

SPECIALBOARD OF TRUSTEES MEETING

September 5, 2013

6:30 PM

MINUTES

Na'im Tyson, who presided, called the meeting to order at 6:40 pm.

Present were: Marcia Dupree and Julie Mills Worthey

Absent: Millie Burns

Also present: Hafeezah Basir, Tamara Stewart and Debra Ramsey, Library Patrons; Scott Griffith and Cheryl Thomas, Library Staff; Carolyn Karwoski, Library Director, Juan Jaramillo, Chief Account Clerk, and Mary Harper, Administrative Assistant

MINUTES: The minutes of the meetings of April 17, 2013, May 15, 2013, June 19, 2013 and July 17, 2013 were approved as amended.

OLD BUSINESS:

The board reviewed a draft of the library's proposed 2014 budget.

Julie Mills Worthey asked had the comptroller's office seen the budget. She asked that an explanation be included for the capital improvement portion of the budget. Mrs. Worthey said that perhaps the capital improvement budget should only reflect the initial phase of capital projects.

Carolyn Karwoski said that she had spoken at the Lion's Club meeting and a member of the group is a contractor. The president is an architect that will come to look at the library.

Mrs. Karwoski said that she had written a budget narrative, but will include the information about the capital projects being done in phases.

There were questions about the line item for office supplies.

Julie Mills Worthey asked if there were plans to increase the number of public computers.

Carolyn Karwoski said that an inventory of the PC's and laptops is being conducted. There is discussion about getting computers from WLS. She said there is no planned expansion until there is additional staff. She said that we are going to use the terminals we have and two terminals will be designated for twenty minute viewing of email.

Julie Mills Worthey asked if the reserve for retirement incentive was included in the budget. Carolyn Karwoski said that it would be removed.

Dr. Tyson said that he thought the line item for bookbinding was included in the CLD budget. Mrs. Karwoski said no. The library does not do much bookbinding and most is done in periodicals. It will probably be phased out.

Carolyn Karwoski was asked about plans for the local history room. Mrs. Karwoski said that some of the materials in the room need professional assistance. The items in the room must be evaluated and some can be moved to the Westchester room. She said she does not think the materials are properly stored and she is looking at a conversion grant, so an evaluation can be done.

Carolyn Karwoski said that New York State and New England offer small grants to pay for conversion. She said that she is concerned about temperature variation in the room.

Na'im Tyson suggested that the director check with the insurance representative to find out what materials are on the list.

Julie Mills Worthey said that she thinks an appraisal of the items in the vault was also recommended. She said that she thinks there should be a line item in the budget for this.

Mrs. Mills Worthey asked about the line item for miscellaneous. She asked where the funds would be used. Carolyn Karwoski said that they could be changed to include the valuation of the local history room materials.

The board approved the proposed 2013 operating budget with the proposed amendments.

The board has decided to hire US Security Company for the library.

Carolyn Karwoski said that Juan Isales of US Security Company had done a walk through of the library. She also met with Bill Stump, the representative for NJB Security, who currently secures the library. He said that he would submit a plan, but she has not received it.

Mrs. Karwoski said that she has concerns on how the security is being dealt with at the library. She said that we need a more professional security staff.

Mr. Stump had indicated, if the library was looking for a better quality of service, they would have to upgrade their contract.

Julie Mills Worthey asked if anything had happened recently. Mrs. Karwoski said no, the worse was when a patron passed out and security took a long time to come. She is concerned with their mannerisms and not dealing with the public effectively.

US Security feels if we provide a good schedule, we may not see an increase in the amount paid.

Carolyn Karwoski said that NJB Security must be given thirty days notice of the dissolution of the contract with the library.

She said that she will check with Juan Isales to see when US Security can start.

Carolyn Karwoski said that she has discussed using guards from outside of the area with US Security. This was an issue with NJB.

Upon a motion by Marcia Dupree, seconded by Julie Mills Worthey, the board approved the hire of US Security Company for the library. The motion carried 3 to 0.

The Board reviewed several updated library policies.

Carolyn Karwoski has revised the Cyber Corner Rules, Borrowing Policy, Internet Use Policy and Unattended Child Policy.

She said that she had reviewed all of the policies at the management meeting.

Mrs. Karwoski said that she is concerned about getting more staff and someone to supervise the CyberCorner. She said that she is hoping to have a computer tech at separate times at the desk.

Carolyn Karwoski said that she has the idea of working with the Youth Bureau and WLS to get Teen Techs at the cyber corner.

Julie Mills Worthey asked if the new budget anticipated being able to create a position to supplement these plans.

Na'im Tyson suggested some changes to the Cyber Corner rules regarding the age of users, sound modification with ear buds and the library's responsibility for patrons materials lost due to computer problems.

Julie Mills Worthey asked if there were signage in place regarding the Unattended Child Policy and said it may be a good idea to have programming regarding strangers. She said that children seem comfortable coming to the staff to say they are being bothered. She suggested child friendly signage to remind them.

Upon a motion by Julie Mills Worthey, seconded by Marcia Dupree, the board approved the revised Internet Use Policy. The motion carried 3 to 0.

Carolyn Karwoski explained that the Borrowing Policy was revised to prevent family members from using another member's card when they are not present. There have been issues with a family member using another's card when they are blocked from using their own.

Ms. Karwoski said the policy should state that you can only use your own card. This may be an issue when it comes to children whose parents have access to their child's card.

Julie Mills Worthey said that the policy should be amended to read, *we encourage parents and caregivers to check out materials for their children using their own library card.*

Upon a motion by Julie Mills Worthey, seconded by Marcia Dupree, the board approved the amended Borrowing Policy. The motion carried 3 to 0.

Carolyn Karwoski said that the library will resume issuing guest passes again to residents outside of Westchester County, but only with acceptable state issued ID.

A patron will now be allowed up to three hours per day to use the computer. Flash drives can now be purchased for \$8.00 at the circulation desk.

Mrs. Mills Worthey asked about the hardware a patron could bring in and use in the library

Upon a motion by Marcia Dupree, seconded by Julie Mills Worthey, the board approved the revised Cyber Corner Rules. The motion carried 3 to 0.

Cheryl Thomas asked if the new cyber corner rules applied to the children's room as well. Carolyn Karwoski said yes, if they are not in use.

Scott Griffith said that the children's room cards time out in one half hour. He said that he does not know what changes have to be made to increase the time.

Carolyn Karwoski said that we have to make sure that Envisionware is set the same on the children's room computers.

Julie Mills Worthey asked if it was thought the children would get frustrated with the additional waiting time. Scott Griffith said that he thought an hour was good to start with.

Mrs. Karwoski said that a separate children's cyber corner policy may be needed.

Upon a motion by Julie Mills Worthey, seconded by Marcia Dupree, the board approved the Unattended Child Policy. The motion carried 3 to 0.

NEW BUSINESS:

Na'im Tyson said that over the last couple of months he had been talking about a marketing consultant. He said it had been his desire to have a forum to talk about the vote.

Dr. Tyson said after talking with Libby Post, she suggested that a more grass roots approach of meeting with people one on one was needed.

Carolyn Karwoski said that Libby Post had been suggested by the Division of Library Development. In meeting with her she knows what we have to do.

Na'im Tyson asked if Libby Post had presented a line item estimate.

Julie Mills Worthey said that Ms. Post wanted to know if she was going to be retained before she crunched the numbers.

There is a \$3,000 monthly retainer plus travel expenses. There are additional costs for the outsourcing of printing, mailings, website and legal fees. She is responsible for legal mailings and petitions.

Carolyn Karwoski said that there are some printing and marketing costs in the budget.

Mrs. Karwoski said that the vote will take place in April or May of 2014.

Mrs. Mills Worthey said there was a commitment from the trustees to do outreach. Carolyn Karwoski said the "Friends" as well.

Julie Mills Worthey said that no matter how much research and caring about the process there is; this is not something the board has the expertise in executing.

She said that the citizens of Mount Vernon deserve that we handle the budget vote the right way and have someone on hand to explain.

Julie Mills Worthey said that she learned that because we are asking the public to give a line on the budget for the library, the city cannot increase its budget on top of what they gave the library.

Mrs. Mills Worthey said that she is impressed with the work Libby Post has done.

The Board approved the hire of marketing consultant Libby Post, upon a motion by Julie Mills Worthey, seconded by Marcia Dupree. The motion carried 3 to 0.

ADJOURNMENT:

The meeting ended at 7:50 pm.

Respectfully

Secretary