

MOUNT VERNON

PUBLIC LIBRARY

the CENTRAL LIBRARY OF WESTCHESTER

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BOARD OF TRUSTEES MEETING

October 16, 2013

6:30 PM

MINUTES

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

Present were: Marcia Dupree

Absent: Millie Burns and Julie Mills Worthey

Also present: Gary Newman, CSEA Unit President; Donald Partrick, CSEA Labor Relations Specialist; Robert Lattimer and Tamara Stewart, Library Patrons; Cheryl Thomas, Library Staff; Carolyn Karwoski, Library Director, Juan Jaramillo, Chief Account Clerk, and Mary Harper, Administrative Assistant

MINUTES: Approval of the minutes of the meetings of September 5th and September 18, 2013 was tabled.

GRIEVANCE STEP II:

The board was unable to hear the Step II grievance due to Gary Newman declaring a lack of a quorum. Gary Newman said that if there is no quorum, then the next step would be to take the grievance to arbitration. Dr. Tyson requested that this personnel matter be an item of business in executive session. The offer was declined.

PERIOD OF PUBLIC EXPRESSION:

Cheryl Thomas said when the fire occurred in the library, the alarm did not go off and someone had to come and get them.

Carolyn Karwoski said that temporary sensors had been installed in the bathroom.

Na'im Tyson said that the fire department cleared the building last year. He said that Jesse Van Lew will review the tags on the fire extinguishers.

COORESPONDENCE:

Na'im Tyson said that he got an Intuit package asking for an upgrade for Quickbooks.

Dr. Tyson received correspondence from the Wartburg for Julie Mills Worthey.

Juan Jaramillo spoke about the Taconic HVAC contract and an additional bill for services. He said if the contract is renewed quickly, we will be covered or else we will have to pay the bill.

Dr. Tyson said that there is no mention in the contract about extra charges for emergency services.

Carolyn Karwoski said that the maintenance agreement would cover service and tune up.

DIRECTOR'S REPORT:

Library Director Carolyn Karwoski reported the following:

The Mount Vernon Public Library has entered October with a continuing expansion of programming for all ages. Our new computer class format, with a variety of choices and levels of competence was widely embraced by our patrons. We have had positive feedback on the classes and a request for more fundamental and basic instruction. We will continue to expand and develop new subjects to meet the demand. Also we will continue offering basic internet in Spanish, twice a month, on Saturdays. Carolyn Karwoski wants to focus some attention on meeting the need of our Hispanic community

with expansion of programs and services.

Scott Griffith and David Cambillo represented the library at the meet-and-greet at Hamilton School. The school requested that someone who speaks Spanish attend and it was readily apparent of the need of this community for services focused on ESL as well as books and programs in Spanish. Rebecca Steere attended the meet-and-greet at Thornton Middle School. There she distributed many of our brochures and flyers for our programs. The school was very happy we participated and we will try to expand to other events at local schools to market our wonderful library!

Nishan Stepak is working with Marc Rodrigues, Abe Ramsey, and Rebecca Steere to help build our electronic resources department. This includes making sure that there is coverage for the computer lab, help at the cyber corner, staff understanding of e-Books and digital resources and other programs and services. We recently did an introduction of our online e-Materials for staff. We discussed what was available and then had a quick look at some of the devices that we now own. Mrs. Karwoski has also been encouraging staff to borrow a device and use it to check out e-materials from our website. We have just introduced Overdrive Advantage for Mount Vernon Library patrons only. This is a collection of popular e-books for all ages. One of the enhanced services that will be available is that we can purchase titles that WLS does not own. Titles from Macmillan, Penguin and Hachette are not available for purchase by consortia, but are available to libraries that have the advantage service. Many of the titles we have purchased for the opening collection are some of these bestsellers. For instance Hachette publishes James Patterson, so now we can purchase the newest Patterson title, unavailable at WLS, for our users. The new Library Aide/computer tech in the lab each afternoon has made a big difference. Marc is very knowledgeable and is adept at assisting lab users. He opens the lab, makes sure everything is set-up and assists patrons with the use of the computers. Having the lab aide assures that the lab is open every afternoon during the week. Abe Ramsey is working in the afternoons, assisting Cyber Corner users with any questions they may have when on the computers. So far this seems to be working well and plans are to eventually expand to having help all during the day and evening.

New Part time children's librarians are Darcy Kaye and Deanna Smith. They are infusing new energy for our Children's Library and Darcy and Dee are already involved in programming. Darcy will be offering a new Lap sit program and Dee will be doing Halloween stories for younger children. We have a Spooky Happenings program all set up for Halloween and will begin to offer computer classes for children shortly. David has updated and is working on setting up the children's cyber corner computers. He has installed some basic, free educational programming for children as a first step in creating an early learning center as part of services for children. We will be working as a department to expand and create services for preschool age children. To that end once the 501©3 is restored staff will be looking for funding opportunities to bring current technology into the Children's Library. Darcy is also working on a "Best Apps for Kids" brochure that will be available for parents and caregivers.

The old computers in the JIC room were taken down a while ago. David has set up the database computers in the main part of the reference room. He is also working with WLS to get our Internet Acceptable Use Policy on the screens of Mount Vernon Computers.

Reference room staff is beginning to work on discarding some of the old indexes. For example the New York Times paper index has been replaced by the Historical New York Times online. This database is not only an index but also contains the full-text articles. This is an important resource for researchers and staff will be encouraging our patrons to use this wonderful database.

One of Mrs. Karwoski's goals is to increase museum access for our patrons. She has added the Stamford (CT) Museum and Nature Center family pass for free admittance to the museum. For a cost of \$100 per

year, families can visit this wonderful museum located just a short distance away on the Hutch/Merritt Parkway. She will be promoting this addition to our museum pass service and will continue to explore new possibilities for this popular program.

Mrs. Karwoski also met with Libby Post to prepare for what needs to be done going forward for the Mount Vernon Library vote. One of the most important needs is to hold focus groups to evaluate and help formulate our action plan for the vote. Libby will be holding the focus groups the week of November 11. Also Libby will be attending our staff meeting next week to discuss the process of our vote and to let staff know how important their involvement is for the success of the vote.

Staff Development:

The director attended the New York Library Association Conference, which was a good opportunity to network and meet other New York State Library Administrators and Librarians. It was a very well designed, informative conference with some outstanding sessions applicable to our library. “What’s your library’s Reputation” was an extremely helpful session on improving how the library is marketing itself. What is the message being sent out to the community by the library? Is it positive or is it giving the wrong message to the community. There were techniques and suggestions for improvements to market the library as a strong community partner as well as to study and see how neighboring libraries are marketing their services. “Creating a thriving 21st century library” offered 21 more new examples of library innovation across the country. Build your Base. Grow. Support. Win. was presented by library advocate Libby Post. Advocacy programs and strategies for building a base of support for your library are especially essential for when the library goes out for their budget vote. She also had a chance to speak with Libby and talk about how we will be moving forward to prepare for our first budget vote.

Nishan attended a Conservation Grant workshop presented by the Metro Library Association with the intention of putting together a proposal for some of our materials in the local history room.

Doris Hackett is studying Spanish offered through Westchester Libraries System.

Marcia Dupree asked about some of the ideas for marketing the library.

Carolyn Karwoski said that this is a small library; there are issues with people getting in the library. She said that a flag was put out to let people know when the library is open.

Mrs. Karwoski said there are small recommendations, but the big thing is to improve customer service.

Ms. Dupree asked about the type of computer classes that were offered.

Carolyn Karwoski said basic classes; smart phone, tablets and social media.

Dr. Tyson asked what the lap sit program was.

Mrs. Karwoski said that caregivers come with their children who sit on their laps and sing songs. She said that finger play is finger puppets.

Na'im Tyson asked who was responsible for senior computer classes. Carolyn Karwoski said Rebecca Steere.

Dr. Tyson asked had Mrs. Karwoski reached out to the Wartburg. She said not yet, but she would. Mrs. Karwoski said she had been attending the computer classes.

She said that Nishan Stepak and Rebecca Steere were responsible for e-Books.

Na'im Tyson asked if the new computers came with pre installed software. He said he is afraid we will just get the office sampler stuff. An alternative will be to use open office, but we will need the site license

Carolyn Karwoski said that she would like to get the computer room open soon.

Juan Jaramillo said that there is only \$5,000 this year for computer software.

Na'im Tyson asked did we still have the New York Times paper index for microfiche.

Carolyn Karwoski said that we have the Historical New York Times online and it should cover. If it is something specific, it can go on microfiche. We still have two microfiche readers.

Carolyn Karwoski said that we will get rid of the paper index.

Gary Newman said that the plan is to move the paper index to the reference stacks. If for some reason, we can't purchase online, we still have them.

He said that Historical New York Times online does not have everything, due to copyright issues.

Dr. Tyson asked what the timeline for the acceptable use policy was.

Carolyn Karwoski said that she would be talking with Fios to see if we can get internet without going through WLS. She said she would also talk to Lightpath.

Na'im Tyson said that he sent an email about Time Warner. He said to keep in mind the inventory for the handsets.

Mrs. Karwoski said that David Cambillo would do it. She said that she wanted to add an additional handset for the security guards.

PRESIDENT'S REPORT:

Dr. Tyson said that the status of the 501C3 has been stalled do to the government shutdown.

TREASURER'S REPORT:

Juan Jaramillo said that all lines are understated, except building expense which is overstated by about \$25,000.

Mr. Jaramillo said that he met with the auditor for the comptroller's office. The 2012 dental bill has been credited and the 2013 bill has a significant reduction. He said that all other departments are doing okay.

Na'im Tyson asked if he could get a written statement regarding the credit.

Dr. Tyson said for repairs to building, he would have to get a quote from Jesse Van Lew on adding sensors for the four bathrooms and the children's room bathrooms.

Carolyn Karwoski said that Jesse will get the camera company to align the cameras for a better view. Dr. Tyson asked what the cost would be. Mrs. Karwoski said she did not know. He said to see if there was anything in the service contract to get them to move the cameras.

Carolyn Karwoski said that in the new year we may want to update from manual to digital video in order to have a longer recording time.

Marcia Dupree said that the line item for hospital and medical is over.

Juan Jaramillo said that the amount was understated in the budget. The average payment is \$48,000 per month.

Na'im Tyson asked that Mr. Jaramillo get the auditors to give a statement regarding the amount of the library's budget surplus.

Carolyn Karwoski said that the amount is \$560,000. She said she feels that we can probably access 25% of it this year.

Carolyn Karwoski said that the 990 tax return was sent to the auditor who will also do the state return. Na'im Tyson asked if the tax attorney had contacted Mrs. Karwoski about the state taxes.

TRUSTEE REMARKS:

Dr. Tyson said that he wanted to commend the maintenance department for the good job they did with the clean up efforts after the fire in the bathroom.

He said that he was very satisfied with their performance.

OLD BUSINESS:

Na'im Tyson said that he had not signed the security contract because of the indemnity clause. He said he must see if the insurance company will cover third party injuries as the result of security.

Carolyn Karwoski said that security during the fire was handled very well. She said they think they know who the person was. It is arson and is being treated as a crime.

IRS TAX STATUS:

Dr. Tyson said that he called the IRS and spoke with the agent responsible for the library's 501C3 case. The new case agent has files backed up.

Na'im Tyson said that there must be changes to the library's articles of incorporation.

Carolyn Karwoski said that the tax attorney is working on it.

Dr. Tyson said that he has to call the IRS again to get in contact with the newest agent assigned to the case. He said that he would make the call along with the tax consultant.

Na'im Tyson said that it was possible that they could collect fees from the time we were not covered by the 501C3. He said that we would have to file form 1120 from May of 2011 to March of 2012.

Dr. Tyson said that the department that does the investigating is different. They have the discretion to come after you or not.

NEW BUSINESS:

Carolyn Karwoski said that she would email Na'im Tyson the reports on the fire at the library.

Dr. Tyson said that we will need to have a procedure for after the fire. He said that we have a HOB, but do not have any fire marshals.

Dr. Tyson said that he is concerned that we need a person to direct traffic out of the building.

Carolyn Karwoski said that we need to assign a person on the public service desk. She said that we need to have an emergency policy.

Mrs. Karwoski said that she explained to U.S. Security that the guards need to usher people out of the building.

The fire alarm was not pulled. The emergency stairs need to be checked.

Carolyn Karwoski said that once the Dormitory Authority grant is completed the repaired stairs will help a lot. Na'im Tyson said that before closing the stairs for repair, she should check with the fire department.

Carolyn Karwoski said that the children's room fire exit is also being repaired. The stairs and door and being waterproofed.

Na'im Tyson asked about an update on the marketing plan for the budget vote.

Carolyn Karwoski said that once the focus groups are completed, Libby Post will give monthly updates.

Dr. Tyson asked if there were a plan to train the board. Mrs. Karwoski said there is a plan to train the Friends.

Carolyn Karwoski said that a certificate had to be signed to move ahead with the Dormitory Authority grant paperwork.

Dr. Tyson asked had she heard from the original person who did the doors. Carolyn Karwoski said yes, but the price was very high. She said that the doors were a specialized job.

ADJOURNMENT:

The meeting ended at 7:37 pm.

Respectfully

Carolyn Karwoski
Secretary