

# MINUTES OF THE BOARD OF TRUSTEES OF THE CHAPPAQUA LIBRARY

November 15, 2011

## Board Members Present:

Evelyn Bloom	President
Barbara Lowenthal	Vice President
Leo Sheer	Treasurer
Eleanor Friedman	Secretary
Ellen Smithberg	Member at large

## Others present:

Pamela Thornton	Director
Martha Alcott	Assistant Director
Joe Gallo	Auditor
Jo Lunetta	Staff
Miriam Budin	Staff
Marge Perlin	Staff
Dennis MacDougall	Facilities Consultant
Bob Wolff (entered at 8:00 p.m.)	Staff

## I. Call to Order

Ms. Bloom called the meeting to order at 7:32 p.m.

## II. Finance

A. Mr. Gallo, the library's independent auditor, presented this year's library audit to the Board. Overall indications were that liabilities were reduced and there was a net surplus from income including donations and grants.

1. A Review of the statement of operating expenses and the statement of cash flows demonstrated that library finances are in order with an overall increase in cash flow.

2. Ms. Lowenthal asked Mr. Gallo whether the library's finances were healthy. Mr. Gallo replied affirmatively and directed the Board to review the net asset section on page 2 of the report.

3. Mr. Gallo reviewed his input in the library's decision to change accounting programs. The library had been working with Quicken which is not a traditional general ledger accounting program. Some liabilities for which the library is accountable are not included in the program. Mr. Gallo recommended that the product be replaced with a more appropriate program, QuickBooks, which the library has purchased and since commenced using.

4. The Board unanimously approved the draft audit.

### B. Approval of the October 2011 Statements

1. The Board unanimously approved October 2011 statements.

### C. Capital Fund

1. \$49,812 includes give backs from Vanguard of monies they didn't use so their price went down. The library still owes \$13,000 to Vanguard

### D. November Bills

1. Ron Cosentino, the library's architect, approved a \$3818.05 payment to Vanguard.

### III. Buildings and Grounds

A. Dennis MacDougall explained the payment plan for project completion including Vanguard's charge for warranties from the manufacturer. The warranty includes 10 years on roof membrane and 5 years on silicone coating. A 3 year contractor warranty commenced in September 2010 when there was substantial completion of the roof project.

1. There are two issues Mr. MacDougall mentioned:
  - a. Ron Cosentino and Dennis MacDougall are not satisfied with project completion.
  - b. Mr. MacDougall is not satisfied with the sealed roof drains.
2. Mr. Cosentino will send a letter stating that we are retaining the final \$13,000 payment until these final issues are resolved. He will wait for Vanguard's response on when they will address the issues. Ms. Thornton reminded the Board that we still hold Vanguard's performance bond.

#### B. Johnson Controls

1. Arco dusted and cleaned the windows. The last weekend of this month Pleasantville Window will clean gaskets. Ms. Thornton said they replaced a pump but it's not on the energy management system.

#### C. Sidewalk/Parking Project

1. The fence footing in front of the library washed away so the contractor poured two concrete fittings to provide a secure foundation and filled the hole with two large boulders.
2. Didona, the architect retained for the project, is putting together a time frame to meet with the Plaza/Parking committee composed of two board members, Ms. Lowenthal and Mr. Sheer, Mr. MacDougall, and Ms. Thornton.
3. The family of Bella Harris would like to donate to benches and put funds toward the cost of landscaping for this project. Ms. Thornton explained that we are in the middle of planning for this project and will be in touch with more details.

#### D. Children's Room Loveseats

1. Ms. Budin presented information regarding the torn upholstery and possible solutions for addressing repair. After reviewing two bids, Anna's quote is \$500 less than Lore.
2. The Board voted by a count of 3-2 not to look for more vendors and to give Ms. Thornton permission to reupholster the couches at Upholstery by Anna, Inc.
3. Ms. Budin added her report on the success of Children's Room programming including Future Farmer's of Chappaqua. She showed beautiful pumpkins that had been harvested from the garden and shared how engaged and delighted the children had been with all stages of the program. Ms. Thornton also pointed out the great success of Ms. Budin's program of Saturday Specials.

### IV. Reports

#### A. Library Director's Report (see attached.)

1. Ms. Thornton said the library was once again very lucky with the recent storm as we did not lose power and were able to open the theater for patron use. The only day we closed was Sunday due to a town wide emergency.

2. Ms. Smithberg asked if the library could stay open longer when part of the town is without heat or power. Ms. Bloom pointed out that it would be a tremendous imposition on staff who may have difficulty getting to work and may not be able to stay longer hours on short notice. Ms. Thornton reminded the Board that Greeley High School and the Community Center are open for showers and shelter during the outages. Ms. Thornton said she will run some numbers to find out how much it would cost to keep the library open extended hours during emergencies when power is out. Ms. Perlin mentioned her concerns that it would be hard for staff who couldn't come in. There may be liability not covered by our insurance for extended hours during an emergency.

#### V. Policies

A. Ms. Perlin shared her views on the circulation policy. Currently about 95% of patrons have no issue with the current library card policy whose primary purpose is to prove residence. The Board voted 4 yes and 1 abstention to approve option B for inclusion in a draft for discussion at the next board meeting.

#### VI. Public Comments

- A. Ms. Bloom mentioned that the microphone in the theater needs to be evaluated for quality and performance.
- B. Mr. Wolff discussed his concerns with the Library Board.
- C. Ms. Thornton pointed out that 1243 patrons were in the library on October 31st, the day following the snow storm.

#### VII. Board Administration

- A. The Board unanimously approved the October 18, 2011 minutes.
- B. The Board unanimously approved the following dates for future meetings:
  - 1. Tuesday, December 13, 2011
  - 2. Tuesday, January 17, 2012
  - 3. Tuesday, February 21, 2012

VIII. Ms. Bloom adjourned the meeting at 9:07 p.m.

Respectfully submitted,

Eleanor Friedman  
Secretary