

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

**MEETING MINUTES  
May 20, 2026**

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

The Trustees present were Nola Blair, Allison Colella, Susan Dillon, Bill Keane, Kala Marsh, Christine Rios, Brian Schnapper, and Mary Jane Volfson.

Mrs. Dillon and Mrs. Wintle attended the meeting via Zoom.

Library Director Jessica Veissy was also present.

**Approval of Meeting Minutes**

A motion was made by Ms. Blair and seconded by Mrs. Rios to approve the minutes of the April 15, 2026 as submitted. All were in favor.

**Announcements**

St. Luke's Church sent a heartfelt thank you via email and left a voicemail for the many items the library recently dropped off from the food drives the staff have been hosting.

Over 20 written comment cards for Staff Appreciation were received during National Library Week.

Since moving the suggestion box to the front vestibule, the library has received quite a few children's book suggestions. Ms. Veissy prefers this location, as patrons notice it when entering and exiting. It has also caught the attention of many of the younger patrons.

Suggestions for more Ivy and Bean books, Humphrey the Hamster, Dark Moon (tween/teen) and a few more were received.

The library received a \$50.00 donation.

Mrs. Dillon asked if anyone was attending WLS' Legislative Dinner on July 21<sup>st</sup>. Both Ms. Veissy and Ms. Blair will try to attend.

**Public Comment**

There was no public present.

**Treasurer's Report**

Mrs. Colella prepared and presented the Treasurer's Report which was reviewed and discussed.

Mrs. Dillon made a motion to approve the Abstract of Audited Vouchers #5, dated May 20, 2026 in the amount of \$19,983.60, which included voucher numbers 117654 to 117675. The motion was seconded by Mrs. Rios. All were in favor.

The contractual amount spent this past month was \$19,983.60, including \$1,821.71 from the Gift Fund. The largest expenditures were: Bond, Schoeneck & King, PLLC (legal services) \$4,719.00, SEBCO (books) \$2,148.22, and Ingram Library Services (books) \$1,820.51. Payroll and benefits were \$76,560.37. Total library spending for all accounts was \$96,543.97.

## **Library Director's Report**

The library had a wonderful National Library Week celebration this year. The staff took a more passive programming approach, such as Name a Cart, the Story Walk, and Seed Library, while continuing a regular programming schedule. Despite this new format, there was strong patron engagement throughout the week and great participation in the activities. The sponsored contests were also a big success. Thanks were extended to the Friends of the Somers Library for generously providing the raffle baskets this year. Their support made a tremendous difference.

The budget review in an effort to reduce expenditures is going quite well. The next areas to be reviewed are the Zoom and Constant Contact subscriptions. Last year, Ms. Veissy secured Zoom Workplace at half price, but that rate will increase at the end of the month. Zoom now offers a nonprofit option for 501(c)(3) organizations, and Ms. Veissy is working with the Friends of the Library to try to obtain another discount. If that is not successful, the library will reduce their account to one license, as two are no longer necessary. The Constant Contact platform the library uses for their email list now costs over \$1,000 per year. While the library currently receives a 30% annual payment discount, Ms. Veissy plans to sign up through TechSoup to see if any nonprofit offers can further reduce the cost. Lastly, planning for the 2027 budget will happen soon as the preliminary budget is due in September and the budget hearing will take place in October.

Liz Anastasi (Reference) and Juan Carlos Villagomez (PR/Tech) have agreed to serve as the library's Notary Publics. They will begin obtaining the necessary materials and will register for the required class and exam. Ms. Anastasi and Mr. Villagomez will submit any related expenses, and the library will reimburse them in accordance with the Board's vote in April 2026.

The full-time staff have been asked to review the Fire Safety Plan for any comments, suggested changes, or questions. The document is still in its first draft, and it will also be circulated to part-time staff for review. Ms. Veissy recently met with Rich Servello, the Somers Chief Fire Inspector, and Marty Stole, Town Maintenance to begin planning a fire drill and to discuss development of the Fire Safety Plan. Once the annual fire system testing is scheduled with Doyle Security Systems, Mr. Servello will return to the library to conduct the first fire drill in several years. Ms. Veissy is very pleased that we are moving forward with reinstating these important safety measures at the library.

There will be an Active Shooter training on Friday, May 29. Trustees are welcome to attend as well.

Ms. Veissy is currently attending the Director Handbook Book Club webinars with Rebekkah Smith Aldrich of the Mid-Hudson Library System, where protocol is discussed during the Annual Safety Drills section of the Handbook for New Public Library Directors. Code Adam, introduced in 1994 by the National Center for Missing and Exploited Children and Old Navy, is a safety protocol used in public spaces to respond quickly if a child is reported missing. The library staff are currently completing Code Adam training. Once all staff have viewed the training video and reviewed the implementation checklist, the library will officially adopt and implement the protocol throughout the library.

Unfortunately, there is still no clear resolution to the ongoing Hoopla issues. The Westchester Library System is working diligently with Hoopla representatives to address budget concerns and to gain clarification on how their funding processes work. Specifically, the library is trying to determine whether additional funds contributed by Somers would directly benefit the patrons or be shared across the entire County. At this time, there is still a great deal of uncertainty. The reference team and Ms. Veissy have decided to wait for further clarification regarding these processes and whether the consortium may ultimately transition to a different platform. Updates will be shared as more information becomes available.

WLS will be replacing the VDI machines sometimes this spring which will bring the library back to regular desktops. This comes along with many changes throughout the library system. In about four to five years, the library will have to purchase their own devices but will still receive IT support through

WLS. Ms. Veissy believes, overall, this will be a great step as it could save a lot of money in the budget. Ms. Veissy will be learning more at PLDA meetings as the year progresses.

Terre Thomas is working on a Library History page that will be added to the website.

2,774 patrons to the library in April. Ms. Veissy is waiting for the second door counter to arrive for the side entrance at the front of the library. This will provide a more efficient way to track attendance during programs held outside of regular library hours.

### **Buildings and Grounds**

More updates are to come about a service contract for the Generac generator at the library. Ms. Veissy contacted an electrician from Yorktown, but they only service residential generators, not commercial. Evidently, servicing commercial Generac generators is a difficult task.

Ms. Veissy is hopeful that a refresh of the program room can happen this fall, once the busy season slows down. The space has been heavily used in recent months, and usage will increase further when the Town Summer Camp begins. Scheduling the refresh in the fall, alongside the anticipated teen room renovation, seems to be the most practical approach. There is still a small amount of funding remaining from the generous donation by the Ambellan Charitable Foundation, which could be used to purchase new soundproofing. A fresh coat of paint could be covered through the office budget line. These updates would help revitalize the space until a more permanent renovation can be pursued in the future.

The new chairs, thanks to the Bullet Aid Grant, will be arriving around the first week of July.

Marty Stole, Town Maintenance, found new, unused paper towel and toilet paper holders that had been in storage and has already begun replacing several of the bathroom units. This will help streamline ordering for Margaret Widman, Principal Clerk, allowing her to standardize supplies by purchasing one type of toilet paper and one type of paper towels. This change should also serve as a cost-saving measure over time. The library may still need to purchase new paper towel dispensers for the staff bathroom and the lower-level restroom, as the public bathrooms do not currently have them.

The air handler serving the main area of the library shut down on Wednesday, May 6<sup>th</sup>. The air filters became clogged quickly, which caused the system to shut down. Marty Stole had recently replaced the filters, so they should not have become that dirty so quickly. This past week, the boiler was fighting with the air conditioning causing an issue. Ms. Veissy is looking forward to the upcoming HVAC renovation so that the system will operate more efficiently and reliably without these ongoing concerns. Special thanks to Tom Tooma for his guidance.

Future projects that will need attention: carpeting; the leak in the basement emergency door; roof/gutters to avoid window leaks in the program room as well as around the library; and the front doors and pavers are becoming quite worn.

### **Grant Review**

The new library chairs made possible from the Bullet Aid Grant have arrived. The new library guest chairs should arrive in July. Thanks to Margaret Widman for working with Brodart on pricing. 10 chairs with arms, 18 chairs without arms, and 4 new public computer chairs were able to be purchased and there are still some funds left. Ms. Veissy will check with Assemblyman Slater's office to confirm that those funds can be used for programming.

The Dollar General Grant application has been approved by Supervisor Scorrano and the Town Board and has been submitted by Millennium, the Town grant writers. Ms. Veissy is hopeful that the library will be awarded the grant and be able to supply the community with brand new Launchpads and begin Launchpad-based literacy programming. An announcement will be made in the fall.

## **Professional Development**

Ms. Veissy has resumed her Certified Public Library Administrator certification program through the American Library Association.

Alan Briones completed Connections and Reflections: Checking in with Yourself - Prioritizing Self-Awareness to Best Support Everyone's Needs in the Library on April 24, 2026.

The staff have been attending monthly and quarterly WLS meetings (Youth Services, Reference and Circulation) to speak and meet with colleagues around the County.

WLS provides monthly updates on professional development opportunities for library personnel across the County. Staff members complete these webinars and seminars, and the library maintains their certificates on file.

## **Trustee Training/Development**

Susan Dillon completed "Developing Advocates" totaling 9 contact hours through a WLS and RCLS partnership.

Upcoming Trustee trainings:

Each month, WLS will send out their "Professional Development Workshops, Webinars, Meetings and More!" emails filled with great information and training. The May Trustee Training was on May 7<sup>th</sup>. It is best to check by the 1<sup>st</sup> of the month, as many webinars and seminars are scheduled for the beginning of each month lately.

## **Monthly Statistics for April**

New Library Cards – 193 (41 adults, 152 juvenile)

ILL Items Received – 1,587

ILL Items Supplied – 1,034

Monthly Circulation – 12,024

Computer Usage – 99

Door Count – 2,774

WiFi Usage Connections – 957

Reference – 1,046 (Adult/YA) and 185 (Children)

Programs/Attendance – Adult 60/831, Teens 11/101 and Children 28/642

## **Staff Meeting**

The staff will meet briefly before their training on May 29<sup>th</sup>.

## **Friends of the Somers Library**

Ms. Blair reported that the last Friends meeting was held on May 6<sup>th</sup> and Ms. Veissy attended who gave an update on the teen room renovation project and the purchase of new chairs. They are getting ready for the Mahjong Tournament and shared future fundraising ideas. Mrs. Volfson reported that plans are in place for an activity for Summer Reading as well as planning for the fall and winter.

## **Meeting with Town Update**

Mr. Schnapper reported that a meeting with the Town was held yesterday via Zoom. The conversation included union negotiations, policies, the teen room renovation project, HVAC design project, the leaking issue with the roof and windows, and problems with the cleaning service.

## **Old Business**

### **Teen Room Renovation Update**

The bid for the Teen Room Renovation was announced in the papers on April 30<sup>th</sup>. Mandatory site

took place on May 19 and 20 and again on May 21, with six companies attending. The bid opening will be on June 18<sup>th</sup> and a recommendation of who to award the bid to will take place at the July 9<sup>th</sup> Town Board meeting.

### **HVAC Design Update**

On February 26<sup>th</sup>, Building Inspector Tom Tooma, Assistant Building Inspector Mike Dunbar, Ms. Veissy, and Mrs. Schirmer met with OLA representatives Jim Dolan and Andrew Procario via Zoom to go over their second revision for an HVAC design for the library. Sueco was asked to give a guesstimate of what this project might cost. Much to our surprise, OLA notified Mrs. Schirmer last week that in order to move forward in providing scope of work documents in order to go out to bid will cost an additional \$69,000. This information has been forwarded to the Town Supervisor and Town Clerk so that a determination can be made in moving forward.

### **Bylaws Review Update**

Mrs. Marsh reviewed the Bylaws and had the following questions: should there be term limits on how long one can be a Trustee; should the minimum age for a Trustee be 21; what is the job description of a Corresponding Secretary and do we need one; and she has always been told that someone wanting to run for an office can't be on the Nominating Committee, yet that is not stated in the Bylaws.

### **Annual Report Update**

The final proof of the Annual Report was reviewed by WLS and submitted to NYS. A motion was made by Mrs. Rios and seconded by Ms. Blair to approve the Annual Report as submitted. All were in favor.

### **Updating/Approving Library Policies**

The members reviewed the "Gift/Donation" policy. The wording did not change, only the form. A motion was made by Mrs. Rios and seconded by Mrs. Dillon to approve the policy and form as submitted. All were in favor. In addition, a Policy Review Committee will have to be established as policies need to be reviewed every 5 years according to the New York State Education Department guidelines (8 NYCRR §90.2).

### **New Business**

There was no New Business this evening.

At 8:00 p.m. the Trustees went into Executive Session to discuss personnel and union negotiations. They came out of Executive Session at 8:20 p.m.

A motion was made by Mrs. Rios and seconded by Ms. Blair that effective July 1, 2026, Lily Konys has been approved to be promoted from Library Clerk part time to Librarian I part time at an hourly rate of \$29.56. All were in favor.

A motion was made by Mrs. Rios and seconded by Ms. Blair to approve reimbursement to Karen Collura, Doris D'Souza, Christina Johnson, Nancy Illuzzi, Saule Nurgaziyeva and Cheryl Quinlan for civil service exam paperwork as a one-time courtesy.

The meeting was closed at 8:25 p.m.

The Board will meet next on Wednesday, June 17<sup>th</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