

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

**MEETING MINUTES
July 12, 2017**

President Hasl called the meeting to order at 7:35 p.m.

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

Ian Carnow and Paula Chamoun were absent.

Library Director Andrew Farber and Town Councilman Richard Clinchy were also present.

Approval of Minutes

A motion was made by Mrs. Parisi and seconded by Mrs. Mignardi to approve the June 14, 2017 meeting minutes as submitted. All were in favor.

Announcements and Correspondences

Mr. Farber received an email from Senator Terrence Murphy's office that the Somers Library is the recipient of a \$2,500 State Aid grant. The money will be used to purchase more Museum Passes.

A proposal has been received from the Somers Library Foundation for a Book Mural Project. Mr. Hasl will ask Mr. Carnow to review the proposal and prepare a recommendation to the Trustees.

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 #7, and Somers Library Vouchers were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #7, dated June 14, 2017 in the amount of \$95,619.87, which included voucher numbers 90276 to 90306. The motion was seconded by Mrs. Williamson-Canavan. All were in favor.

The contractual amount spent this past month was \$18,241.66. The largest expenditures were: Baker & Taylor Books (books) \$5,374; Sebco Books (books) \$2,554; and Bee & Jay Plumbing (frost proof hydrant and shut off valve) \$1,735. Payroll and benefit charges were \$76,507.49. Total Library spending for all accounts was \$95,619.87.

\$870.62 was spent out of the Gift Fund for programs.

Director's Report

STATISTICS:

The Adult department had 1,675 reference transactions this month, and hosted 18 programs with a total attendance of 328 people.

The Children's department had 1,360 reference transactions this month, and hosted 23 programs with a total attendance of 1,464 people.

The Young adult department had 11 programs with an attendance of 765.

The Somers Library loaned 11,854 items this month, 622 uses of the WiFi, 857 electronic items were loaned, and there were 226 uses of the public computers. Niche Academy has been used 113 times this month, which is a drastic increase from last month's usage of 34.

The Library had 18,351 visitors counted by the people counter, and the program and conference rooms were used 46 times by outside groups.

Technical Services processed 515 new items this month.

PERSONNEL:

Rosemary Schwabe will be retiring on July 29th. She has worked for the Somers Library for 24 years and will be greatly missed. During the month of July, she will be cross training Diane Montero-Heyert and Anne Dehn in technical services.

Tara Ferretti attended a webinar, Look Great in the Inbox on marketing.

BUILDING:

The Town Board has awarded the bid for the bathroom renovation to Vinco Builders, LLC.

The lighting has been ordered for the vestibule renovation and the tiles have been delivered.

The Town Board has authorized spending the extra grant money for window replacement. A representative from Jilco Window Corp. will be coming to give an estimate.

MISCELLANEOUS:

The Children's Book Buddy program began on June 24.

At the Somers Intermediate School Town Hall Meeting on June 16, Vicki DiSanto, Beth Levine and Tara Ferretti advised all students of the Summer Reading Program.

Mrs. DiSanto and Ms. Levine also presented the Summer Reading Program to all the 2nd grade classes on June 21, totaling 196 students.

The Older Book Buddy Orientation was held on June 22nd at 4:00 p.m.

The Kindergarten Bus Ride was held on June 6, and Mrs. DiSanto addressed the parents to advise them of the Kindergarten book display, Kindergarten book clubs in September and Summer Reading Program.

Val Herman and Tara Ferretti are redesigning the Library's newsletter based on the advice from the marketing webinar.

Mrs. Ferretti has been working with Special Ed teacher Katy Faivre, who is coming again this year with her students for Library visits. There will be about six meetings on Thursdays, from 10:00 to 11:00 a.m. before the Library opens. Mrs. Ferretti will modify her hours to accommodate this group.

Mrs. Ferretti has discussed with Ms. Faivre slight modifications to the Teen Summer Reading Program so her students will be able to earn as many raffle tickets as possible.

- One modification is allowing reviews to be given orally to Mrs. Ferretti, Ms. Faivre or any of the aids.
- Another modification is to adjust the maximum number of Library visits from 5 to 6 to accommodate all their scheduled meetings at the Library.

Mr. Farber and Mr. Hasl met with the Heritage Hills Library folks at their facility, which was recently renovated and is 450 square feet. They are interested in collaborating with the Somers Library. Arrangements have been made for them to be present at the September Board of Trustees meeting to discuss ideas, one of which could be designating them as a satellite library. Mr. Farber will continue to assist them as needed. Councilman Clinchy asked about the concept of a Little Library. Mr. Farber did approach them last summer as well as this about creating a Little Library at the pools in Heritage Hills and they were not interested. They do though have a Community Swap Box at their Library.

Nine still life paintings have been donated to the Library by Mr. Farber's step mother. They can be used in the Library or as Silent Auction items for the Friends of the Somers Library or Somers Library Foundation.

The Westchester Library System (WLS) is working on collaboration between Google and the libraries in the system with regard to book searches. It will direct the searcher to the Library that has the book.

Shortly, WLS will be releasing a new phone app so that patrons can conduct Library business from their phone.

Mr. Farber is working on new purchasing procedures for the Librarians in an effort to streamline the process and make it more efficient.

OLD BUSINESS

Book Sale Program – Mr. Hasl heard from Somers Library Foundation President Matt Parisi about the Book Sale Program. They are interested and will be discussing it at an upcoming meeting.

Vestibule Renovation – Mr. Carnow sent Mr. Hasl a picture of the cabinet being constructed for the vestibule. It is almost complete. Tomorrow Mr. Farber will be meeting with Building Inspector Efrem Citarella and Maintenance Mechanic Chuck Dammeyer to talk about the tile work that needs to be done. This project will be completed in August.

Parking Lot Issues – While school was in session, there were issues in the parking lot of the Library. The Somers High School students who were unable to park in the school lot were parking in the Park. Unfortunately there had been experiences with inappropriate behavior. Mr. Farber met with Police Chief Driscoll and the Town was working on coming up with a solution by perhaps putting up signs, but the Town Attorney had to be consulted. Mr. Farber has not heard back, but hopes things can be resolved before school starts again so the issue doesn't reoccur. Mr. Clinchy will follow up.

In addition, since Day Camp has started, the parking lot has been barricaded to control the flow of traffic and this situation too has posed some problems. Mr. Farber has discussed it with Superintendent of Parks and Recreation Steve Ralston as an accident is waiting to happen.

2018 Budget – Mr. Farber has begun working on the 2018 budget. The documentation has been simplified. When he has completed his process, it will be reviewed by Mr. Hasl and Mrs. Westerman, and then presented to the Board of Trustees. It will then be submitted to the Town. Some items that will reflect an increase in the budget are: cost of health care; raises as the contract is expiring at the end of the year; the minimum wage is going up; an employee is retiring and has to be replaced; a part-time worker is buying back time that the Town has to match; and the cost of fuel is going up since the Town is no longer using the State bid contract.

NEW BUSINESS

Book Donations – Mr. Clinchy asked about the Library's book donation policy. Books can be donated year round, but there is a limit of 2 to 3 boxes per person and text books are not accepted.

SeamlessGov – At the July 6 Town Board Work Session a presentation was given by SeamlessGov, a website designer. Mr. Farber was in attendance and Mr. Clinchy

wondered what he thought about it. A brief discussion ensued. The final decision has to be made by the end of the month.

The meeting was adjourned at 8:35 p.m. The Trustees will meet next on August 9 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