

**Minutes of the Meeting of the  
Mahopac Public Library Board of Trustees  
Wednesday, October 21, 2015**

**Present:** Frank Del Campo, Kristine Bunyea, Alice Walsh, Lee Markowitz, Tom Honohan,  
Anthony Battista, Regina Morini

**Absent:** James Fitzpatrick, Joe Tock (excused)

**Director:** Michele Capozzella

**Recorder:** Debra Feiman

**Also attending:** Amy Schapiro

Kristine Bunyea called the meeting to order at 7:00 pm.

**Citizens Comments Scheduled**

Regina Morini mentioned that David Mann, a WWII veteran, spoke at her Rotary Club meeting recently and donated a signed copy of his memoir, "What I Fought For" to Mahopac Public Library. A thank you note will be sent to Mr. Mann for his donation.

The Board members were asked to sign the warrant list.

**Minutes**

The minutes of the Mahopac Public Library Board of Trustees meeting held on September 16, 2015, were accepted as read.

**Guest speaker:** Amy Schapiro, Head of the Learning Lab

Amy stated that the name of the Public Computer Center has been changed to the Learning Lab to better reflect the programs and range of technology offered there. The mission of the Lab is to be a multi-tech learning center.

- The Learning Lab is now open 20 hours per week. The 1-to-1 sessions have been eliminated in favor of additional lab hours.
- Partnerships with online learning sites include **GFCLearnfree.com** which provides certificate classes in Microsoft Word, Excel and Powerpoint.
- Business writing, Genealogy, and Mango (Spanish) language classes will be offered in the lab.
- Other programs, including Quickbooks classes and Learn to Mod – Minecraft, are currently scheduled.
- Take it Apart Tuesday (learn about the inner workings of computers) was a successful summer program.
- An Elementary School Science Fair will take place on November 11; this program will feature hands-on activities for grades k-3.
- November is National Novel Writing Month – writing programs will be offered in the Lab for children and adults.
- Future plans include computer coding for all ages, "Tech Buddies", and filmmaking programs.

Tom asked how the Learning Lab programs are marketed. Amy stated that information is posted on the Library social media sites, through e-alerts and e-newsletters, and on printed flyers.

### **Secretary's Report**

None

### **Treasurer's Report**

- Michele has asked Rosemary to correct the reporting of the library supply expenses.
- Frank questioned the Professional Fees and Dues expense of \$29,000 which Michele explained is for legal fees, Mid-Hudson dues, and auditing expenses.
- The Library received the first installment check from the Mahopac Central School District in the amount of \$513,153.75.
- The Library received the Senate Grant-in-Aid/Bullet Aid payment in the amount of \$10,000.

### ACTION ITEM

**MOTION:** Frank Del Campo made a motion, seconded by Alice Walsh, to approve expenditures on the warrant list dated October 21, 2015, in the amount of \$81,813.93.

All in favor; motion is passed.

### **Library Director's Report**

- Cheryl Harlen will assume the position of Head of Reader's Services as of December 21, 2015, following the retirement of Sheelagh Kaplan.
- The Library statistics are lower than the previous year; Facebook visits have increased considerably.
- Attic insulation project – Michele received specs from James Falletta, Vice President of ECP Building Envelope Specialists, after a thorough inspection of the attic. She will forward the specs to Ed Braddock, the fire inspector from the Mahopac School District. He must confirm that the specifications comply with all necessary fire regulations.
- Following Braddock's review, the Library will re-issue an RFP with the new specifications, allowing for comparable materials to be used if necessary.
- The new proposal will improve insulation and eliminate drafts by sealing gaps in the attic.

### **Friends Report**

- Anthony and Alice attended the Friends meeting on October 7.
- The Friends are hosting their annual Wine Tasting and Friend Raising Event on October 22, from 5-7 pm, at Sterling Cellars. All of the Board members are encouraged to attend.
- The Friends now have over 100 members.

### **President's Report**

Kris thanked Frank Del Campo for reaching out to the town to ensure support for the Library.

Regina, Anthony, Alice, Rita Covelli, and Mary De Bellis, attended the Mid-Hudson membership meeting in Poughkeepsie. Several awards were presented to regional libraries for sustainability and environmental awareness.

Kris mentioned that she had spoken to Jim Fitzpatrick regarding his attendance at Board meetings. Discussion followed.

Alice stated that the Board should refer to the Trustee manual and policies regarding absences at regular Board meetings. Non-attendance does not excuse Board members from being bound by votes or actions of the Board.

### **Information Technology Committee**

- Lee met with Amy Schapiro and Michele to talk about the computer upgrades in the Learning Lab. All is going well so far.
- A discussion of providing free WiFi HotSpots for less fortunate individuals in the community was led by Lee. He mentioned that Danbury Library lends these items with much success. The HotSpots are loaned for 1 week; the cost of each item is \$700, and it costs the library \$49/month for WiFi access.
- A point was made that it is not the Mahopac Library's mission to provide Internet access to individuals in our community who don't have the resources to pay for it. There is already so much offered at the Library for patrons of all ages and economic means.
- The burden for providing Internet access to Mahopac students should be on the schools.

Discussion followed. Lee stated that he will re-visit the issue in March 2016.

### **Advancement and Public Relations**

- A staff recognition event will be held on Wednesday, November 18, from 11:30am-3pm. Lunch and desserts will be provided in the Staff Room. The event is funded by the Friends; a gift from the Friends for the staff will be revealed at this event.
- The Board members, and the Executive Board of the Friends, are invited to attend this lunch.
- Holiday cards – the Library sent out 100 holiday cards in 2014 to elected officials and other local dignitaries.  
Action item: Should the Library send out holiday cards again this year?
- The cost to print the cards ranges from \$185-210.

**MOTION:** Alice Walsh made a motion, seconded by Regina Morini, to confirm that the Library will send out 100 holiday cards this year.

All in favor, motion is passed.

- A school administrators welcome breakfast will be held at the Library on Thursday, October 22, at 8:30 am. The event is an informal way for the Library department heads to meet representatives from the Mahopac schools.
- Amazon Smile – Alice encouraged all of the Board members to use Amazon Smile, and to designate the Friends of Mahopac Library as their charity of choice, when purchasing items through Amazon. This will help raise money for the Friends at no cost to the purchaser. Instructions on how to use Amazon Smile were distributed to the Board members.

### **Finance Committee**

Tom mentioned that the committee would like to review the goals of the Henschel Trust. A Henschel

Fund Committee meeting will be held in November to determine the best way to use the funds and to honor the stated purpose of the Trust.

### **Personnel Committee**

#### **Action Items**

**MOTION:** Regina Morini made a motion, seconded by Alice Walsh, to accept the appointment of Amy Zallo, Library Page, and Erica Bertolozzi, Library Page.

All in favor; motion is passed.

**MOTION:** Regina Morini made a motion, seconded by Frank Del Campo, to approve Michele Capozzella's vacation from October 26 through November 6, 2015.

All in favor; motion is passed.

Action Item: Michele asked the Board to approve expenses associated with her attendance at the PLA conference in Denver in April 2016. She is requesting reimbursement for airfare and registration only, at a cost of approximately \$1200.

**MOTION:** Regina Morini made a motion, seconded by Alice Walsh, to approve the airfare and registration expenses incurred by Michele Capozzella to attend the PLA conference in Denver. Discussion followed. The Board suggested that Michele's hotel expense be included in the reimbursement from the Library. They recognize the importance of the Library Director attending this national event.

Michele mentioned that Mary De Bellis, Head of the Reference Department, would be attending the conference as well. Michele stated that, as per Library policy, she has approved reimbursement for Mary's hotel and registration to attend the conference; Mary will be paying for her airfare herself.

**AMENDED MOTION:** Regina Morini amended the previous motion, seconded by Frank Del Campo, to approve the registration, airfare, and hotel expense incurred by Michele Capozzella by attending the PLA conference in Denver in April 2016.

All in favor; motion is passed.

Frank stated that the policy committee will review the Library policy regarding staff attendance at national conferences, and the expenditures incurred for these conferences.

### **Planning Committee**

None

### **By-Laws and Policy**

In a recent incident, a woman left her 4-year-old child in the Library and went to a local grocery store. She claimed that, at her request, a Library staff member had agreed to watch her child until she returned.

The Library policy regarding Children has been revised to clarify the fact that children in fifth grade and under shall be accompanied in the building by a responsible adult who must remain with the children at all times. The revised policy clearly defines "children" (under 18 years of age) and "adult" (in accordance with New York State General Obligations Law Section 3-112).

**MOTION:** Frank Del Campo made a motion, seconded by Alice Walsh, to approve the revised Mahopac Public Library policy entitled “Children”, dated October 21, 2015.

Discussion: Lee asked why “children” are defined by grade rather than age. Alice stated that grade better defines the individual.

All in favor; motion is passed.

The Library policy regarding Homebound Delivery Services has been revised to include a statement describing Library card registration procedures and delivery of the card for Homebound patrons. The revised policy also noted that homebound materials will be delivered by a volunteer, not by a staff member.

**MOTION:** Frank Del Campo made a motion, seconded by Regina Morini, to approve the revised Homebound Delivery Services policy dated October 21, 2015.

All in favor; motion is passed.

### **Board Development and Nominating**

None

### **Building and Contracts**

- Anthony will read and evaluate the information provided to him by Michele from the New York Power Authority for an energy audit.
- An RFP for new exterior landscaping will be drafted shortly.
- Anthony is working with Coglin and Drew to design and install new signage on the Library façade. He is also working on proposals for lighting the entryway sign and flagpole; solar lighting options are being considered.
- Anthony is familiar with Tri-State Façade, the company that has previously cleaned the exterior of the windows at the Library. Michele stated that this company submitted a proposal for \$2450 to clean the windows; their cost was lower than other companies as they own the lift equipment.

**MOTION:** Anthony made a motion, seconded by Frank Del Campo, to accept the proposal from Tri-State Façade to clean the exterior of the windows at the Library.

All in favor; motion is passed.

The plaque designed to acknowledge the Third Floor Gallery renovation donors was presented by Alice Walsh.

**MOTION:** A motion was made by Anthony Battista, seconded by Alice Walsh, to go into Executive Session to discuss Library fines and collection items.

The Board went into Executive Session at 8:32 pm.

The Board came out of Executive Session at 8:43 pm

**MOTION:** Alice Walsh made a motion, seconded by Regina Morini, to come out of Executive Session.

**Citizens Comments Unscheduled**

None

**Old Business**

None

**MOTION:** Alice Walsh made a motion, seconded by Anthony Battista, to adjourn the meeting. All in favor; motion is passed. The meeting was adjourned at 8:44 pm.

Respectfully submitted,

Debra Feiman