **PERSONNEL:**

Corinna Hamann started work on October 12<sup>th</sup>, and has been doing a wonderful job.

Tara Ferretti is attending the NYLA conference tomorrow and Friday.

### **BUILDING:**

Mr. Farber has reached out to several companies to get estimates to resolve the gutter situation. Mr. Carnow suggested researching putting a new gutter inside the existing one.

Chuck Dammeyer has continued to help with jobs around the Library, including removing the old magazine rack from the teen area and the old slate from the Program Room. Mr. Farber cannot mention it enough as to how helpful Mr. Dammeyer has been and how much he has saved the Library.

Confirmation was received today that the bathroom renovation will begin next week.

### **MISCELLANEOUS:**

The Therapy Dog program that is held on Wednesdays resumed in October and the one held on Saturdays will begin on November 18<sup>th</sup>. A letter will be sent to the Primrose and Somers Intermediate School Reading Teachers to coordinate sign-up for children in the

Reading Recovery programs.

On Tuesday, October 31<sup>st</sup>, the Library hosted a Halloween Story Time and Parade at 4:00 p.m. Doris Jane Smith read stories and the children trick-or-treated around throughout the Library. 55 youngsters were in attendance and all had a great time.

The Westchester Amateur Astronomers offered a program that was held on Friday, October 27 at 6:15 p.m. in Upper Reis. 60 people attended and they would like to offer another program next year.

The Somers Library 2017 Battle of the Books team did a great job at the battle this year. They made the Library proud and all their hard work was appreciated.

About 12 students are interested in participating in the Somers and Somers High School Libraries Teen Advisory Group (TAG). There is a date conflict with the student council, so the meeting dates will be changed. The ideas being worked on include: a Bake Sale for charity, Photo Scavenger Hunt, College Library visit and Silent Library Amazing Race.

Mr. Farber is waiting on recommendations from the Westchester Library system regarding the purchase of a Square so that credit cards can be accepted.

A flyer for Book Bingo for Adults was shared, as well as an article in the Heritage Hills Reporter about Eugene Ritchie, who conducts the Ted Talks at the Library.

There have been three carryover vacation requests from staff members.

Mr. Farber showed the Trustees the Raspberry Pi purchased for the Library. It is wireless and will be hung outside the Program Room with the list of activities being held in that room daily.

## **OLD BUSINESS**

**2018 Budget Hearing Update** – Mr. Farber and Mr. Hasl attended the 2018 budget hearing with the Town Board, which went well. No changes were made to the budget.

**2018 Community Report and Survey** – Mr. Hasl shared his ideas and the outline he created relevant to establishing a 2018 Community Report and Survey. Feedback from the Trustees is welcomed.

## **NEW BUSINESS**

**2018 Holiday Schedule** – A motion was made by Mrs. Westerman and seconded by Mrs. Williamson-Canavan to approve the 2018 Holiday Schedule as submitted. All were in favor.

**2018 Trustee Meeting Schedule** – A motion was made by Mr. Carnow and seconded by Mrs. Parisi to approve the 2018 Trustee Meeting Schedule as submitted. All were in favor.

**Employee Promotions** – A motion was made by Mrs. Williamson-Canavan and seconded by Mr. Carnow to approve promoting Diane Montero-Heyert and Anne Dehn to part-time Senior Library Clerks at an hourly increase from \$15.76 to \$18.39. All were in favor.

A motion was made by Mrs. Parisi and seconded by Mrs. Westerman to hire a new part-time Library Clerk to fill Jane Rothchild's vacant position at an hourly salary of \$15.76. All were in favor.

**Heritage Hills Library Card Process** – The Heritage Hills Library has agreed to share their Library patron database in an effort to expedite issuing library cards for the Somers Library. A motion was made by Mr. Hasl and seconded by Mrs. Westerman to allow the use of their Library patron database to issue Somers Library cards to Heritage Hills residents. Those residents who own their unit will have their Library cards available for pickup at the Heritage Hills Library. Those residents who rent, will have their cards issued at the Somers Library and will be required to present identification in accordance with standard Library policy. All were in favor.

The meeting was adjourned at 9:00 p.m. The Trustees will meet next on Wednesday, December 13 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