

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

**MEETING MINUTES
February 17, 2021**

President Christine Williamson-Canavan called the meeting to order at 7:35 p.m.

The members present were Stephen Barankewicz, Susan Dillon, Peter Knothe, Barbara Tepper, and Christine Williamson-Canavan.

Michelle Nicora and Tracy Reimann were absent.

New Library Director Jennifer Daddio and Friends of the Somers Library Board members Susan Berkow, Nola Blair, Sandy DeSena, as well as JoAnne Galvin were also present.

The new Library Director Jennifer Daddio was welcomed and introduced to those who had not yet met her.

The meeting was held remotely via Zoom.

Approval of Minutes

A motion was made by Mrs. Tepper and seconded by Mrs. Dillon to approve the January 20, 2021 monthly meeting minutes as submitted. All were in favor.

Announcements and Correspondences

There were no announcements and correspondences.

Public Comment

On behalf of the Friends of the Somers Library, Mrs. Berkow welcomed all the new Trustees and Ms. Daddio. Mrs. Blair, Mrs. DeSena, and Mrs. Galvin echoed her sentiments. Mrs. Berkow also gave the background of the Friends of the Somers Library. Everyone is looking forward to working together for the benefit of the Somers Library.

Treasurer's Report

The Treasurer's Report was presented, discussed and reviewed.

Mrs. Tepper made a motion to approve the Abstract of Audited Vouchers #2, dated February 17, 2021 in the amount of \$62,745.15 which included voucher numbers 101592 to 101615. The motion was seconded by Mrs. Dillon. All were in favor.

The contractual amount spent this past month was \$22,499.14, including \$505.00 from the Gift Fund. The largest expenditures were: Library Ideals, LLC (library media subscription contracts) \$4,290.00, Baker and Taylor Books (library materials) \$1,808.97

and Almeida Oil Co. (oil) \$1,557.80. Payroll and benefit charges were \$40,246.01. Total Library spending for all accounts was \$62,745.15.

Library Director's Report

Ms. Daddio did not prepare a report for this month, but has enjoyed meeting the staff as well as the Trustees and is thrilled to begin her new adventures with the Somers Library. She also thanked the Trustees for giving her this opportunity.

OLD BUSINESS

Town Clerk Swearing In

Mr. Barankewicz, Mrs. Dillon, Mr. Knothe, Mrs. Tepper, and Mrs. Christine Williamson-Canavan have completed their meet and greet with the Town Board, but still have to be sworn in by the Town Clerk. The Secretary will reach out to the Town Clerk via email and all will follow up with a phone call.

Interim Library Director and New Library Director

Vicki DiSanto was approved to serve as Interim Library Director at a monthly fee of \$1,000 from October 10, 2020 until February 21, 2021.

Jennifer Daddio was hired as the Provisional Library Director beginning February 2, 2021 at an annual salary of \$90,000.

NEW BUSINESS

Paid Snow Days for Part-time Employees

Ms. Daddio would like to pay the part-time employees when snow days fall on the day they are scheduled to work. The money is already budgeted for and the weather is beyond their control. Nobody had an objection, but it was suggested that Ms. Daddio consult with Mrs. DiSanto and/or Mrs. Ferretti.

Work from Home Policies

As COVID has forced employees to work from home, Ms. Daddio would like the Trustees consider the same for the staff at the Somers Library. If permitted, at no time would the Library be understaffed, but it would enable employees to participate in meetings and conferences as well as behind the scenes work at home, which if done at the Library wouldn't have allowed them to provide patron services during that time anyway. In addition, it would allow for someone who is recuperating from surgery or a sickness to get their work done without physically being at work. Ms. Daddio will check with other libraries and WLS to see what their policies are. The discussion will continue at the March meeting.

Membership for Library/Staff to American Library Association (ALA), New York Library Association (NYLA), and Westchester Library Association (WLA)

Ms. Daddio would like the Library to provide membership for Mrs. DiSanto and Mrs. Ferretti to ALA, NYLA and WLA. She would also like to include a Professional

Development line in the budget. Some of these organizations offer Library and/or individual memberships. These organizations are a great resource; offer discounts to conferences and meetings; are beneficial and valuable; broaden ones' horizons; enable networking; a learning tool; and a nice perk for the employees, especially those that can't afford to join on their own. Ms. Daddio will research each organization's membership offerings and report back at the March meeting with further details.

Trustee Training

Mrs. DiSanto provided all Trustees with Hand Books and Policies Binders, which were excellent. Everyone also has the most current copy of the By-Laws. Ms. Daddio has ordered the most up to date Hand Books for all Trustees as the ones' recently distributed were an older version. Mrs. Tepper said that the By-Laws really need to be reviewed and corrections made. Mrs. Williamson-Canavan would really like Mrs. Tepper to work with Mrs. Reimann on this endeavor. The By-Laws also mention Committees. Mrs. Williamson-Canavan explained that the Board of Trustees used to have working Committees, but as time went on the number of Trustees decreased and with everyone's crazy schedules setting up time to meet was difficult so everyone just jumped in and helped as they could. Ms. Daddio will make a list of suggested Committees for consideration.

Westchester Library System (WLS) Trustee Institute

Ms. Daddio announced that WLS will be offering a presentation by Jerry Nichols, "Roles and Responsibilities of Library Boards and Directors" on March 3rd via Zoom from 7:00 to 8:30 p.m. Not only is Mr. Nichols an excellent presenter, these programs are very beneficial to Trustees, especially for those that are new. All were encouraged to register.

February 26th is Library Advocacy Day and visits with Westchester Legislators will be held via Zoom starting at 9:00 a.m.

The meeting was adjourned at 9:15 p.m. and the Trustees went into Executive Session. The next meeting will be held on Wednesday, March 17th at 7:30 p.m.

Respectfully submitted,

Denise Schirmer, Secretary
Somers Library Board of Trustees

cc: Library Board of Trustees
Town Board
Town Clerk
Director of Finance