

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

**MEETING MINUTES
January 19, 2022**

Vice President Dillon called the meeting to order at 7:00 p.m.

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

Christine Williamson-Canavan was absent with prior notice.

Friends of the Somers Library Board President Susan Berkow, Friends of the Somers Library Board member Nola Blair, resident Sandra DeSena, Library Director Jennifer Daddio, Library staff member Tara Ferretti, Friends of the Somers Library Board member JoAnne Galvin, Library staff member Beth Levine, resident Sandra Maguire, and resident Chris Novell were also present.

Election of Officers – Nominating Committee Chair Mrs. Dillon presented the following Slate of Officers for 2022.

President: Christine Williamson-Canavan - serving her second year
Vice President: Barbara Tepper
Corresponding Secretary: Stephen Barankewicz - serving his second year
Treasurer: Peter Knothe

Corresponding Secretary Mr. Barankewicz cast one ballot for the uncontested slate.

Mrs. Dillon turned the gavel over to Vice President Mrs. Tepper.

Approval of Meeting Minutes

A motion was made by Mrs. Dillon and seconded by Mrs. Reimann to approve the December 15, 2021 monthly meeting minutes as submitted.

Announcements and Correspondences

Ms. Daddio received a letter from President of the Friends of the Somers Library Susan Berkow regarding employee Juan Carlos Villagomez. He recently assisted Ms. Berkow and she said he was wonderful to work with, made the situation a smooth one, and the library is lucky to have him. Ms. Daddio will share the letter with Mr. Villagomez and put it in his personnel file.

Ms. Daddio was congratulated by all for scoring a 100% on her Library Director II exam.

Public Comment

Mrs. Galvin asked for an update on the contract with Lothrop and Associates. It will be covered under Old Business.

A patron stopped in Ms. Daddio's office to compliment Diana Cunningham and Terre Thomas for their excellent work.

The library has received emails thanking them for offering curbside pickup again.

Treasurer's Report

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

Mrs. Tepper made a motion to approve the Abstract of Audited Vouchers #1, dated January 19, 2022 in the amount of \$26,080.28 which included voucher numbers 104274 to 104303. The motion was seconded by Mr. Knothe. All were in favor.

The contractual amount spent this past month was \$26,080.28. The largest expenditures were: Baker and Taylor Books (library materials) \$6,466.82; Overdrive (e-materials) \$5,024.80. Payroll and benefits, \$58,398.08. Total Library spending for all accounts was \$84,478.36.

Mrs. Tepper was happy to report that although the thought was that the library budget for 2021 was overspent by \$7,300, they learned from the Finance Director it was underspent by \$17,000. As a result of this occurrence, Mrs. Tepper is recommending a quarterly review of expenditures be done so that if any necessary adjustments need to be made, they can. Ms. Daddio will present the transfers that need to be made for a vote by the Library Board of Trustees. This exercise will allow for Ms. Daddio to get a better handle on how the money is being spent, and will aid in planning for the next year's budget.

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

Services have been adjusted as a result of COVID. The library is open for browsing, Monday through Saturday, from 1 to 5 p.m. Curbside pick-up is offered during all regular business hours.

Doyle Security came for a service call this month to update fire panel. During a separate service call Ms. Daddio was told that the system does not work with IP phones. Buildings is aware of this and in touch with Doyle Security, as well as the Town's IT rep Ray Maggi about finding out more information and a solution.

Carpet tiles for the children and new teen area has been selected. Ms. Daddio is waiting for a quote on pricing from Kanter Carpets.

The work in the teen area is expected to begin in late January/early February.

Personnel

Juan Carlos Villagomez will be taking over publicity duties from Dana Hysell Alongi. In addition, he is working the reference desk and offering tech support. Mr. Villagomez is reporting directly to Mrs. Ferretti.

Ms. Daddio has been told verbally that she scored 100 on the Director II Civil Service Test and that she is first on the list. The certification list request was forwarded to Mrs. Williamson-Canavan.

GRANT REVIEW

The library was the recipient of a NYS Construction Grant for a generator and new windows. \$53,000 was received for the first 90% of the NYS Construction Grant and the balance will be received upon completion of project. The deadline for completion is October 2022, with a one-year extension if needed. Per the grant application, the balance of the money for both projects will be coming out of the Library's Fund Balance. Permission was given by the Town Board to go to bid for the generator and window replacement. Gathering the information for the scope of work and who the bids should be sent to should be completed by next week.

The E-Rate Grant for rewiring the building is in process. Ms. Daddio received a quote from AV Comm Smart Solutions, which will be forwarded to the E-Rate consultant to see what is eligible under the grant.

Long Range Plan Survey Committee

Contract with Lothrop and Associates – The Committee working with Bob Gabalski of Lothrop and Associates consists of Mrs. Nicora, Mrs. Reimann and Mrs. Tepper. Mrs. Tepper thanked Mr. Barankewicz for his assistance, which was invaluable. She also commented that working with Bob Gabalski has been a pleasure and he is very attentive of the Committee's needs and requests, and responds quickly. The contract has been signed and mailed with a down payment. A Kick Off meeting will be scheduled. Ms. Daddio will reach out to Mr. Gabalski to see who ultimately should attend the Kick Off meeting, and if it will be in person or virtual. The number of meetings scheduled has to be carefully monitored to make sure that the money allotted for them does not run out. In the meantime, the Committee will be working on identifying the stakeholders in this project.

OLD BUSINESS

Eliminating Library Fines – The discussion of eliminating library fines continued. Ms.

Daddio shared some information with the Board members. The conversation resumed and a decision was still not able to be made. Ms. Daddio will get a report from WLS to see how much money was collected for lost items for the last three years. This item will be placed on the agenda of the February meeting.

Requested List of Library Needs – At the December 2nd Town Board meeting, Mrs. Tepper presented an overview of the condition of the library building and the exorbitant amount being spent on maintenance repairs. She was asked to create a list of needs for the new Supervisor and proposes the following:

Big Ticket Items: WiFi outside of the library building
 USB ports and WiFi in the pavilion
 solar panels on the rooftop of the library building and/or lawn

Quick Fixes: double sided up-lit sign at the entrance to the park
 renovation of library staff bathroom

Additional
Suggestions: additional tables and benches around the library building
 Zen garden outside of the children's room
 garbage receptacles around the library building

Since the library is in the park, the Parks and Recreation Department will have to be consulted on some of these items. In addition, since the LION's put up the current sign at the entrance to the park, they should be contacted as well. If the Town is not willing to assist with some of these items, the Friends of the Somers Library and the Somers Library Foundation can be approached.

A motion was made by Mrs. Dillon and seconded by Mrs. Nicora for Mrs. Tepper to present these items to the Town Board at their February meeting. All were in favor.

NEW BUSINESS

Library Trustees Handbook Discussions – Both Mrs. Dillon and Mrs. Tepper strongly recommend that their fellow Trustees participate in the discussions offered monthly for Trustees at 5:00 p.m. for about an hour and a half. They are excellent and very informative. As a result of partaking in one recently, Mrs. Tepper feels that the Trustees should be required to sign a Conflict of Interest Disclosure Form. Mrs. Dillon will research this further.

The meeting was adjourned at 8:40 p.m. and the Library Board of Directors went into Executive Session to discuss Ms. Daddio's yearly evaluation, as next month marks her one year of employ. At 9:20 p.m., the Board came out of Executive Session and immediately resumed the Board meeting. Mr. Barankewicz made a motion recommending that Jennifer Daddio be appointed Library Director II, as a result of passing her Civil Service Exam (with a score of 100%), of the Somers Library, with the

probationary period of 90 days. Her promotional salary will be increased to \$95,000 effective the next pay period. Mrs. Nicora seconded the motion. All were in favor.

The next meeting will be held on Wednesday, February 16th 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