

MOUNT VERNON

PUBLIC LIBRARY

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BOARD OF TRUSTEES MEETING

November 26, 2013

6:30 PM

MINUTES

Na'im Tyson, who presided, called the meeting to order at 6:45 pm.

Present were: Dawn Cancellieri, Marcia Dupree, and Julie Mills Worthey.

Also present: Gary Newman, CSEA Unit President; Tamara Stewart, Library Patron; 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, September 18, and October 14, 2013 were tabled.

PERIOD OF PUBLIC EXPRESSION:

Tamara Stewart said she wanted to inquire about the cancellation of the regular board meeting scheduled for November 20, 2013. She said there seemed to be some confusion and was assuming the cancellation was last minute. Ms. Stewart said that it does not send a good signal to the public which the library wants to participate. The circulation staff did not know that the meeting was cancelled. Carolyn Karwoski acknowledged the error in the announcement and stated she would rectify the situation in the future when meetings are cancelled.

DIRECTOR'S REPORT:

Library Director Carolyn Karwoski reported the following:

One of the exciting events for the library this month was our celebration of "Friends of the Mount Vernon Library week". The Friends had a table set up in the Rotunda entrance for the week which was staffed by their members. They encouraged users to become members of the Friends and advertised and talked about the library's upcoming programs. Mayor Davis kicked off the week by coming to the library and reading the city's "Proclamation" in honor of the Friends of the Library week. He then went on a tour of the library, which Mrs. Karwoski led with the Friends President, Charlotte Schlacter. She believes this might have been the first time he has been here in some time. He noted some of the changes that staff and director have made and also saw some of the problem areas within the physical building. He was supportive and offered some suggestions to improve the building. The Friends also invited all the council members as well as other city officials to come to the library for tours. Roberta Apuzzo, Yuhanna Edwards and Tom Rajala all came to the library for the tours. Mrs. Karwoski led all the participants through the library and answered their questions about the building and library services. She also pointed out some of the problems with the physical plant and what it would cost to repair or replace. The Friends capped off the week with an author program in the community room. Billy Williams, also known as, "Mr. Apollo" came to speak about his memoir: "They call me Mr. Apollo" and about his love for the city and people of Mount Vernon. He was very entertaining, informative as well as honored to be asked to speak at the library that means so much to him. Tears came to his eyes as he spoke of his love of the library and that his book would actually be part of the collection.

This month she has spent much time working with the Children's Department to implement changes in layout and services. With the addition of our 2 new part-time librarians, we have expanded

programming to include our new Lap Sit, Creative Crafting with Dee as well as a terrific Halloween program. Halloween morning children's staff offered a story hour that morning for toddlers and young children. We had over 40 children participate in the stories and songs. In the afternoon we had a professional storyteller come to tell some wonderful interactive stories for school age children and their caregivers. Afterwards there was a wonderful Halloween parade that took place throughout the library. We had over 90 people attend the program!

We also have set up a new display area by the Children's circulation desk, where we will be displaying new materials as well as our flyers for upcoming programs. Maintenance will also be removing the old wood desks from the information space. They will be replaced with the large and much newer desk that is currently stored in the bookmobile office. We will continue to make small changes that will brighten up the room for the children and make it a much more welcoming space.

Although Carolyn Karwoski has been having staff meetings from time to time, she has now instituted a monthly meeting that began in October. She held the November meeting last week where we discussed training for downloading e-materials as well as the different devices available at the library. Another topic was the budget vote. We talked about the focus groups and how the results would influence our marketing strategies for the budget vote. We discussed computer services and a need to upgrade the wireless as well as working out the kinks with our twenty minute computer. Next month we will invite the Security Supervisor to the meeting to discuss security in the building.

Our new photography exhibit opened on Monday night with a lovely reception. We had over 50 people attend including Mayor Davis. The photographer, John Rizzo talked about how he came up with the idea of "Mount Vernon: prosperity for change" and his grant that he received from Arts Westchester to implement his ideas. He also had a wonderful multi-media presentation that included interviews with the 11 subjects of the photos. He also included photographs of old Mount Vernon that came from our local history resources. John produced a video of the multi-media portion of his exhibit and gave one to the library for the collection.

Last week, Libby Post was in town to conduct a series of focus groups with different members of the community as well as the Board and the staff. The meetings were very productive and Libby will give us a report shortly. She will also be reaching out to some community leaders who were unable to attend. This will give us an idea how to develop a marketing strategy for the vote which will be launched in February. Also this information will help us work and develop a strategic plan for the library. Libby also wants the staff to wear some kind of nametag or identification that shows they are employees of the library. Since staff did not want anything that pinned to clothing, Mrs. Karwoski came up with a lanyard that is imprinted with the Mount Vernon Library. It will clip to a 3 x 4 plastic card holder, where we can insert a card with the department designation. We are currently working on the design and should have this set up shortly.

Julie Mills Worthey said that she was concerned with having only the one security guard in the morning. She said that they may not feel comfortable intervening. There was an incident on Saturday and the guard called Jesse. She said she feels there is a level of confidence in the person hired.

Carolyn Karwoski said that the time could be adjusted on Saturday, so the one person would only be alone in the morning.

Carolyn Karwoski said that Libby Post will reach out to Julie Mills Worthey who could not make the focus group for the board.

Na'im Tyson asked if Mayor Davis said anything about contacting DPW about the problems in the library building. He said that they were supposed to go on the roof. The ladder that leads to the second level roof is unstable.

Carolyn Karwoski said that the contractor says the water is coming in through the bricks.

Julie Mills Worthey asked if the work done on the roof would void the warranty.

Carolyn Karwoski said that Jesse Van Lew has been talking with the city all along. They have come over to see the needed repairs, but have done nothing.

Julie Mills Worthey said that at some point we may want to have a conversation and get something in writing, so that the work doesn't void the warranty. There is language in the contract that could void the warranty.

Dr. Tyson asked if Councilman, Rich Thomas came to the event. Mrs. Karwoski said no, but they will contact him again.

Na'im Tyson asked if the exhibit stands needed castors. Carolyn Karwoski said that the middle ones have castors, but they require a tremendous amount of effort to move.

Dr. Tyson said that the person who originally did the work did not finish. He said if lighter castors were needed, they could be gotten.

Na'im Tyson said that we should ask Libby Post about how to announce the call for candidates for the trustee board. Julie Mills Worthey said the announcement needs to be out by January. The next month is the last time to approve.

Dr. Tyson asked if the director had checked on the indemnity clause with security. The clause says that the security company is not responsible for third party injuries.

Julie Mills Worthey said that this is kind of standard, but it is important to know that there is sufficient coverage.

Carolyn Karwoski said that she is going to look at other insurance companies, because the deductible is so high with the current one.

Na'im Tyson asked had the Department of Social Services been contacted about research candidates. Mrs. Karwoski said that there are no volunteers anymore. The Americorps program has been pulled. There is no funding.

Mrs. Mills Worthey asked how this would impact DSS and Department of Labor applicants. She asked could they get support in the afternoon.

Carolyn Karwoski said that Marc Rodrigues gets a lot of business in the computer lab. He also helps with doing research and working on Spanish language websites.

Julie Mills Worthey said that this is something that should be published.

Dr. Tyson asked about Redbooks. Carolyn Karwoski said that she has not had a chance to review it yet. Mrs. Karwoski said that she is on the WLS website committee. She said that Lexis Nexis research has declined and the cost has gone up. We will still have it until the spring.

Julie Mills Worthey asked if the law library was being maintained. Gary Newman said that the law collection was defunct. Everything was cut off in order to support Westlaw.

Mr. Newman said that he would review the subscriptions to McKinney's and the U.S. codes. As a depository we get the Federal Regulations.

PRESIDENT'S REPORT:

Na'im Tyson said that there are reports that we need to follow up on with the IRS. He asked were the state tax returns being taken care of by the tax accountant. Mrs. Karwoski said yes.

Dr. Tyson introduced new trustee Dawn Cancellieri.

Na'im Tyson said when the computers are updated, what about the software. Carolyn Karwoski said that they came with software. She said that only the computers were updated, not the monitors.

TREASURER'S REPORT:

Na'im Tyson asked if Juan Jaramillo had gotten a letter from the city regarding credit for dental. Mr. Jaramillo said that he would follow-up.

Dr. Tyson inquired about the second payment for terminal maintenance. Juan Jaramillo said it had been paid.

Juan Jaramillo expressed concern about the health insurance. He said it was extremely high and could easily cost over \$600,000. He said that the retirement incentive reserve may be allocated to health insurance. Julie Mills Worthey said she does not know how we can justify asking for it if it is not an actual expenditure.

Na'im Tyson said to keep the reserve in case we are asked about it.

Juan Jaramillo said in the future he will make changes to the reports. Julie Mills Worthey said that she is open to getting reports that are more meaningful and give information.

Carolyn Karwoski said that about \$15,000 dollars was cut from periodicals. Some very expensive journals that are not being used anymore were cut. She said that they were cut by the amount of usage, but the changes will not go into effect until January. Some of the more specialized ones have been discontinued. The results will not be known until the cuts take effect next year.

Julie Mills Worthey inquired about the online periodical services.

OLD BUSINESS:

Carolyn Karwoski said that she had a conversation with the tax attorney who had the discussions with the IRS about the retro active reinstatement. We possibly can get back to when the tax exempt was pulled.

The IRS has said we are a government agency and the 501C3 should not have been pulled. Government agencies do not have to file 990s.

The attorney said that the audit would require us to submit payroll records and letters from the state requiring us to become a school district library.

Julie Mills Worthey asked was there a timeline. Mrs. Karwoski said the attorney seems to think it will go pretty quick once he gets the information.

Dr. Tyson asked does this mean we do not have to submit the form 1120.

Mrs. Mills Worthey said that she is concerned we do not file form 990 and thinks we should do so anyway.

Na'im Tyson asked about the state returns. He said that we should check with the tax attorney and accountant about state liability.

Dawn Cancellieri asked when the library lost its 501C3. Na'im Tyson said May 2011.

Julie Mills Worthey said that we have reapplied for reinstatement and retroactivity. The retro was denied and we are working on the reinstatement.

Carolyn Karwoski said she is working with a tax advocate who keeps sending letters and saying he is working on it.

Carolyn Karwoski said that she is still working on a fire safety and policy update.

Na'im Tyson asked was there any new update from the Libby Post. He said that he wanted to meet with the Mayor.

NEW BUSINESS:

Na'im Tyson said that he had received the resignation of trustee, Millie Burns. Upon a motion by Julie Mills Worthey, seconded by Marcia Dupree, the board accepted the resignation of trustee, Millie Burns.

Upon a motion by Julie Mills Worthey, seconded by Marcia Dupree, the board accepted the appointment of new trustee Dawn Cancellieri.

Dr. Na'im Tyson administered the oath of office to new trustee Dawn Cancellieri.

Carolyn Karwoski said that she would work with David Cambillo to put a picture and bio of each trustee on the website.

Na'im Tyson said that there is an issue with the trustee officer elections. Normally they are held in September, but have been moved to November. He said that they can be held now or we can keep things the same and wait until May.

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Upon a motion by Julie Mills Worthey, seconded by Marcia Dupree the board agreed to postpone elections until, May 2014.

ADJOURNMENT:

Upon a motion by Julie Mills Worthey, seconded by Marcia Dupree, the meeting was adjourned at 7:43 pm.

Respectfully

Carolyn Karwaska

Secretary