

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

**MEETING MINUTES
September 17, 2025**

President Rios called the meeting to order at 7:05 p.m.

The Trustees present were Nola Blair, Allison Colella, Susan Dillon, Sheelagh Kaplan, Christine Rios, and Barbara Tepper.

Kala Marsh, Brian Schnapper and Rebecca Wintle were absent with prior notice.

Susan Dillon and Sheelagh Kaplan attended via Zoom.

Library Director Jessica Veissy was also present.

Approval of Meeting Minutes

A motion was made by Mrs. Colella and seconded by Mrs. Tepper to approve the minutes of the August 20, 2025 as submitted. All were in favor.

Announcements and Correspondences

A patron mentioned to the staff that there have been cobwebs hanging from the ceiling to the music CD case for quite some time, and that the stairs are dirty and filled with spiderwebs quite often. Ms. Veissy has found it most effective to leave the cleaner notes to address specific areas that require attention, and it seems to be working for now. However, as mentioned previously, there may need to be check-ins or walk-throughs with Ben Campos from Kencal from time to time.

Treasurer's Report

Ms. Blair prepared and presented the Treasurer's Report which was reviewed and discussed.

Ms. Blair made a motion to approve the Abstract of Audited Vouchers #9, dated September 17, 2025 in the amount of \$17,353.77, which included voucher numbers 115475 to 115488. The motion was seconded by Mrs. Colella. All were in favor.

The contractual amount spent this past month was \$17,353.77, including \$5,726.90 from the Gift Fund paid to Lothrop Associates for the Teen Room Renovation. The largest expenditures were: Baker & Taylor Books (books) \$950.10, Amazon (office supplies) \$796.92, and Staples (office supplies) \$549.99. Payroll and benefits were \$70,840.41. Total library spending for all accounts was \$87,571.18.

Library Director's Report

The library has partnered with WLS, The ARC of Westchester, and the Sharing Shelf for a Diaper Drive from September 1st to 22nd. This is to support Diaper Need Awareness week. As per the Sharing Shelf: "According to the National Diaper Bank Network, 47% (almost half) of families reported diaper need in 2023, 46% of families reported reducing other expenditures to afford diapers, families with diaper need reported more instances of unmet health needs; stress and anxiety; limitations on free time and social contact; and barriers to work and 1 in 4 (25%) of parents and caregivers with diaper need reported having to miss work or school because they did not have enough diapers to drop their child off at childcare, and reported missing, on average, 5.1 workdays in the past 30 days." The library has already received many donations and is happy to team up with WLS to support this cause.

The library will have an informational table on display at the local Somers PCSB branch throughout October, alongside WLS. The library is grateful for this opportunity to showcase the services and resources offered at the library. A special thank you to Peter Riffel of WLS for including the Somers Library.

3,627 patrons visited the library in August.

Buildings and Grounds

Marty Stole was able to tighten the joints on both doors, and there hasn't been an issue since.

Marty Stole installed a new UV film in the Adult DVD area. A slight temperature change in that section of the library has already been noticed. Ideally, a second layer of film should be installed to further protect the DVDs from UV rays, but overall, the initial installation is working effectively.

Doyle Security sent one of their top technicians, Abe Colon, to the library to replace the new sensor that failed on the day of the inspection. The installation was completed quickly and efficiently. While on site, Mr. Colon also figured out how to resolve a long-standing issue with the keypads and addressed a water detection problem. He later returned for a follow-up visit and worked alongside Phil Quiles of the Somers Water and Sewer Department. Thanks to their efforts, everything is now fully under control.

Ms. Veissy had a brief conversation with Tom Tooma, the Building Inspector, and he informed Ms. Veissy that the railings for the emergency exits are still in the process of being made. However, she feels reassured knowing that the sidewalks have been completed in case an emergency in the library was encountered.

During the first week of September, Ms. Veissy discovered a yellow jacket infestation near the rear entrance of the library, where deliveries are received. This door leads directly to the staff room, and several yellow jackets had begun making their way inside. Ms. Veissy contacted the Parks and Recreation Department for assistance regarding this issue and a wasp nest that was discovered by Sueco Fuel during an emergency service call. While Parks and Recreation successfully removed the wasp nest, the yellow jacket problem persisted despite multiple visits. Unfortunately, on September 9th, one of the staff members was stung at their desk. As a result, Ms. Veissy asked Margaret Widman to contact JP McHale Pest Management for professional pest control services, as the spray that Parks and Recreation applied on a few different occasions didn't seem to work. JP McHale Pest Management applied a treatment on September 11th.

Grant Review

Unfortunately, the program room does not qualify for the grant that Millennium, the Town's grant writers, found. Ms. Veissy will continue to keep in touch with them to ensure that the library does not miss other opportunities. She is thinking about applying for another construction grant to fix the rear door of the library located in the staff room. The doorway is falling apart, has a large gap underneath, and as mentioned above, bees/wasps and little critters find their way in.

Professional Development

Ms. Veissy is working on several ideas for development and training, including team building, de-escalation training, and improving collaboration and communication among staff. She has a few contacts and will be planning dates very soon.

Monthly Statistics for August

New Library Cards – 79 (66 adults, 4 juveniles, 8 teen and 1 courtesy)

ILL Items Received – 1,356

ILL Items Supplied – 1,071

Monthly Circulation – 14,550
Computer Usage – 136
Door Count – 3,627
WiFi Usage Connections – 967
Reference – 1,107 (Adult/YA) and 222 (Children)
Programs/Attendance – Adult 31/668, Teens 9/153 and Children 22/1,001

Staff Meeting

The next staff meeting will be on Wednesday, September 24th. Part-time staff is invited to join via Zoom, as many work at other libraries.

Friends of the Somers Library

Ms. Blair reported that Library Director Jessica Veissy attended the last Friends meeting with some updates and requests for programming. As the Friends are sponsoring a Book Sale in November at the library, they will visit the upcoming Book Sale at the Chappaqua Library to get some ideas. Their new appeal brochure is at the printers.

Monthly Meeting with Town Update

Another conversation took place about the Town paying for legal fees for the staff to join the union. The discussion continued about the HVAC issues in the library.

Old Business

Teen Room Renovation Update

Mr. Schnapper has been very helpful in working with Lothrop Associates with the final plans for the Teen Room Renovation. A meeting will be held on September 19th, which will hopefully be the last meeting so a conversation can take place with Building Inspector Tom Tooma and Town Clerk Patty Kalba about going to bid for this project.

HVAC Update

At their August meeting, the Town Board approved soliciting RFP's for an HVAC design for the library. The updated scope of work was received and RFP packages were mailed out today with a due date of October 6th.

New Business

HVAC Issue

On August 20th, it was noticed that the main library area and program room were unusually warm. Initially, Ms. Veissy thought the system had switched to heat due to cool mornings. However, the program room's discharge air temperature spiked from 85°F to 105°F in under two minutes. Ms. Veissy notified Denise Schirmer, and Sueco responded immediately. They discovered that both the boilers and the A/C were running simultaneously and resolved the issue. After returning from vacation, Ms. Veissy found the main area was still warmer than normal. Joe Simone, owner of Sueco returned twice in one day, and he ended up shutting down the boilers. The system is currently stable. A "winterizing" visit was scheduled for September 15th, during which they also inspect the air handler for the main area. Mr. Simone from Sueco followed up with the Supervisor, Building Inspector and Mrs. Schirmer to outline a plan for the rest of the winter until the HVAC project begins. A tweak had to be made and Mrs. Schirmer received the final proposal which was signed off on by the Supervisor. Mr. Simone from Sueco will be at the library in the morning to begin planning for this work.

Staff Title Change

A motion was made by Mrs. Colella and seconded by Mrs. Blair to assign Alan Briones as Librarian II at an annual salary of \$67,670 contingent on Civil Service. All were in favor.

Fund Transfer

A motion was made by Mrs. Tepper and seconded by Mrs. Colella to authorize the Finance Department to transfer \$247.47 from the Gift Fund to the Harris Fun. All were in favor.

Flexible Funding Account

A motion was made by Mrs. Colella and seconded by Mrs. Blair to offer all full-time and regular part-time employees an opportunity to enroll in the Flexible Funding Account being offered by the Town. All were in favor.

Attorney Fees Increase

Ms. Veissy announced that she has been notified by the attorney firm on retainer that both their attorney and para legal fees will be increasing by \$5.00 per hour.

2026 Proposed Budget

Ms. Veissy prepared the 2026 proposed budget for the library. It was reviewed and discussed. Some changes were proposed. A motion was made by Mrs. Dillon and seconded by Ms. Blair to approve the proposed 2026 budget for the library as amended. All were in favor.

At 7:45 p.m., the Board went into Executive Session to discuss union contract negotiations. They came out of Executive Session at 7:55 p.m. and the meeting was closed.

The Board will meet next on Wednesday, October 15th at 7:00 p.m. in the library.

Respectfully submitted,

Denise Schirmer, Secretary
Somers Library Board of Trustees

cc: Library Board of Trustees
Town Board
Town Clerk
Finance Department – Carolyn Brush and Bob Kehoe