

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

**MEETING MINUTES**  
**December 17, 2025**

President Rios called the meeting to order at 7:00 p.m.

The Trustees present were Nola Blair, Susan Dillon, Sheelagh Kaplan, Kala Marsh, Christine Rios, and Brian Schnapper.

Allison Colella, Barbara Tepper and Rebecca Wintle were absent with prior notice.

Susan Dillon and Sheelagh Kaplan Zoomed into the meeting.

Library Director Jessica Veissy was also present.

**Approval of Meeting Minutes**

A motion was made by Ms. Blair and seconded by Mr. Schnapper to approve the minutes of the November 19, 2025 as submitted. All were in favor.

**Announcements and Correspondences**

A patron suggested that when staff answer the phone, they should announce their name so that patrons know who they are speaking to. He did say this could be helpful, so patrons can share how kind the employees are or commend them for something.

Circulation serviced 232+ calls for November. On November 26<sup>th</sup>, email addresses were added to Constant Contact for library notifications from new library card applications.

The Somers Volunteer Fire Department and the Somers State Troopers came to the library for events for children. The Fire Department came to a recruitment event, where story time and a craft was provided. The State Troopers came and performed their own story time and also brought a squad car as well as a police dog for participants to see and interact with. They also talked and answered questions about becoming a State Trooper as a career option. The library was happy to host both events, and hopes to bring community organizations such as these into the library for such programs again in the future.

All departments rallied as a team to meet the many challenges the Baker & Taylor Book Seller closure caused. Problem solving, including investigation and selection of (multiple) alternative suppliers, and budget comparisons between Somers Library staff and vendor records, helped alleviate – challenges such as the inability to purchase books for all ages (especially bestsellers), inaccurate budget information from the vendor, and the end to book processing support services.

\$900 in donations were received. The library is most appreciative of the generosity of these patrons.

**Public Comment**

There was no public present.

**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 #12, dated December 17, 2025

in the amount of \$9,720.57, which included voucher numbers 116118 to 116141. The motion was seconded by Mr. Schnapper. All were in favor.

The contractual amount spent this past month was \$9,720.57, including \$3,084.11 from the Gift Fund. The largest expenditures were: Amazon (books) \$1,177.92, Cross County Locksmith (repair) \$425.00, and Ingram Library Services (books) \$417.00. Payroll and benefits were \$73,332.44. Total library spending for all accounts was \$83,053.01.

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

The Friends of the Somers Library Book Sale raised just over \$2,000 for the library. It was a wonderful weekend, with many longtime supporters stopping by and many new faces from the community. Library staff and the Friends worked tirelessly to make our first year back a success and Ms. Veissy is sincerely grateful to everyone who contributed their time and effort.

The Westchester Library System (WLS) works to respond to community needs by connecting people with the resources, services, and programs available through their public libraries and WLS. When the COVID pandemic caused the temporary closure of Westchester's libraries in 2020, WLS responded by increasing access to digital collections and doubled the number of checkouts on the hoopla and Kanopy platforms. WLS kept those higher checkout levels for as long as possible, but the rising costs of allowing these extra checkouts has become too expensive. WLS will continue to provide access to hoopla and Kanopy, but effective November 1, 2025, the number of monthly checkouts per person will be 5 for hoopla and 30 tickets for Kanopy.

Microsoft will no longer offer the free plan for libraries and other educational entities. This means that the library will no longer have licensing for applications such as Word and Excel. The online Microsoft 365 interface is a little tricky for some of the staff members to use, and Ms. Veissy will be considering licensing it for the library only. Staff use Word, Excel, and other programs daily.

3,892 patrons visited the library in November.

### **Buildings and Grounds**

Unfortunately, the program room windows have been leaking during heavy rainstorms, and now there is very noticeable damage to the windowsills. Ms. Veissy noticed more damage on another set of windows during the book sale. Building Inspector Tom Tooma and Maintenance Technician Martin Gnip inspected the windows, roof, and gutters. Ms. Veissy is waiting to hear back on a temporary preventive plan. A permanent solution may require applying for a grant.

A patron mentioned to Lily Konys in circulation, that the pavers lining the front door are damaged and worn. One hole was deep enough that someone could trip. Thankfully, Maintenance Technician Marty Stole poured concrete to fill the areas of concern. Consideration should be given to redoing the front entrance in the new year as the doors are quite worn as well.

Ms. Veissy and Marty Stole are researching "Dusk to Dawn" light bulbs or other options for the walkway and exterior building lights. Since the lights are on 24/7, it would be another small but efficient improvement to keep the lights off unless visibility is low or it is dark out.

The public restrooms need new toilet paper holders and a small refresh, as the current ones are difficult to refill. Marty Stole repaired the mirrors in the women's restroom, fixing the broken hinges that had caused them to hang downward instead of remaining adjustable. Unfortunately, during the book sale there was feces left on the floor of the women's room yet again. The cleaning schedule will have to be revisited or Ms. Veissy will speak to the Town about a full-time custodian.

Optimum is the provider for the phone service for the elevator, but unfortunately, the cost increases frequently. Additionally, the monthly fee varies, which is confusing since the phone is there only for

emergencies. Ms. Veissy will be looking into switching this service and taking a deeper dive into many of the services and products to remain budget-conscious and efficient.

Replacing the carpeting in the library has been a discussion during the monthly meetings with the Town. Unfortunately, many grants do not cover carpeting. The matching NYS Construction Grant will, but the teen room once renovated will need new carpeting and another matching grant would not be ideal at this time. Ms. Veissy will continue to keep the conversation going with the Town and hope to make it a priority for the beginning of 2026.

### **Grant Review**

As of December 8<sup>th</sup>, the bullet aid funds have not yet arrived. Ms. Veissy has emailed her contacts at Assemblyman Matt Slater's office to request an update and has not received a response. She will be placing a call by mid-December if she doesn't receive an email or if the Finance Department does not get a deposit.

### **Monthly Statistics for November**

New Library Cards – 52 (50 adults, 2 juveniles)

ILL Items Received – 1,461

ILL Items Supplied – 963

Monthly Circulation – 11,674

Computer Usage – 84

Door Count – 3,892

WiFi Usage Connections – 757

Reference – 811 (Adult/YA) and 180 (Children)

Programs/Attendance – Adult 48/598, Teens 13/118 and Children 18/632

### **Staff Meeting**

Full-time and part-time staff met separately to discuss plans for the new year, along with personnel, procedures and expectations.

### **Friends of the Somers Library**

The Friends had their annual luncheon and meeting at the Barnwood Grill. Susan Cody was congratulated for being selected for the Westchester County Senior Hall of Fame. Susan Berkow will speak with Ms. Veissy about program funding, which happens twice a year, for 2026. The annual appeal is still going on. The Book Sale the Friends sponsored for the library was a great success.

### **Monthly Meeting with Town Update**

Mr. Schnapper reported that the meeting was good as usual. The Town agreed to add \$25,000 to the proposed budget and will allow up to \$10,000 to be spent out of the fund balance, if necessary, in 2026.

### **Old Business**

#### **Teen Room Renovation Update**

A meeting was held a couple of weeks ago and a draft of a bid package was prepared to be reviewed by the Building Inspector and Town Clerk. A draft of a timeline was also submitted for review.

#### **HVAC Update**

Ms. Veissy and Mrs. Schirmer met with OLA representatives Jim Dolan and Andrew Procaro via Zoom to go over their plan for an HVAC design for the library at a total cost of \$22,000.

#### **2026 Proposed Budget Update**

A motion was made by Mr. Schnapper and seconded by Mrs. Dillon to approve the proposed 2026 budget as submitted with the understanding that the Town agreed to add \$25,000 to the proposed

budget and will allow up to \$10,000 to be spent out of the fund balance, if necessary, in 2026. All were in favor.

## **2026 Holiday Schedule Update**

A motion was made by Ms. Blair and seconded by Mr. Schnapper to approve the 2026 holiday schedule as presented. All were in favor.

## **New Business**

### **2026 Slate of Officers**

Mrs. Marsh is resigning as the Nominating Committee as she wants to run for an office. A motion was made by Mr. Schnapper and seconded by Ms. Blair to accept Mrs. Marsh's resignation. All were in favor.

Mrs. Dillon is willing to be the Nominating Committee. A motion was made by Mr. Schnapper and seconded by Mrs. Marsh to appoint Mrs. Dillon as the Nominating Committee. All were in favor.

Mrs. Dillon announced the following Slate of Officers for 2026:

President – Brian Schnapper  
1<sup>st</sup> Vice President – Christine Rios  
Corresponding Secretary – Kala Marsh  
Vice President of Finance – Allison Colella

Elections will take place at the January meeting.

### **Printer Services Contracts**

Ms. Veissy was hoping to research new printer services contracts but has decided to continue with Image Cell at an annual cost of \$1,977. A motion was made by Mr. Schnapper and seconded by Mrs. Marsh to accept Image Cell's annual contract at \$1,977 for 2026. All were in favor.

### **Trustee Thanks**

Mrs. Dillon wanted to extend her thanks to Mrs. Kaplan and Mrs. Tepper who will no longer be serving as Trustees on the Board and Mrs. Rios thanked Ms. Blair for her assistance as Vice President of Finance these past few years.

At 8:05 p.m., the Board went into Executive Session to discuss union contract negotiations and personnel. They came out of Executive Session at 8:50 p.m.

A motion was made by Mr. Schnapper and seconded by Ms. Blair to only allow full-time staff to carry over no more than 5 vacation days above the allotted 10 days they are already approved for and they must be used by June 30, 2026. The following staff members have been approved for the following vacation carryover:

Alan Briones - 5 days  
Anne Dehn - 4.34 days  
Edith Felis - 2.77 days  
Terre Thomas - 5 days  
Jessica Veissy - 2.40 days

Juan Carlos Villagomez - 1.25 days

Margaret Widman - 5 days

All were in favor.

A motion was made by Mr. Schnapper and seconded by Mrs. Marsh to bring staff members up to minimum wage in accordance with NYS law starting effective with payroll #1 ending 1/2/2026 of \$17.00 per hour. All were in favor.

The meeting was closed at 8:55 p.m. and will meet next on Wednesday, January 21<sup>st</sup> 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