

Library Board of Directors
Somers Public Library
February 14, 2022

Members present: Lisa Gladysz, Gene Grayson, Jack Kertenis, Kathryn Lerz, Ann Levesque, Andy Phillips, Bob Socha, Shirley Warner
Absent: Mike Gruber (excused)
Also present: Joanne Nichting, Library Director

Chairperson Andy Phillips called the meeting to order at 6:30pm.

Minutes from the January 3, 2022 meeting were presented and reviewed. B. Socha moved to approve the minutes; seconded by J. Kertenis. A. Phillips abstained. Approved.

First & Second Audience to Citizens: None

Correspondence:

A. Phillips read a thank you note from Francie Clark for the memory lamp in remembrance of her mother.

Treasurer's Report:

The Treasurer's Report was distributed by G. Grayson. He reported that the overall assets are down due to recent market conditions. He also reminded the Board that the endowment investment policy imposes a limit on how much can be spent for annual expenditures. The treasurer's report will be filed for audit.

Financial Business:

The January 2022 budget to actual report was presented by J. Nichting. She reviewed the expense line items and income summary for the month. She also noted concern regarding the relatively low pay rates of part-timers. Some will automatically increase this summer when the required minimum wage is increased. She contacted the Town about the ability to increase the rates to be more competitive as she anticipates difficulty in filling the open positions given the current rates. The report will be filed for audit.

Old Business:

Invoice Procedure – J. Nichting continued the discussion started in January regarding the challenges and inefficiencies she noted in the current invoice processing procedure. Discussion amongst the Board members ensued. S. Warner made a motion to authorize the Library Director to pay all of the bills based on the budgeted Town line items without the Board's prior approval. The motion includes that the Library Director will present invoices paid for all expenditures (other than library collection materials) to the Board for review at the next subsequent meeting. G. Grayson seconded the motion. Motion passed.

Alarm System – J. Nichting informed the Board that the library was not included in the most recent lockdown drill conducted by the Somers Public Schools. A meeting was held with relevant members of the town and a Sonitrol representative. J. Nichting provided a summary of all that she learned about the library security and lockdown system. Between the Board members, town personnel, and school resource officer, there were several misunderstandings about how the system actual operates. Further discussions will take place regarding how the library wants the system to operate and what Sonitrol can do to make the appropriate changes. The consensus during the meeting was that the system should be linked to the schools' system, so that if they go into lockdown, the library will too. J. Nichting also

informed the Board that the security system is automatically armed & disarmed on a set schedule; however, the schedule is for a relatively limited window of time each day. B. Socha made a motion to adjust the alarm schedule and to issue alarm codes to all employees so that they may activate/de-activate the system when appropriate. S. Warner seconded the motion. Motion passed.

Board Roster – J. Nichting provided an updated roster/contact list of the Board members.

New Business:

FY23 Budget – J. Nichting reviewed the FY23 budget which she provided to the Board members via email in advance of the meeting. She explained the rationale behind several line items and noted dramatic increases in expenditures beyond the library's control, including the price of heating oil and electricity. S. Warner made a motion to accept the budget as presented and approve it for presentation to the Board of Selectmen. L. Gladysz seconded the motion. Motion passed. The budget will be presented to the Board of Selectmen on Thursday, February 17th.

Snow Closing – J. Nichting informed the Board that there had been confusion whether or not the library closed when the schools closed for inclement weather. After some discussion, J. Kertenis made a motion to follow the schools and close the library when the schools are closed due to inclement weather. S. Warner seconded the motion. Motion passed.

Sprinkler System Inspection – B. Socha presented information regarding the required sprinkler inspection. He obtained three quotes and recommended the least expensive service provider, Innovative Services, Inc., at a cost of approximately \$1,000. B. Socha moved to award the business to Innovative Services. G. Grayson seconded. Motion passed.

Auto Renewal of Materials – J. Nichting informed the Board of her plans to subscribe the library to Bibliomation's auto renewal service. This service will automatically renew checked out materials that have not been returned by their due dates, provided there are no holds on the items. The items will only be auto-renewed for the same amount of times that they are currently allowed via the manual system.

Mask Mandate – J. Nichting informed the Board that the Town of Somers rescinded its mask mandate in Town buildings. The library will follow suit and a new sign will be placed on the front door.

Library Aware Software – J. Nichting reported to the Board that its current system (Mail Chimp) for emailing patrons and promoting its programs is free, but its features are limited and difficult to use. She proposed that the library purchase Library Aware software which is designed specifically for library promotion. G. Grayson moved for the Board to pay for the Library Aware software program. K. Lerz seconded. Motion passed.

Director's Report:

J. Nichting briefly elaborated on her written report, which outlined all the activities and maintenance during the month of January, including numbers of patron visits and homebound deliveries. The report was accepted as presented.

Meeting was adjourned at 8:07pm. Next meeting will be March 7, 2022.

Respectfully submitted,
Lisa Gladysz

MINUTES NOT OFFICIAL UNTIL APPROVED AT A SUBSEQUENT MEETING