

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

**MEETING MINUTES
August 18, 2021**

President Williamson-Canavan called the meeting to order at 7:00 p.m.

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

Susan Dillon, Michelle Nicora and Tracy Reimann were absent with prior notice.

Friends of the Somers Library Board member JoAnne Galvin was also present.

Approval of Minutes

A motion was made by Mrs. Williamson-Canavan and seconded by Mrs. Tepper to approve the July 21, 2021 monthly meeting minutes as submitted. All were in favor.

Announcements and Correspondences

As of August 2, 2021 the Town is requiring that all visitors in Town-owned buildings wear a mask.

Public Comment

A patron emailed the library to let them know that they were dismayed that they are supporting the work of Race Amity in Somers.

The library received an anonymous donation of \$10.00 from a grateful patron who came in on a day that it was 95+ degrees out.

Treasurer's Report

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

Mrs. Tepper made a motion to approve the Abstract of Audited Vouchers #8, dated August 18, 2021 in the amount of \$47,347.94 which included voucher numbers 103059 to 103090. The motion was seconded by Mr. Knothe. All were in favor.

The contractual amount spent this past month was \$47,347.94, including \$675.00 from the Gift Fund. The largest expenditures were: Westchester Library System (technical services) \$30,115.00; Baker and Taylor Books (library materials) \$3,482.16; and Kencal (building cleaning) \$1,595.92. Payroll and benefit charges were \$53,883.30. Total Library spending for all accounts was \$101,231.24.

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:

Revised paperwork was just received for the E-Rate application for the hardwiring upgrade. A consultant is assisting.

Ms. Daddio and Mrs. DiSanto will be visiting Kanter's carpet again in a few weeks to pick out a different carpeting for the children's room as the person who came to take measurements recommended a different style carpet tile for a high traffic area.

The original installers of the windows in the program room will be giving an estimate on replacing some of the windows with ones that can be opened.

Building Inspector Tom Tooma visited the building with an outside vendor and Chuck Dammeyer to see about resealing and waterproofing areas in the basement that had been leaking this past winter.

Personnel

Mrs. DiSanto and Mrs. Ferretti are currently working on their Librarian II applications with Westchester County Civil Service.

Ms. Daddio is scheduled to take the Director II test in September.

Finance:

Ms. Daddio worked on the budget with input from Mrs. Tepper, Mrs. Williamson-Canavan, Mrs. Widman, Mrs. Ferretti and Mrs. DiSanto. Thanks were extended to each of them for their time and knowledge. Ms. Daddio is still working on the narrative.

OLD BUSINESS

Air Conditioning Issues – Mrs. Williamson-Canavan asked for an update on the issue of constantly having to hit the restart button on the air conditioning. Thankfully there have been no issues since the last repair was made by Sueco, who are great to work with. The temperature is being kept cooler as the wearing of masks could make some hot.

Staff Workshop – Mrs. Williamson-Canavan asked how the staff workshop went. The response was overwhelmingly positive and most would like it to be offered yearly. Mrs. Williamson-Canavan was happy with the fact that the workshop was offered. It is a great proactive exercise especially since we are in a pandemic and have a new director. She thanked the staff and Ms. Daddio for being open minded and appreciates the positive feedback that was given.

Whistleblower Policy – A motion was made by Mrs. Williamson-Canavan and

seconded by Mrs. Tepper to approve the Whistleblower Policy as presented. All were in favor.

Code of Ethics and Conflict of Interest Policy – A motion was made by Mrs. Williamson-Canavan and seconded by Mrs. Tepper to approve the Code of Ethics and Conflict of Interest Policy as presented. All were in favor.

Thanks were extended to Mrs. Reimann for her review and input on these policies.

NEW BUSINESS

2022 Proposed Budget – All Board members were given a copy of the 2022 proposed budget. Ms. Daddio appreciated the input she got from the members and staff. A review and discussion ensued. A motion was made by Mrs. Williamson-Canavan and seconded by Mr. Barankewicz to approve the proposed 2022 budget as presented. All were in favor. Mrs. Williamson-Canavan commended Ms. Daddio and her staff as well as Mrs. Tepper on a job well done.

The meeting was adjourned at 8:50 p.m.

The next meeting will be held on Tuesday, September 14th 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