

Minutes of the Meeting
of the Board of Trustees of Mahopac Public Library
Wednesday, September 28, 2016

Attending: Kristine Bunyea, Frank Del Campo, Elizabeth Costello, Thomas Honohan, Lee Markowitz, Alice Walsh, Joseph Tock, Scott Weiss

Absent: Anthony Battista (excused), Frank Del Campo (excused), Joe Tock (excused)

Also attending: Sheelagh Kaplan

Director: Michele Capozzella

Recorder: Debra Feiman

Kristine Bunyea called the meeting to order at 7:02 pm.

Minutes

The minutes of the Board of Trustees meeting held on Wednesday, August 10, 2016, were accepted with the following corrections:

Planning Report: This committee will involve some of the Mid-Hudson Library System staff members in the development of the long range plan.

Personnel Report:

- Tom and Frank will continue to support the staff to maintain a positive morale.

Secretary's Report

None

Treasurer's Report

- The Budget to Actuals FYE June 30, 2016 was presented. The Library ended this fiscal year with \$35,268 remaining.
- The Budget to Actuals FYE June 30, 2017 shows the receipt of funding from the Town of Carmel (\$50,000), and from Putnam County (\$103,276).
- Michele will speak with Rosemary at ABS to determine why expenses incurred in July were reflected in the August expense column.
- Michele has added a column to the Henschel Trust report to reflect the interest accrued on the Library's CDs held at Putnam County National Bank. The interest rate on both CDs is 1.39%.
- At the July meeting of the Board of Trustees, the Board members made a motion to accept a resolution designating Putnam County National Bank as depository of funds in regards to one CD in the amount of \$200,000. A revised resolution, read by Alice Walsh, reflects the addition of a second CD held at Putnam County National Bank, in the amount of \$54,778.78.

MOTION: Alice Walsh made a motion, seconded by Tom Honohan, to accept the revised resolution as read.

All in favor; motion is passed.

MOTION: Tom Honohan made a motion, seconded by Elizabeth Costello, to approve the expenditures noted on the warrant list dated September 28, 2016, in the amount of \$105,504.37.

All in favor; motion is passed.

President's Report

No report.

Friends Report

- Sheelagh Kaplan reported that members of the Friends of Mahopac Public Library's Executive Board will take turns attending the regular MPL Board of Trustees meetings.
- The Friends are hosting a Silent Auction and Media Swap on Friday, October 21, at 6:30 pm. Individuals interested in attending can register through the Library's online program calendar. Invitations to this event will be sent out shortly.
- The Friends are in the process of establishing their own Facebook page. The page will feature upcoming Friends and Book Barn events, and will help to promote the Book Barn to the public.
- There are currently 90 Friends members. A membership drive will take place after the October 21st auction/media swap event.
- Recyclable bags are being sold in the Book Barn; they are \$3 each, or patrons can pay \$5 to purchase a bag and fill it with Book Barn items. Patrons can return to the Book Barn with their bag and fill it again for \$2.

Library Director's Report

- Emily Wierzbowski, Librarian I, has been hired by the Library as of September 21, 2016. She will serve as a full-time Reference Librarian. Emily will be provisionally appointed until she can take the Librarian I Civil Service test.
- Carleen Ince has submitted her resignation effective October 6, 2016.
- The Library will also be hiring a second full-time Librarian I who will be appointed to serve as a Teen Librarian and programmer.
- Michele stated that she would like to obtain a business credit card for Rita Covelli, Assistant Director. Michele will also be establishing an online banking log-in for Rita.
- Library department reports are now included in the Library Director's report.
 - In the Reference Department report, Mary De Bellis described the "Outside the Lines" project which created an opportunity for Library staff members to interact with community members along the Putnam County Trail Way during the week of September 12. Staff members shared information about digital resources, provided temporary Library cards, and offered water and dog biscuits at four different access points within the Mahopac section of the Trail Way. This project was the impetus for the Library to purchase a WiFi Hotspot which can be used at numerous off-site events including the Mahopac Street Fair.
 - Elizabeth stated that the department reports were helpful; she enjoyed reading them and learning more about things that are happening at the Library.
 - Alice asked Michele to report on the number of patrons who received temporary cards on the Trail Way and then came in to the Library to apply for a permanent card.

- Consumer Reports is now available – for free – with a Mid-Hudson Library card. This digital service, which is more comprehensive than the magazine format, is paid for by Central Library Development Aid from New York State.
- HVAC – some of the air handlers are leaking glycol. H.T. Lyons will investigate the source of the leak once the air conditioning system is shut down for the season.
- The new Library website is beautiful. Google analytics is linked to the website so that we can track the number of hits to the site (1,973 since September 7), and where they are going once they are on the site.
- The Library's WiFi hotspots have been upgraded throughout the building.
- A PCLA dinner meeting will be held at our Library on Thursday, October 20, at 6:30 pm. Board members are encourage to RSVP to Michele as soon as possible. Jerry Nichols will be the keynote speaker (invitations to this event are in each Board packet).
- An Annual Report to the Community must be sent out to all community members. This report details activity at the Library during FY 2015-2016. Copies of the report will be available in the Library; it will also be posted on the website, and linked to our social media sites. Michele intends to complete this report before January 1, 2017.
- Alice noted that the 2017 estimate for the New York State and Local Retirement System is significantly less than last year's number. Michele expects to receive a final bill in November.
- Michele received an estimate from Organic Landscapes for maintenance of the exterior landscaping. They will provide a fall clean-up, and spring soil remediation and maintenance. They also provided an estimate for pruning the trees in the Library parking lot.

Committee Reports

Building and Contracts

- Exterior lettering on the façade of the building:
Michele stated that there is not enough information for the exterior building lettering project to go forward at this time. She will set up a meeting with the lettering company, and members of the Board, to see lettering samples, colors, and a variety of sizes.
Elizabeth stated that we should maintain a look consistent with the wooden entry sign.
- New attic heater:
H.T. Lyons submitted a proposal for a new attic heater in the amount of \$6,800.
RFPs for a new attic heater were sent to two local HVAC companies: Bell Heating and Air Conditioning, and Taconic Heating and Cooling Corp.
Bell chose not to submit a proposal; Taconic submitted a proposal for a new heater in the amount of \$5,150.

MOTION: Tom Honohan made a motion, seconded by Elizabeth Costello, to approve the proposal submitted by Taconic Heating and Cooling Corp, in the amount of \$5,150, for a new hanging unit heater and low voltage thermostat unit to be installed in the attic at the Library.

All in favor; motion is passed.

- Future building goals: Michele stated that among her goals for the building are:
 - New interior lighting
 - Replacement of outdated phone system
 - Replacement of outdated security system

Energy audit – a representative from NYPA came to the Library to review the building’s energy needs. The fee for an energy audit from NYPA would be \$5,000. Discussion followed.

Basement mural

An ad hoc committee of the Board was formed to investigate the creation of a mural on the wall opposite the elevator in the basement of the building. The committee, consisting of Tom, Alice, Lee, and Sandy Kamelgarn (representing the Friends), met recently and proposed the following:

- A mural design contest will be open to high school age students residing in Mahopac;
- A \$500 honoraria will be awarded for the project; this honoraria does not include the cost of paint and other supplies;
- The winning student(s) will be supervised by an adult while creating the mural at the Library;
- Work on the mural will be done during the hours that the Book Barn is closed.

A question was raised as to why the project was open only to students. The committee felt that students would benefit from the experience, and would be able to add this project to their resume.

The committee will contact the Mahopac High School art department to assist with outreach for the call for mural proposals; information about the mural project will also be publicized in the local press, on the Library’s social media pages and on the website.

MOTION: Lee Markowitz made a motion, seconded by Alice Walsh, to initiate a mural design contest to enhance the wall opposite the elevator on the basement level of the Library, and to open this contest to high school age students residing in Mahopac. Further, one honoraria, in the amount of \$500, will be awarded to the student(s) for the creation and completion of this project.

All in favor; motion is passed.

Board Development

No report

By-laws and Policy

- The discussion of the revision of the Mahopac Public Library By-laws will be tabled until the October Board meeting. Michele has learned that there are additional changes that should be incorporated before we approve the new By-laws.
- The collection development policy will be reviewed at the October board meeting.

Planning

Alice and Scott have reviewed material regarding approaches to long-range and strategic planning. They are recommending that the Board endorse the use of the planning process outlined in the 2015 Edition

of the Handbook for Library Trustees of New York State. This process was developed by Rebekkah Smith Aldrich, Coordinator for Library Sustainability at the Mid-Hudson Library System.

Alice detailed the process that the committee feels is most appropriate for our Library because it is:

- Open and transparent
- Helps the community to feel like it's their library
- Puts a communication plan in place, both inside and outside the organization

Alice described the Phases of the planning process; Scott stated that the experience of working with Rebekkah will result in a successful outcome.

Rebekkah's services are free, and she will help to facilitate Board and community interaction.

Alice will coordinate a special meeting with Rebekkah and the full Board.

Personnel

Action item:

MOTION: Alice Walsh made a motion, seconded by Lee Markowitz, to provisionally appoint Emily Wierbowski to the position of full-time Librarian I, at the rate of \$21.00 per hour, effective as of September 21, 2016.

All in favor; motion is passed.

MOTION: Alice Walsh made a motion, seconded by Elizabeth Costello, to accept the resignation of Carleen Ince, Library Assistant, as of October 6, 2016.

All in favor; motion is passed.

Finance

MOTION: Elizabeth Costello made a motion, seconded by Alice Walsh, to approve the Library acquiring a credit card for Rita Covelli, Assistant Director.

All in favor; motion is passed.

MOTION: Alice Walsh made a motion, seconded by Scott Weiss, to approve an online banking login for Rita Covelli, Assistant Director.

All in favor; motion is passed.

The Finance Committee will be meeting during the month of October; a date will be coordinated with Michele.

Advancement and Public Relations

Elizabeth will be working with the other Advancement Committee members to coordinate a staff recognition event during the holidays. She will report on the specifics of this event at the next Board meeting.

Fran, a Mahopac resident, will be serving as a consultant on this committee.

Information and Technology

The WiFi hot spots have been upgraded throughout the building.

As previously mentioned, the Library has obtained a WiFi hotspot which was used during the Outside the Lines campaign on the Putnam County Trail Way, and will be used at the Mahopac Street Fair on October 1.

Citizens Comments Unscheduled

None

Old Business

None

New Business

None

MOTION: Alice Walsh made a motion, seconded by Elizabeth Costello, to adjourn the meeting. All in favor; motion is passed.

The meeting was adjourned at 8:20 pm

Respectfully submitted,
Debra Feiman
Board Recorder