

BOARD OF TRUSTEES MEETING

September 18, 2013

6:30 PM

MINUTES

Na'im Tyson, who presided, called the meeting to order at 7:10 pm.

Present were: Julie Mills Worthey

Absent: Millie Burns and Marcia Dupree

Also present: Gary Newman, CSEA Unit President; Michael Weitzner, Attorney; Tamara Stewart, Library Patron; Cheryl Thomas, Library Staff; Carolyn Karwoski, Library Director, Juan Jaramillo, Chief Account Clerk, and Mary Harper, Administrative Assistant

Attorney Michael Weitzner discussed the 501(c)(3) reinstatement process and scheduled a meeting with the board for September 24, 2013.

PERIOD OF PUBLIC EXPRESSION:

Cheryl Thomas requested that the revised unattended child policy be posted in children's room. Ms. Thomas said that young children age eight and younger cannot be left in the library alone.

Carolyn Karwoski said that New York State uses age eight and younger. She said the information is in the introduction to Children's Services.

Gary Newman congratulated Carolyn Karwoski on returning the fiction collection to the Fiction Room. He said that what the former director did was egregious and the return of the collection was a form of healing.

CORESPONDENCE:

Na'im Tyson said that he received correspondence from the Wartburg for Julie Mills Worthey.

Dr. Tyson also received an email from Chase Bank regarding commercial online banking.

DIRECTOR'S REPORT:

This summer's activities and programs were well received by the community. The reading clubs all had an interconnecting theme, from "Dig into Reading and "Beneath the Surface" to the adult theme of "Underground Reading". Each club had programs and activities associated with reading and many were very well received. Also this summer, an upgrade of the community room, translated into more film offerings for families. The library now has a portable audio system, a new larger, fixed screen and a blu-ray player and projector. Plans going forward will include more film showings and other programs in the Grace Greene Baker Community Room. Our most popular service was Reading Buddies program. In association with the JCY, we were able to have volunteers meet with students and read together books on the school reading lists. We had anywhere from 80-100 children come in to share books with the volunteers. This was such a popular program that next year we will work hard to attract more volunteers to work with the children, with the goal of a one-to-one ratio.

In August the director attended the Diggipalozza Conference in Cleveland, Ohio. This 3-day user's group conference is always well-organized and informative. There were many discussions on how e-materials are used in libraries and the changes that will continue to develop. This was also a wonderful opportunity to connect with librarians from across the U.S. and Canada. Since one of her commitments is to develop a strong e-collection for Mount Vernon patrons, this user's conference was a good beginning in increasing usage of e-resources in our community. One of the improvements that we will be offering to our patrons is our own Overdrive Advantage e-materials collection. One of the components of this collection is that Mount Vernon Library will be able to purchase popular bestsellers from 2 publishers that do not sell their titles to consortium but will sell to individual libraries. As a result we will have some bestseller titles that will only be available to Mount Vernon residents such as the newest titles from James Patterson. We are very excited about offering this new collection.

As part of our concentration on e-materials, we have purchased several tablets to train staff on how to check out and download an e-book. Ms. Karwoski was given a Kindle Fire for attending a presentation at ALA, and purchased an I-Pad mini, Nook Tablet and a Nexus Google Tablet. We will also try to expand our collection so that we are familiar with the devices and can work with the public to answer questions and to train them to use our digital collections.

This month we have hired a part-time computer lab clerk to manage the lab during opening hours in the afternoon. Marc Rodrigues has already begun working and we are happy to offer our patrons authoritative help when using the lab. He will be working Monday-Friday from 1:30-5:00.

We have also hired a new security company to provide services for the library. U.S. Security Associates will begin working for the library on Monday, October 7, 2013. We feel confident that they will provide superior service for the library and have every confidence that this is the right move for the library going forward.

It was also agreed upon by the Board to hire Libby Post to manage our marketing needs for the upcoming budget vote. She will help us have a successful vote in the spring.

Carolyn Karwoski met and gave a presentation about the library to the Mount Vernon Lions Club. It was well received and a pleasure to meet the local business people who are members of the club.

She also has to thank Chris Shoemaker, Library Director, Rye Free Reading Room Library for the gift of 2 steel shelving stacks. The stacks are only 2 years old and his maintenance staff delivered them to Mount Vernon last Saturday. We will soon have the new stacks installed in the adult section of the library.

Mrs. Karwoski met with DaMia Harris from the Mayor's Youth Bureau. She had an idea for a pilot project that we might be able to work together to provide several jobs for high school age teens. It was a good discussion and Mrs. Karwoski will now work to write up a formal proposal to the Youth Bureau.

Julie Mills Worthey asked when the plans for summer reading 2014 would be finalized. Carolyn Karwoski said that she hoped to have a youth services coordinator by then. Mrs. Mills Worthey said if the library is soliciting volunteers, she hopes they will know by May.

Carolyn Karwoski said that the staff is putting together a list of Overdrive titles.

Mrs. Karwoski said that WLS is looking at Innovation as the vendor for the circulation system. The SIRSI system expires in 2015.

The computer lab will be offering classes on tablets.

Julie Mills Worthey asked if the new computer lab clerk is available to support the staff at cyber corner. The director said no, but we did hire a tech clerk.

Na'im Tyson suggested that the library may want to notify Social Services. At one point they were sending people to the library for computer use.

Carolyn Karwoski said that NJB Security had been informed that the library was terminating their contract, but she has not heard anything from them.

Mrs. Karwoski said that she and Francine Vernon of WLS met with DaMia Harris of the Youth Bureau to talk about programming. The idea of Tech Pages was discussed, but she is not sure how it will be funded.

Dr. Tyson asked if Carolyn Karwoski was planning to circulate the technical equipment to patrons. Carolyn Karwoski said down the road, but right now the staff is working with them.

Mrs. Karwoski said that classes will be offered for teens. She said she does not think that they realize that they can download free music from Freegle via WLS.

Na'im Tyson asked if Mrs. Karwoski had reviewed Redbooks. She said she had not, but will do so.

Julie Mills Worthey asked if there was a possibility of having Mount Vernon Public Library subscribe to Zinio a database that will allow patrons to read newspapers online.

Carolyn Karwoski said that she would check with WLS. She said that there is an annual cost, plus the fee for each periodical.

Mrs. Mills Worthey said that she thinks that it is a unique service to offer to Mount Vernon patrons.

Carolyn Karwoski said that we want to cut back on the number of paper subscriptions. If we can cut back, we can use the money for Zinio.

Julie Mills Worthey asked if there were anymore information about our Wi-Fi being accessible to patrons outside of the library. Mrs. Karwoski said no.

Mrs. Mills Worthey said that she thinks that the people in the neighborhood would love to know about this and use it.

Dr. Tyson expressed concerns about security and the fear that too many users may use up the bandwidth.

Mrs. Karwoski said that WLS will find better places to put WiFi.

Mrs. Mills Worthey asked that we consider a way to promote WiFi accessibility to benefit the neighbors.

Carolyn Karwoski said that the monies that Unique Management recovers from patrons compares favorably to what they collect from the library.

Carolyn Karwoski said that patrons pay for machine usage at the library. The new fax machine is not set up yet and a price must be decided.

Color or black and white copies can be made with the new machine.

Julie Mills Worthey asked if there were a way to report income from the public machines. She said she understood in the past the amounts had not been separated and reported.

Juan Jaramillo said that we are working on it.

Carolyn Karwoski said that the point of sale software may give a better picture.

Mrs. Karwoski said that the Friends have new membership applications. There are different levels of gifts that can be donated. They will do a mailing.

The Friends will be at the “Arts on Third” Festival and will campaign in full.

Julie Mills Worthey said that she would propose that a museum pass might be a nice incentive for the higher contributions.

#### PRESIDENT’S REPORT:

Na’im Tyson said that he received a phone call from Civil Service regarding personnel issues to be discussed in Executive Session.

#### TREASURER’S REPORT:

Juan Jaramillo said that the recommended changes have been made to the reports.

Na’im Tyson asked had the library received bills for the dental expenses.

Mr. Jaramillo said that there were no charges for 2011 or 2012. There are no figures for 2012, but he thinks it is about \$20,000.

We still have enough funds coming in from the city, so the budget is not really overstated.

Dr. Tyson asked did we still owe for unemployment insurance. Juan Jaramillo said no. We did pay the first two months of the year.

Juan Jaramillo said that the terminal maintenance bill for 2013 was paid in 2012. We now have a surplus.

Julie Mills Worthey said that it is not a surplus since we have to anticipate paying in December of 2013.

Dr. Tyson suggested that if we get additional terminals, we may want to use some of the terminal maintenance budget for that.

Carolyn Karwoski said that we are trying to decrease our dependency on WLS. She said that we have to order ten new computers. The computers in the lab are out of date.

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Juan Jaramillo said that the employee benefits for 2013 are understated. We had budgeted \$400,000 and \$300,000 has already been spent.

Julie Mills Worthey asked with the purchase of new equipment are there significant changes in service contracts. Carolyn Karwoski said no, we will service them in house.


**NEW BUSINESS:**

Na'im Tyson asked for adjustments to the contract for Communication Services. He said that the last paragraph on page four mentioned an addendum, but there is none.

Dr. Tyson also requested a change be made on the amount of time to pay invoices from 30 days to 45 to 60 days.

**ADJOURNMENT:**

The meeting ended at 7:53 pm.

Respectfully  
  
Secretary