

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

**MEETING MINUTES  
September 18, 2019**

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

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

Ian Carnow, and Laura Parisi were absent.

Library Director Andrew Farber and Friends of the Somers Library Board member Joanne Galvin were also present.

**Approval of Minutes**

A motion was made by Mr. Hasl and seconded by Mrs. Williamson-Canavan to approve the August 21, 2019 meeting minutes as submitted. All were in favor.

**Announcements and Correspondences**

There were no announcements or correspondences.

**Public Comment**

Ms. Galvin announced that the Friends will be sending out their annual appeal by the end of the year.

**Treasurer's Report**

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #9, and Somers Library Vouchers were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #9, dated September 18, 2019 in the amount of \$60,116.19, which included voucher numbers 97472 to 97498. The motion was seconded by Mrs. Williamson-Canavan. All were in favor.

The contractual amount spent this past month was \$10,777.63. The largest expenditures were: Baker & Taylor Books (books) \$2,600.87; Integrated Maintenance Solutions (cleaning) \$2,423; Midwest Tape (library materials) \$1,273.27; and NYSEG (electricity and LED conversion of streetlights) \$1,024.31. Payroll and benefit charges were \$49,388.56. Total Library spending for all accounts was \$60,116.19.

The Gift Fund balance is \$37,373.78 and \$0 was spent out of the Gift Fund for programs. 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 total is \$139,250.36.

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 September 10, 2019, the carry forward was \$835,378.78 (\$833,611.31 at NY Class and \$1,767.47 at Signature) as per Carolyn Brush in the Finance Department.

### **Director's Report**

#### **STATISTICS:**

The Adult department had 1,658 reference transactions this month and hosted 26 programs with a total attendance of 280 people.

The Children's department had 1,667 reference transactions this month and hosted 35 programs with a total attendance of 674 people.

The Library circulated 13,776 items in August, had 2,090 uses of the electronic resources, 296 uses of the computers, 866 people connected to the Wi-Fi, and the Niche Academy tutorials were used 8 times.

It has been estimated that approximately the same number of people visited the Library in August, 19,590, as in July, as the door counter was knocked out of alignment for part of the month. The program and conference rooms were used 18 times by outside groups.

#### **PERSONNEL:**

All staff and volunteers are now required to complete yearly sexual harassment training. The Library is currently working on a procedure for training their volunteers and are examining the current age requirements for volunteering.

#### **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. Mr. Farber is still waiting for an estimated time on when the repair will be done.

The compressor for the basement HVAC unit has been fixed.

The program room still has leaks, and the staff is monitoring the situation after there is a rainstorm. A quote for the gutter repair has been secured and are waiting for the gutters to be fixed.

The front door of the Library is not working. The first company contacted was unable to repair it. A second company has committed to fixing it shortly.

The leak in the maker space which has been in existence since last October has still not been repaired.

**MISCELLANEOUS:**

The Westchester Library System is still experiencing major issues with the new catalog system and overall computer system. The Library staff is collecting reports from patrons as well as their own experience and sharing the issues with Mr. Farber. These issues are causing major disruptions for the staff and increasing the amount of time it takes to do any library function.

**OLD BUSINESS**

**Architect Update** – At the October meeting, Mr. Carnow will have an update on the progress being made by the architect for Library renovations.

**2020 Budget** – Mr. Farber is awaiting notification as to when the 2020 Town Board Budget Hearings will be held. All will be notified.

**NEW BUSINESS**

There was no New Business this evening.

The meeting was adjourned at 8:05 p.m. The Trustees will meet next on Wednesday, October 16<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