

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

**MEETING MINUTES
July 21, 2021**

President Williamson-Canavan called the meeting to order at 7:10 p.m.

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

Peter Knothe and Tracy Reimann were absent with prior notice.

Town Councilman Tom Garrity and resident Stephanie Keegan were also present.

Approval of Minutes

A motion was made by Mrs. Tepper and seconded by Mr. Barankewicz to approve the June 16, 2021 monthly meeting minutes as submitted. All were in favor.

Announcements and Correspondences

An email was received from a patron who not only loves Book Bingo, but shares it with a friend in Syracuse.

Numerous complimentary emails were received about the mask wearing policy that is now in effect in the library.

Public Comment

Councilman Garrity wanted to extend his thanks to the Trustees as he appreciates all that everyone is doing, especially during the pandemic.

Resident Stephanie Keegan is running for Town Supervisor. She wants to learn more about the library and its needs.

Treasurer's Report

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

Mrs. Tepper made a motion to approve the Abstract of Audited Vouchers #7, dated July 21, 2021 in the amount of \$19,372.00 which included voucher numbers 102822 to 102847. The motion was seconded by Mrs. Dillon. All were in favor.

The contractual amount spent this past month was \$19,372.00, including \$1,484.77 from the Gift Fund. The largest expenditures were: Tech Soup Global (laptops) \$4,343.59; Baker and Taylor Books (library materials) \$3,511.94; and Bee & Jay Plumbing (septic issues) \$2,230.00. Payroll and benefit charges were \$54,921.32. Total Library spending for all accounts was \$74,293.32.

Mrs. Tepper spoke with the Somers PCSB Branch Manager about keeping assets in more than one bank in case of a ransomware attack or other electronic threats. Having enough money to cover payroll is key. This will be discussed with the Finance Director as well.

Library Director's Report

In addition to the Library Director's Report, the Trustees received reports from the Children's, Adult's, Young Adult's and Tech Departments.

Buildings and Grounds:

The current carpeting in the children's room needs to be replaced. The original carpet buckles when the humidity is high and the band-aid carpet tiles are fraying. All of this is a liability issue. Ms. Daddio and Mrs. DiSanto visited Kanter's Flooring in White Plains. Mrs. DiSanto selected samples that were shown at the Board meeting. Kanter's will visit to give an estimate and what will be involved in doing the work. Ms. Daddio will be approaching the Somers Library Foundation to see if they would be interested in helping to pay for this project. If not, it is Ms. Daddio's recommendation that the money be taken from the fund balance to pay for this.

The air conditioning has been problematic and both Sueco and North County Electric have come to the building to address. At this time, the problem seems to be rectified.

The windows in the program room do not open. At least some of them need to open in case of an emergency and to have better ventilation in a post-Covid world. Several inquiries have been made to the Building Department requesting guidance on how to proceed, but as of this meeting Ms. Daddio has received no information.

The old storage closet in the back room has been emptied of files going back over 30 years. The County's mobile shredder unit came and shredded approximately 30 boxes. Historical items found were passed onto Grace Zimmerman of the Somers Historical Society. Many thanks to Barbara Tepper for going through them and pulling out what needs to be saved. The storage room will be repurposed with file cabinets that will hold files and records that do need to be held onto.

The former coat closet by the program room is also being repurposed to house files and supplies. Chuck Dammeyer will be putting a lock on it at some point to keep the items that will be kept in there secure.

In anticipation of having the building rewired, Ms. Daddio has been in contact with an E-Rate consultant who has also worked with other libraries in the Westchester Library System.

Personnel

Terre Thomas will begin working full time as a library assistant provisionally on July 19.

Discussions about salaries and titles were discussed in a separate Financial Committee meeting with Stephen Barankewicz, Barbara Tepper and Christine Williamson-Canavan. Mrs. Williamson-Canavan is reviewing numbers to ensure that recalibrated salaries are fair and remain competitive. Ms. Daddio will be requesting an Executive Session for further discussion at the Library Board of Trustees meeting.

The library was closed on July 7th for a staff workshop. This workshop, *New Team Integration*, served as an opportunity to give staff a chance to voice any concerns or questions about the new chapter of the library. All of the feedback about the process was positive and staff felt like doing a similar workshop once every 12 to 18 months could be helpful.

Finance:

Tara Ferretti received an email that New York Presbyterian Hudson Valley Hospital would be making a \$500 donation to the library as a thank you for her great collaboration with them. This money will go directly back into her programming budget and will be used for future health and wellness programs with NYPHVHC.

A homebound patron gave a \$10 donation to the library.

OLD BUSINESS

Draft of Whistleblower Policy – Ms. Daddio prepared a draft of the Whistleblower Policy for Mrs. Reiman to review before presenting to the Board for their review and discussion at the August meeting.

Draft of Code of Conduct/Conflict of Interest Policy – Ms. Daddio has prepared a draft of the Code of Conduct/Conflict of Interest Policy. Mrs. Reimann will review it before it is formally presented to the Board next month.

NEW BUSINESS

Tours of Other Libraries – Mrs. Nicora mentioned that there is a new library in Long Island where she vacations and will make it a priority to go inside to look around. All are encouraged to do the same, especially if the library is new or has been renovated.

Business Cards – Mrs. Dillon asked if business cards could be made for the Trustees, which would be helpful in visiting other libraries.

2022 Budget – Ms. Daddio and Mrs. Tepper will begin working on the 2022 Budget. Mrs. Williamson-Canavan will assist them in this effort.

The meeting was adjourned at 8:50 p.m. and the Trustees as well as Ms. Daddio went into Executive Session.

The Trustees and Ms. Daddio came out of Executive Session at 9:40 p.m.

A motion was made by Mrs. Dillon to grant Margaret Widman a 7.5% raise effective August 2, 2021 with a guaranteed 7.5% subsequent increase effective January 1, 2022. Mrs. Nicora seconded the motion. Mr. Knothe and Mrs. Reimann were not present at the time of the vote. All present were in favor.

The meeting ended at 9:45 p.m.

The next meeting will be held on Wednesday, August 18th at 7:00 p.m.

Respectfully submitted,

Denise Schirmer, Secretary
Somers Library Board of Trustees

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