

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

**MEETING MINUTES
February 8, 2017**

President Hasl called the meeting to order at 7:45 p.m.

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

Ian Carnow, Paula Chamoun and Liz Mignardi were absent.

Library Director Andrew Farber was also present.

Approval of Minutes

A motion was made by Mr. Hasl and seconded by Mrs. Williamson-Canavan to approve the November 9, 2016 meeting minutes as submitted. All were in favor.

A motion was made by Mrs. Parisi and seconded by Mrs. Williamson-Canavan to approve the December 14, 2016 meeting minutes as submitted. All were in favor.

The minutes of the January 11, 2017 meeting were not approved as there was not a quorum of those present at that meeting in attendance tonight.

Announcements and Correspondences

A letter was received by resident Patricia Losito thanking Mr. Farber and the staff for being friendly and knowledgeable, as well as for all the offerings the Library has available.

Public Comment

There was no Public Comment this evening.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #2, and Somers Library Vouchers were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #2, dated February 8, 2017 in the amount of \$74,031.39, which included voucher numbers 88800 to 88831. The motion was seconded by Mrs. Parisi. All were in favor.

The contractual amount spent this past month was \$17,247.27. The largest expenditures were: Staples (laptops and miscellaneous supplies) \$3,169, Baker & Taylor Books (books) \$2,977 and Midwest Tape (library materials) \$1,486. Payroll and benefit charges were \$56,784.12. Total Library spending for all accounts was \$74,031.39.

\$2,671.74 was spent out of the Gift Fund for programs and program supplies.

Director's Report

STATISTICS:

The Adult department had 1,284 reference transactions this month, and hosted 9 programs with a total attendance of 92 people.

The Children's department had 607 reference transactions this month, and hosted 46 programs with a total attendance of 607 people.

The Young adult department had 16 programs with a total attendance of 84 teens.

WLS has not released the WiFi or circulation statistics as of this time, 944 electronic items loaned, and 175 uses of the public computers.

The Library had 13,229 visitors counted by the people counter.

The technical services department has processed 351 new items this month.

PERSONNEL:

Mrs. Ferretti and Mrs. Herman attended a Blue Cloud Analytics training course on January 24 and attended the WLA Winter Conference on the 25th.

The Library hosted a Blue Cloud Analytics training for the Library staff on January 3. Staff members from other libraries were invited to attend as well.

BUILDING:

Mr. Dammeyer continues to help in the Library, and has completed the installation of the new track lighting.

Cosentino Architecture, PLLC has begun work on the bid documents for the bathroom renovation. We expect to receive them soon.

The water heater for the staff area and kitchen was repaired as it was not providing hot water.

MISCELLANEOUS:

The Library has purchased 5 laptops for use as public training computers. Group based computer classes will be scheduled, and hopefully a grant will be found to purchase an additional five computers.

The tax forms from the IRS have been received, and the magazines in the lobby have been swapped out with the forms. The NY State forms are on their way.

Libraries now have the option for emailing patrons lost notices. As it would require the Library to switch all of the patrons from print to email notification it will not be implemented at this time.

Multiple patrons have been placing books, mail, and glasses in the flag drop box. It is currently rusting through, and becoming difficult to open. The Library is looking into moving the flag drop further from the Library to prevent confusion, and will ask the Veterans group if they would be able to repair the flag drop as well as add signage that it is for flags only.

The Library has ordered museum passes to circulate to their patrons. Mr. Farber submitted updated loan policies to the Board for approval or modification.

Mrs. Herman, Mrs. DiSanto, and Mrs. Ferretti have been working with Grace Zimmerman and the Historical Society for a 50th anniversary party for Reis Park on April 29th. This would include storytelling with Jonathan Kruk, local authors, Doris Jane Smith, old fashioned games on the lawn, a story walk, face painting, art with Judika Lieberman, tour of Wright Reis Homestead, and possibly a band. The Library has reached out to the Friends and Foundation to see if they would like to have a table and to see if they are able to sponsor some of the events.

The Friends of the Somers Library have graciously agreed to provide a block grant for the time period of January to June for programming in the amount of \$2,500 to be used for children's programs, \$1,500 to be used for teen programs, \$2,000 to be used for adult instructional programs, and \$2,000 to be used for adult entertainment (musical, theater, etc.)

Mrs. Herman has reached out to PBS to show the Emmy award winning documentary: From the Streets to the Stage: The Journey of Fredrick Davis. This documentary presents the powerful life story of Fredrick Davis, who, as a child, overcame poverty and homelessness to make his dreams of becoming a dancer a reality. Mr. Davis' story illustrates both the impact of the arts on the lives of young people and a community's drive to provide opportunity and support for its most vulnerable citizens. He is a world class ballet dancer. Mr. Davis was a premier dancer with the Dance Theater of Harlem, and tours the country dancing with other notable ballet companies. He has agreed to come to the Library for two days in April, show the documentary, and do a question and answer session at the end of the program.

OLD BUSINESS

Museum Pass Program and Loan Policy – Some slight changes were made to the Museum Pass Program and the existing loan policy has to be updated. A motion was made by Mr. Hasl to approve the Museum Pass Program, as well as the Updated Loan Policy and seconded by Mrs. Parisi. All were in favor.

Preliminary Discussion on Library Policies to Address the Unauthorized Distribution of

Literature, Vandalism and Inappropriate Patron Behavior – Mr. Farber has reviewed the policies and all seems to be in order.

WLS Webinar – Mr. Hasl and Mr. Farber participated in a WLS Webinar entitled “How to Respond to a Security Incident in Your Library”. Mr. Farber will research bringing in someone to lead a workshop about this. CIA Security will be asked to provide a quote for upgrading the surveillance cameras and added some.

NEW BUSINESS

There was no New Business this evening.

The meeting was adjourned at 9:15 p.m. The Trustees will meet next on March 8 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