

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

**MEETING MINUTES
October 20, 2021**

President Williamson-Canavan called the meeting to order at 7:05 p.m.

The meeting was held via Zoom and the members present were Stephen Barankewicz, Susan Dillon, Peter Knothe, Michelle Nicora, Tracy Reimann, Barbara Tepper, and Christine Williamson-Canavan.

Library Director Jennifer Daddio, Friends of the Somers Library Board members Nola Blair as well as JoAnne Galvin and Dover Plains Library Director Donna Perolli were also present.

Approval of Minutes

A motion was made by Mrs. Dillon and seconded by Mrs. Tepper to approve the September 14, 2021 monthly meeting minutes as submitted.

Announcements and Correspondences

The Somers Library Foundation book sale to benefit the library will be held this weekend.

The Somers Library Foundation run took place at the end of September. Ms. Daddio received wonderful feedback about how much they loved the library from those that were present.

The Friends of the Somers Library has sent out their annual appeal.

Two donations were received, one in the amount of \$10 from a homebound patron and the other, \$75 in memory of a former resident.

Beginning in 2023 it will be a requirement for all Trustees to complete two hours of training yearly.

Yesterday, Mrs. Tepper participated in a NYS Educational Department's training on the duties of a trustee. It was excellent and a key point that she took away from the presentation was that the good Board of Trustees should reflect the population you serve. All agreed a patron with young children would be a nice addition to the Board.

Public Comment

There was no public comment.

Treasurer's Report

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

Mrs. Tepper made a motion to approve the Abstract of Audited Vouchers #10, dated October 20, 2021 in the amount of \$19,896.39 which included voucher numbers 103587 to 103615. The motion was seconded by Mrs. Dillon. All were in favor.

The contractual amount spent this past month was \$19,896.39, including \$525.00 from the Gift Fund. The largest expenditures were: Baker and Taylor Books (library materials) \$4,042.81; OverDrive (e and audio books) \$3,198.38 and Kencal (cleaning) \$3,191.84. Payroll and benefits, \$64,421.20. Total Library spending for all accounts was \$84,317.59.

Mrs. Tepper said a lot of time over the last month was spent on the 2022 proposed library budget. Thanks were extended to the staff and Board members that assisted. Ms. Daddio was commended on a job well done presenting the proposed budget at the hearing yesterday. Increasing staff salaries was a key component to the 2022 budget and there didn't seem to be any issues with it.

Mrs. Dillon said the Board is fortunate to have Mrs. Tepper as their Treasurer and thanked her for that. All concurred. She also thanked Mrs. Widman for amending the expenses sheet as requested.

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.

Building and Grounds

The E-Rate application for the hardwiring upgrade is in process and there is nothing new to report at this time.

Still waiting on an estimate to replace some of the windows in the Program Room so they open. Have touched base with the original installer Wiser Home Improvement twice.

The new phone system should be going live soon. The new phones are fully charged and the voicemails have been recorded.

Personnel

Brian Zamek has given notice as he was offered a full-time position at another library.

Natasha Gross has resigned as she has been offered more hours at a different library at a higher hourly rate.

Vicki DiSanto and Tara Ferretti have submitted their Librarian II exams and are waiting

on the results.

Ms. Daddio's Library Director II exam was submitted 2 to 3 weeks ago and she is awaiting the results.

Finance

The budget hearing held at the Town House yesterday went very well. Many thanks to Mr. Knothe, Mrs. Tepper and Mrs. Williamson-Canavan for attending and lending their support. Ms. Daddio has had many conversations with Bob Kehoe and Carolyn Brush in the Finance Department leading up to the hearing and they were an enormous help. An agreement was made to take \$13,500 out of the fund balance to cover a small shortfall. Ms. Daddio did say that money is in the fund balance, but dipping into it as a long-term strategy is not sustainable. Those in attendance agreed, but the Town would like to offer the taxpayers a 0% increase this year. The final budget numbers are still to be determined over the course of the next few weeks. The tentative budget will be presented at the November Town Board meeting and the adopted budget at their meeting in December.

The library received a NYS construction grant in the amount of \$59,222 for a new generator and the continuation of window replacements. Former Library Director Andrew Farber applied for this grant and all are grateful for his efforts in securing this funding.

Several libraries in Westchester have started going fine free. This is something that will need to be discussed at some point, but not necessarily at this time.

OLD BUSINESS

Long Range Plan for the Library – Ms. Daddio met with Bob Gabalski, a partner with the architectural firm, Lothrop and Associates about revitalizing the building. The meeting was very productive and Ms. Daddio would like the Board to meet with him over the next month to discuss a very interactive and collaborative process with the public in order to collect and organize data that will inform what the library needs for the future and how to get there. A request will be made to get something in writing from Mr. Gabalski for the Board members to review prior to the meeting.

NEW BUSINESS

Reader's Digest Fund – On April 14, 1999, The Board of Trustees, in accordance with its bylaws, adopted a resolution stating that the library agreed to accept funds from the Reader's Digest Endowed Book Fund for Somers Library with the stipulation that the principal balance of the funds, which was \$137,200, would be "maintained inviolate in perpetuity." But it was also stipulated in the same resolution that "any drawdowns from the principal that result from the application of the library's usual, long-term spending policy, as approved by the library's governing body as part of an investment policy, shall

not be considered an invasion of principal."

A follow up call with Finance Director Bob Kehoe confirmed this, but Ms. Daddio was told that the Town would approve of this action only after the Fund Balance of the library had been spent down.

The meeting was adjourned at 8:25 p.m.

The next meeting will be held on Wednesday, November 17th at 7:00 p.m. via Zoom.

Respectfully submitted,

Denise Schirmer, Secretary
Somers Library Board of Trustees

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