



SOMERS LIBRARY

P.O. Box 443, Somers, New York 10589 • (914) 232-5717 • Fax: (914) 232-1035 • www.somerslibrary.org

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

MEETING MINUTES July 20, 2022

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

The meeting was held via Zoom and the members present were Stephen Barankewicz, Nola Blair, Susan Dillon, Michelle Nicora, and Barbara Tepper.

Tracy Reiman was absent with prior notice.

Library Director Jennifer Daddio and Friends of the Somers Library Board member JoAnne Galvin were also present.

Approval of Meeting Minutes

A motion was made by Mrs. Dillon and seconded by Mrs. Blair to approve the June 15, 2022 monthly meeting minutes as submitted. All were in favor.

Announcements and Correspondences

A patron, who is not a resident, told the circulation staff that he and his wife love coming to the Somers library because the staff is so friendly.

Ms. Daddio reached out to the Southeastern New York Library Resources Council's Ask a Lawyer about the solicitation of gift cards for a drawing for people who filled out the survey and Trustees can do this as long as it is called a drawing and not a raffle, and as long as it will not present a conflict of interest down the road.

A patron with small children, who is homeschooling her children, will be holding meetings for homeschooled children to do presentations in the library. This is a great opportunity to support homeschooled children and their families.

Ms. Daddio met with a parent who homeschools her children and is running a meet up group for other homeschooled children. Starting in the fall, they will be using the library once a month so that students can present projects that they have been working on. This is a wonderful opportunity and Ms. Daddio is thrilled to be working with this mom.

There have been several incidents in other Westchester Libraries the week July 11th that have been unsettling and concerning. The need for security measures and training are vitally important and Ms.

Daddio is grateful that the Somers Police are willing to train the employees. Ms. Daddio has offered to start a committee about the stress and trauma that library workers are experiencing and what can be done proactively to support the staff.

Public Comment

There was no public comment.

Treasurer's Report

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

Mrs. Nicora made a motion to approve the Abstract of Audited Vouchers #7, dated July 20, 2022 in the amount of \$59,338.13, which included voucher numbers 105593 to 105629. The motion was seconded by Mrs. Dillon. All were in favor.

The contractual amount spent this past month was \$59,338.13, which included \$3,109.99 from the Gift Fund. The largest expenditures were: Westchester Library System (library services) \$32,957.48; Baker and Taylor Books (library materials) \$5,953.74; and E-Rate Advantage (consultant fee) \$3,000. Payroll and benefits, \$62,258.90. Total Library spending for all accounts was \$121,597.03.

Library Director's Report

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

Buildings and Grounds:

The last few weeks have been very busy in the library. The children's room has a constant flow of traffic and a loveseat had been moved into the room to offer caregivers more places to sit. The changes are warm and inviting. The puzzle table has folks at it every day. Circulation and Adult Reference have been in non-stop motion and programs are being well attended. It is wonderful to see so many people using the library again in person.

The children's room will be rearranged for better security and flow. Coordination of all the moving parts, carpet install, electrical work, and the day to day running of the building is a work in progress. The children's desks will now face patrons entering the children's room. Ms. Daddio is working with AV Comm on moving the wiring.

The children's room carpet install is scheduled for the beginning of September. It was discovered that the bookstacks in the middle of the room are bolted to the floor so a library moving company will have to be secured in order to have everything moved out before the installation takes place and have it moved back in after the installation. A request to solicit RFP's has been made to be added as an agenda item to the Town Board meeting in July. Once approved, RFP's will be sent to library moving companies that were recommended to Ms. Daddio. The company chosen will be kept in mind for other projects in the library.

Town Maintenance Mechanic Marty Stole put the tents up on the patio and they look great.

The new picnic tables and bench for the patio have been shipped. In the meantime, the Parks and Recreation Department have loaned us two picnic tables so that we can begin having programs on the patio.

There is a list of other items that Mr. Stole's assistance will be needed for and that list was given to him on July 13th. All staff have input and it is shared with Mrs. Schirmer who coordinates his work schedule.

A plan is in place for the Town to hire a new Maintenance Mechanic to begin working in mid-August

and hopefully will work on the teen area soon thereafter. In a meeting with the Town Supervisor, Ms. Daddio said that this was a top priority as part of the carpeting purchased was for the teen area, and that part of the installation will not be able to happen until the walls are removed from the space.

The Somers Library Foundation has officially approved the purchase of the benches outside of the children's room and Mrs. Widman has been asked to order them.

New shelving is being ordered. The higher shelves will continue to be on the exterior of the room and graphic novels will be placed on the top shelves. Ms. Daddio has asked the Foundation to fund this and is waiting on a response.

The Somers Library Foundation set up an Amazon account to allow for donations to the library. Someone donated poetry magnet tiles for the Teen Room.

WLS has a hot spot program and will be allotting four hot spots to the Somers Library. The library will pay for two additional hot spots. There is the possibility of WLS giving additional hot spots to the library if all of their distribution is not assigned.

Professional Development:

Corinna Hamann attended a webinar, "Digitization Series: Scanning Oversized and Rolled Archived Materials."

Tara Ferretti, Edith Felis, and Margaret Widman attended a webinar, "Handling Complaints or Protests About Content."

Tara Ferretti and Jennifer Daddio attended a webinar, "Protecting Yourself and Your Patrons: Important Lessons for Library Leaders and Staff from School Shootings."

Jennifer Daddio attends PLDA meetings and a Central Library Committee/EContent Committee meeting monthly, and as needed.

Jennifer Daddio has volunteered to start a committee within WLS to address trauma and stress in library workers.

In conjunction with the Somers Police Department, there will be an active shooter training for the library staff on August 3. The library will open that day at 11:00 a.m. Perhaps there should be an area of the library that would allow people to enter, lock themselves in and then be able to exit the building like the work room.

Statistics for June

New Library Cards: 66 (36 adult, 27 juvenile, 2 teen, 1 temp)

Items Received: 1,360

Items Supplied: 1,299 Monthly Circulation

Total for June 2022: 6,283

GRANT REVIEW

NYS Construction Grant - Generator and New Windows:

A one-year extension has been applied for and approved through June 30, 2023.

E-Rate Grant: Rewiring of Building:

Ms. Daddio had a conversation with the Town Supervisor and Attorney about using AV Comm for this project so the funding from E-Rate can be received. The Attorney recommended that the Town Supervisor sign off on this since the library had already gone through a rigorous process to secure the grant.

Long-Range Action Committee (LRAC)

As of July 11th, there are over 200 survey responses and more are coming in every day. The survey is now available on the Town website. Ms. Daddio's next step is to review the responses and begin organizing some focus groups. Suggestions were made as to distribution of the survey (school PTA's and libraries, doctor's offices, neighborhoods, and attached to the monthly library newsletter). All Trustees are asked to assist in this distribution. Ideal is to get responses from at least 10% of the population.

A list of suggestions for improvements in the library was distributed at the June LRAC meeting. Mrs. Tepper thought it might be a good idea for a Trustee or two to accompany her on a walk through of the library to see if any of these types of improvement can be initiated and would be beneficial.

BUSINESS WITH THE TOWN

The following list has been established:

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; double sided up-lit sign at the entrance to the park; renovation of library staff bathroom; additional tables and benches around the library building; Zen garden outside of the children's room; and garbage receptacles around the library building.

At some point, Ms. Daddio will begin a dialogue with the Superintendent of Parks and Recreation about some of these items as he is responsible for the areas outside of the library. In the meantime, creating a Teen Room is a priority for her.

OLD BUSINESS

Bequest – Ms. Daddio received another letter from the attorney that \$2 million was left and could be distributed to a list of five organizations, one of which is the library. The executors will decide who gets what amount and if anything at all. The letter will be shared with the Board.

NEW BUSINESS

Pages – A question came up as to whether pages should be brought back. The best way to handle this is to add it to the 2023 proposed budget and justify the need at the budget hearing.

Identifying Oneself in the Monthly Meeting – All agreed that if anyone attends a monthly meeting coming, they must state their name, address and reason for their attendance. Mrs. Tepper will draft verbiage to be voted on next month to be incorporated into the Bylaws.

Legislative Breakfast – The Somers Library is hosting a Legislative Breakfast from 9:00 to 9:45 a.m. on July 27th. All Trustees are encouraged to attend. Ms. Daddio will email the registration link to everyone.

The meeting was adjourned at 8:45 p.m. and the Board will meet next on August 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