

MOUNT VERNON

PUBLIC LIBRARY

the CENTRAL LIBRARY OF WESTCHESTER

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BOARD OF TRUSTEE MEETING

July 16,, 2014

6:30 PM

MINUTES

The regular meeting of the Board of Trustees of the Mount Vernon Public Library was held on July 16, 2014 at 28 South First Avenue, Mount Vernon, New York 10550.

Brian Johnson who presided called the meeting to order at 6:52 PM.

ROLL CALL:

Trustees Present: Linda Bryant, Oscar Davis, Brian Johnson, Darren Morton and Na'im Tyson

Also Present: Hafeezah Basir, Christine Gibson, Julie Mills Worthey, Jamie Pessin and Tamara Stewart, Library Patrons; Gary Newman, CSEA Unit President; Thea Blessitt, Denise Lyles, Youth Services Coordinator and Cheryl Thomas, Library Staff; Carolyn Karwoski, Library Director, and Mary Harper, Administrative Assistant.

MINUTES:

The minutes of the regular meeting of June 18, 2014, the working meeting of June 18, 2014 and the special meeting of June 23, 2014 were accepted.

CHILDREN'S ROOM PRESENTATION

Youth Services Coordinator Denise Lyles spoke about the activities in the children's room. She spoke about her staff and the need for another full time librarian to help with outreach and programs.

Ms. Lyles explained the additional programs that had been added and what programs were going on during the summer reading season

She said that program attendance continues to rise each month.

The children's collection has been weeded and replaced with new books.

Each staff member is assigned to a different section of the collection and they attend staff development workshops.

Ms. Lyles said that patrons are continuously informed about events via social media.

She said that she would like to start official homework help sessions and continue the Reading Buddies program into the fall; as well as the movie showings and other programs.

Ms. Lyles said that program attendance has increased over 50% in the last 6 months.

The children's room has gotten new audio video equipment and the office has been upgraded.

Patrons have given positive feedback.

Darren Morton asked how patrons were tracked using the library. He suggested thinking about ways to track services to unique patrons.

Brian Johnson asked were there programs for children with special needs. Ms Lyles said she had taken a class on children with autism which focused on tablets.

Ms. Lyles said there was a tactile program coming up.

Brian Johnson suggested that we could publicize for sponsorship for children's room needs.

Oscar Davis commended Ms. Lyles on the programs in the children's room.

He recommended that she keep a log of where children's room materials are being distributed. He suggested they could be left at the recreation department, the schools and post office.

PERIOD OF PUBLIC EXPRESSION:

Tamara Stewart commended the Board on its decision regarding the Assistant Director position. She spoke about the fairness of the process in hiring for the position and said she wants the board to ensure the decision is in line with community values.

Hafeezah Basir said she had followed the hiring process for the Assistant Director position closely. She asked for fairness and transparency.

She asked if the board had a hiring policy and if they would make a public statement about it.

Jamie Pessin inquired about online documents being posted in a timely manner and if there was any statement about a timeline regarding this.

Julie Mills Worthey said she attended a meeting of the planning committee for the five year strategic plan. She said she was asking that the body be made more diverse and open to the public so more could participate.

Carolyn Karwoski said that it was the preliminary meeting working toward the strategic plan. More people are needed.

The public committee should be working with the board's strategic planning committee.

COMMUNICATIONS

Trustee Na'im Tyson received communications from Intuit QuickBooks solutions.

DIRECTOR'S REPORT:

Library Director, Carolyn Karwoski reported the following:

American Library Association

She attended the annual ALA conference in Las Vegas Nevada. The theme was "Changing lives and transforming communities through libraries"

There was a range of presenters and authors that spanned a wide range of topics.

Mrs. Karwoski attended awards ceremonies for several authors.

She also attended a TechLogic exhibit which is introducing a self-check out system. This technology uses a tagging process that can also run inventory reports.

Poetry Program

Collection Development manager, Nishan Stepak and Librarian, Rebecca Steere have designed a poetry program and written a grant from ArtsWestchester for funding

Children's Summer Reading

The children's summer reading program was very successful. To date over 217 children have signed up. The kick-off program featured musician and teaching artist, "Babaloo Bassey" who performed a 90 minute audience participation program.

Teen Summer Reading

The teen summer reading kick-off was held on June 30, 2014 in the library rotunda with snacks and prizes for teens wishing to sign up. So far 15 teens have signed up.

Adult Summer Reading

The adult summer reading program kicked-off with a performance from guitarist Jason Hochman. About 16 people are currently registered and 45 books have been read.

Building Repairs

Work on the 1st and 2nd avenue sides of the building is almost complete. The director anticipates working on the stairs and Doric Hall in the coming year.

Library Parking Gates

Carolyn Karwoski and the building committee are working on a plan to discourage vandalism of the parking gates.

Assistant Library Director

The Assistant Library Director title was recently updated. It has been submitted to civil service for their acceptance at the July 17th meeting.

The director is currently working on updating other civil service titles and will submit them for board approval.

She is also working on a report on library services and staffing.

PRESIDENT'S REPORT:

Board President, Brian Johnson said that there was a lot of discussion about the Assistant Director position. All of the Board of Trustee members are aware that the Mount Vernon residents are an intricate part of anything that concerns the Mount Vernon Public Library.

The board has collectively updated the position and will be reposting it. He said they will make sure that anyone who lives in the community will have an opportunity to apply. He said that they have not ruled out Yelena Klompus.

The board will be a part of the hiring process.

BUDGET REPORT:

Darren Morton outlined all of the necessary steps completed for the tax levy and collection of taxes. The taxes are being collected by the comptroller and it is estimated that within a month or two the money will be turned over to the school district that will then transfer the library funds.

There has been research and discussion regarding the library's fiscal year. It is the recommendation of the board to alter the library's fiscal year to mirror the school district.

The budget and finance committee has received a comparative analysis on Chase Bank vs. Hudson Valley Bank.

The school board and the city use Hudson Valley Bank to collect taxes and transfer them. There was discussion about the problems the library has had with Chase and the comparison of the banking rates and fees

Since a decision was not made by July 1st. The city will continue to do the library payroll until September. The library may not be able to change its payroll bank account until we finish with the city.

The budget and finance committee is looking at going forward with ADP Payroll processing.

Oscar Davis said he does not recommend that we close all the Chase accounts.

Darren Morton said that the interest at Hudson Valley Bank is better and it will be taken case by case.

There were questions about the back-up information for Hudson Valley Bank and if all of the information had been received.

TRUSTEE REMARKS:

Linda Bryant asked how often the library newsletter was distributed. Carolyn Karwoski said that right now it is being done quarterly. Mrs. Bryant said there may be a better way of getting the information out to the public.

Linda Bryant asked about the display of the brochures. Mrs. Karwoski said that there is limited space while the library is under construction.

Mrs. Bryant asked about the essay contest and if the essays were publicized. She said if they are posted, this may be a way to encourage children to keep writing.

Trustee Bryant has made some revisions to the Unattended Child Policy.

Brian Johnson said that he had a vision to review the policies and give input. He asked the board to take a look at revising the by-laws.

Linda Bryant asked for more appropriate displays of the statute of Martin Luther King and the portrait of Coretta Scott King.

Na'im Tyson said that he is working with Lightpath to get the phone system worked out. He will be meeting with Rob Caluori of WLS. And will come back with a proposal on how to deal with the IP and the phones.

Oscar Davis recommended shared services. He asked how we could work with the school district so we don't have to pay for filtering.

Darren Morton said it is clear that it is the objective of this board to promote the engagement of the community and not disengagement.

He said that the board asked questions not to criticize, but to understand.

Reverend Morton said that the board is not trying to get caught up in things they are not supposed to. He said they hope to give the director what she needs so the staff can do what is needed.

Oscar Davis said that the president of the school board wants to meet with the library board regarding how the money for the library will be transferred.

Resolution For New Hudson Valley Bank Accounts

Upon a motion by Darren Morton, seconded by Oscar Davis, the board approved the establishment of new accounts with Hudson Valley Bank. The motion passed 5 to 0.

Mount Vernon Public Library

Resolution: 00005-14

A RESOLUTION FOR THE ESTABLISHMENT OF NEW ACCOUNTS AT THE HUDSON VALLEY BANK

WHEREAS, the Mount Vernon Library is now independent from the City of Mount Vernon

WHEREAS, it has been established that given the increased interest rates at Hudson Valley Bank,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized that new checking accounts and a donation account be established at the Hudson Valley Bank.

Yea	Nay	Trustees
<u> √ </u>	___	Linda Bryant
<u> √ </u>	___	Oscar Davis
<u> √ </u>	___	Brian G. Johnson
<u> √ </u>	___	Darren M. Morton
<u> √ </u>	___	Na'im R. Tyson

Submitted by: Carolyn Karwoski

Date: 07/16/14

Resolution to Change Library Fiscal Year

Upon a motion by Darren Morton, seconded by Oscar, the Board approved the resolution to change the Mount Vernon Public Library’s fiscal year. The motion passed 5 to 0.

Mount Vernon Public Library
Resolution 00006-2014

A RESOLUTION FOR THE CHANGE OF THE MOUNT VERNON PUBLIC LIBRARY’S FISCAL YEAR

WHEREAS, the Mount Vernon Public Library has become financially independent from the City of Mount Vernon, effective May 9, 2014 by election from the public, and has approved its first public budget vote in the affirmative,

WHEREAS, Board of Trustees for the Mount Vernon Public Library has reviewed the change of the library’s fiscal year from January-December to July-June, and upon recommendation of its Budget and Finance Committee,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized that the library’s fiscal year should be changed to July 1-June 30 and that the change be put into effect as of July 1, 2014.

Yea	Nay	Trustees
<u> √ </u>	<u> </u>	Linda Bryant
<u> √ </u>	<u> </u>	Oscar Davis
<u> √ </u>	<u> </u>	Brian G. Johnson
<u> √ </u>	<u> </u>	Darren M. Morton
<u> √ </u>	<u> </u>	Na’im R. Tyson

Submitted by Carolyn Karwoski, Director

Authorized by Trustee Darren M. Morton and Trustee Na'im R. Tyson, Budget and Finance Committee

New Staff Appointments

The Board felt that a more comprehensive discussion was needed about the resolution for new hires. Upon a motion by Brian Johnson, seconded by Oscar Davis, the Board agreed to table the resolution for new staff appointments. The motion carried 4 yes, 1 abstention.

Carolyn Karwoski and Denise Lyles will work with a school board trustee about an after school function.

It was suggested that one of the library trustees attend the July 21st school board meeting.

Oscar Davis commended Carolyn Karwoski for the wonderful job done on the renovations to the library entrances. He said that he is hearing about it throughout the community.

QuickBooks License Renewal

Upon a motion by Na'im Tyson, seconded by Darren Morton, the board moved to process the QuickBooks license renewal. The motion passed 5 to 0.

ADJOURNMENT:

Upon a motion by Darren Morton, seconded by Brian Johnson, the meeting adjourned at 8:37 pm.

Respectfully submitted

Carolyn Karwoski
Secretary