

MOUNT VERNON

PUBLIC LIBRARY

the CENTRAL LIBRARY OF WESTCHESTER

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BOARD OF TRUSTEE MEETING

September 17 2014

6:30 PM

MINUTES

The regular meeting of the Board of Trustees of the Mount Vernon Public Library was held on September 17, 2014 at 28 South First Avenue, Mount Vernon, New York 10550.

Brian Johnson who presided called the meeting to order at 6:37 PM.

ROLL CALL:

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

Also Present: Chris Hansen, WLS, Trustee; Alan Burger, Library Development Solutions; Arnold Lindhardt, Strategic Services; Dawn Cancellieri, Christine Gibson, Charlotte Schachter, Friends of the Library; Jamie Pessin and Tamara Stewart, Library Patrons; Nishan Stepak, Head of Collection Development; Cheryl Berent and Cheryl Thomas, Library Staff; Carolyn Karwoski, Library Director, Juan Jaramillo, Chief Account Clerk and Mary Harper, Administrative Assistant.

WLS TRUSTEE REPORT:

Chris Hansen reported that after exploring other options, the WLS software committee has decided to renew its contract for the SIRSI system.

STRATEGIC SERVICES:

Arnold Lindhardt of Strategic Services has lobbied for the City of Mount Vernon.

There is an item in his contract with the city that allows him to lobby for grants for the Mount Vernon Public Library.

Mr. Lindhardt said that most grants are now competitive and they cannot be line itemed to come directly to the library. He also noted several grants that are available for libraries.

Arnold Lindhardt will inform the board of guidelines in his contract with the city that apply to the library.

PERIOD OF PUBLIC EXPRESSION:

Cheryl Thomas spoke about the need for security in the children's room during the after school hours until closing. She said she notices security checking-in, but the children are getting out of hand. Some parents are leaving children as young as five unattended.

Tamara Stewart spoke about document management in the local history room. She suggested that the library have someone with expertise in that area come in and assess what is in there so items would not be lost.

Cheryl Berent said she has seen progress and set backs dealing with staffing issues. She said she thinks we need to support the people who are here on the ground and know what is going on.

TREASURER'S REPORT:

The overage in the line item for publicity and printing was discussed. Carolyn Karwoski explained that several mailings were sent to every household during the budget vote.

The board was informed of money in the line item for professional fees that could be used to offset the overage

Darren Morton questioned if there had been a conversation with the city about reallocating funds to the publicity and printing line.

Juan Jaramillo said that the line item for building repairs is over. The majority was spent on the repairs done in conjunction with the DA grant, which will come in over budget. Funds may have to be reallocated for that. Some money may have to be used from the grant reimbursement.

The line items for supplies, WLS membership, and workers compensation were also discussed

Darren Morton said that there may be some budget adjustments. The library fiscal year ended in July. We are carrying a report based on a September ending. The report may have to be adjusted based on what the city says.

Juan Jaramillo reported that ADP came to pick up the payroll to be processed for October 3rd.

Na'im Tyson asked about the difference in the cost of security from June to July.

There was discussion about the process of getting the security invoices to the business office in a timely manner and what methods could be used by staff to help expedite receiving them.

Darren Morton requested that the director contact civil service for desk audit forms which should be sent to each department head.

Juan Jaramillo has contacted the city about the dental insurance invoices. A credit is expected from the health insurance plan.

Dr. Morton said he discussed with the comptroller not changing the health insurance payments until the cycle ends.

DIRECTOR'S REPORT:

Library Director Carolyn Karwoski reported the following:

Summer Reading

The library had a very successful summer reading program, with a marked increase in attendance in all age groups. The library also saw an increase in circulation as a response to the collection development efforts

Construction Grant

The construction grant for the children's bathroom renovation was successfully completed. The library has requested 75% of the \$49,000 dollars needed to complete the renovation. The money available for the grant is \$300,000 dollars for Westchester, with 16 libraries applying. The committee has already met and their recommendations will be voted on by the WLS Board. The recommendations will then be sent to the New York State Division of Library Development and the NYS Dormitory Authority for review.

Central Library Committee

As a member of the Central Library Committee, the director attended a presentation at WLS for EBSCO subscription services, Flipster; an online database of magazines for patrons to access through the catalog and other online resources such as Rosetta Stone and Novelist Plus were reviewed.

Trials of these resources are being accessed by the director and staff so recommendations can be made to PLDA.

Computer Lab Expansion

Nishan Stepak and Leroy Lea are working on a proposal to provide expanded space for the computer lab in the room behind the Trustee Room. They are working on all aspects needed to make the room a reality. One of the issues in that area is a possible ceiling leak when there are heavy rains.

Roof Repairs

Carolyn Karwoski is seeking proposals for the roof to be repaired and to close the hole where a large beehive is making the Fiction Room inaccessible.

Building Maintenance

Maintenance has painted the cement floors from the entrance to the elevator. They are also cleaning the material shelves. There are also plans to buff and polish the floors at the entrance area to the community room.

Reference

Museum passes are extremely popular and circulating well.

The on-call librarians have been trained and are ready to staff the reference desks if needed.

There was some water damage to reference materials due to a leaking air conditioner. Repairs were made and the air conditioners are currently running without problems.

Staff Accomplishments

Cheryl Berent and Chris Williams are working with the Armani Charter School to develop a procedure regarding library sign-up before a scheduled school visit.

Cheryl Berent has done a review of the teen collection and has targeted key curriculum areas for updating to improve the library's response to the new Common Core emphasis.

This collection is also used by adults to review topics for employment and entrance exams.

The periodicals staff is working ongoing to create an online obituary index file from newspapers on microfilm. The plan is to have an index by name that will be available for anyone seeking family obituaries.

Arts Exhibit

Currently the Rotunda Gallery is featuring photographs from Arts on Third 2013. The exhibit will be finished by the end of the month and the council is working on the October -November exhibit.

Payroll Transition

Juan Jaramillo is working hard on establishing the files for the library's payroll transition to ADP. The first expected payroll for the library's functions to be separated from the city is October 2, 2014.

Arts on Third

The library staff and "Friends" manned side by side booths at the Arts on Third Festival. The library handed out literature and sold tote bags and signed up people for library cards. The "Friends" sold children's books and handed out membership applications.

Collection Development Report

Nishan Stepak spoke about the collection development and electronic resources departments which he heads. He is also in charge of adult programming.

Additional computer classes have been added in the lab for patrons and staff, but the needs of the public are not currently being met with the room available.

He said that additional staffing is needed to help cover the cyber corner and the lab.

Mr. Stepak spoke about the collection and the condition of the shelving and lighting in certain sections of the library. He said that steel shelving is needed particularly to handle the weight of the oversized books. He said that the fiction room needs to remain open and everything should be open and clean.

Nishan Stepak said there are programs such as Overdrive Advantage that allows patrons to order e-books directly.

Mr. Stepak said that he tries to think of the collection as it applies to programming, circulation and the staff. He said he tries to use books and movies for programs that relate directly to the collection. He said an increase in programming leads to an increase in circulation.

Nishan Stepak said that right now with limited staff the breakdown in ordering materials is limited to him and two other librarians. He orders the adult hardcover and soft cover books and is able to focus on popular materials and patrons immediate needs.

Brian Johnson said that he gets the idea of staffing issues. There is a strategic planning committee and the transition is extremely complicated. He said that he would like to see what we are doing with what we have right now.

Mr. Johnson asked when people come to the library are they being informed of other WLS services. When he went to WLS there were a lot of programs he was not aware of.

Nishan Stepak said that we have the most computer services in the immediate area. When we have more, people demand more. He spoke about being computer literate in order for people to find jobs.

Brian Johnson discussed the idea of partnering with Westchester Community College. He said that partnering helps to supplement staffing needs until we can get there. It gets people involved in the community. Mr. Johnson said that we need to prepare for the short term and medium term until we get there.

Darren Morton said it was recommended that a consultant be hired to assess the library's needs. He said we want to make sure things are strategically planned for.

Brian Johnson asked how we decide on what materials to purchase.

Nishan Stepak said he looks at various industry review publications, patron suggestions, NY Times bestseller list. He said that he tries to order based on what people are asking for right now and looking at patron driven acquisitions.

Darren Morton spoke about new shelving and about maintaining the character of the historic building. Carolyn Karwoski said that maintenance has made some repairs over the years. She said that steel shelving can be purchased that will look historically good. They can be surrounded by wood. She said that we need to look at the redesign of the building.

Dr. Morton said that the buildings and grounds committee needs to look at the immediate and long term plans. He asked about the planned move of the computer lab, and whether there would be reasonable accommodations in the new room.

Carolyn Karwoski said that renovations have to be made to the room and there has to be a discussion with the building committee.

There was a discussion about the status of the law collection and the cost effectiveness of having the LexisNexis database for the patrons.

COMMITTEE REPORT:

Computing Committee

Oscar Davis said that he and Trustee Tyson are waiting for one more vendor regarding the telephone.

Mr. Davis said the he had researched upgrading the wireless based on a five year plan which would be considerably cheaper if the library purchased its own computers.

Mr. Davis said that we already have technicians here who can service the computers. If we go on our own we can save a lot of money.

Budget and Finance

Darren Morton said that he met with the school board and had a conversation with the attorney about what is required by law for the transition.

Dr. Morton said a special meeting may have to be called to talk about the interim financial support.

He said he had a conference call with a potential company that may be able to provide services. He also had a meeting with a company who may be able to help get the books in order.

FRIENDS:

Christine Gibson spoke about the past communication problems between the "Friends" and the library. She said that a bridge has been built with Director, Karwoski.

Ms. Gibson said she hopes the "Friends" and the library are moving forward together and the "Friends" hope to grow their membership and to help raise money to fill in the gaps.

Brian Johnson said it is no secret that the past few years the “Friends” and staff have kept the library going. He said he was happy to hear that there is now a liaison. Mr. Johnson said that he hopes to revive the library foundation.

Oscar Davis spoke about the PayPal account that was set up for people to submit donations to the “Friends”. He requested that the board members be the first to sign up to donate.

LIBRARY DEVELOPMENT SOLUTIONS

Alan Berger said that he worked with libraries to help them reposition. He also works with libraries on strategic planning and needs assessment. His company works with various libraries in the Tri-State area.

He spoke about the need for the library to update its collection and to repurpose library space and staff to meet the current needs. He also spoke about engaging the community through online surveys and email contacts.

Mr. Berger spoke about the role of the central library and its funding compared to the amount of work it takes to maintain the central library collection.

Alan Berger said libraries today are not going to be like they were in the past.

Mr. Berger will present a proposal to the board after the planning committee meeting.

OLD BUSINESS:

Resolutions to Transfer Funds:

Na'im Tyson said that the resolution to transfer the funds to Hudson Valley Bank has to be done in order to have the payroll in October.

Dr. Morton said that the resolution was in line with what was discussed at the special meeting.

There was discussion about whether it was necessary to transfer all of the accounts to the new bank and if a treasurer should be appointed prior to the transfer.

Darren Morton said we still must have the accounts first whether we appoint a treasurer or the school district acts as treasurer by default.

Brian Johnson said he did not want to have a default treasurer.

Upon a motion by Darren Morton, seconded by Na'im Tyson, the board approved the resolution to transfer six accounts from Chase Bank to Hudson Valley Bank. The motion carried 4 yes, 1 abstention.

Mount Vernon Public Library

Resolution 00011-14

Request for Fund Transfers from Chase to Hudson Valley Bank

Given that the Board of Trustees has established two accounts at the Hudson Valley Bank for electronic purchases and donations,

WHEREAS, the Board of Trustees received a presentation from the Chief Account Clerk, Juan Jaramillo, informing the board of better checking and money market interest rates at Hudson Valley Bank,

WHEREAS, the School Board of Mount Vernon has recommended the establishment of bank accounts at Hudson Valley Bank to facilitate fund transfers of monies collected from library tax collection,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees, under the direction of the Budget & Finance Committee, will close the old operating account and transfer the remaining four of the Library's accounts (general operating account, central library funds, Discretionary Funds and the Readers Digest Endowment) to Hudson Valley Bank,

FURTHER RESOLVED, that the Board of Trustees will establish the following accounts consisting of: 1) Tax Levy funds, 2) the general operating and old operating account funds, 3) the Central Library Funds, 4) the Trustees' Discretionary Funds, 5) Donations/Contributions funds and 6) the Readers Digest Endowment.

Yea	Nay	Abstain	Trustees
√	—	—	Linda Bryant
—	—	√	Oscar Davis
√	—	—	Brian G. Johnson
√	—	—	Darren M. Morton
√	—	—	Na'im R. Tyson

Submitted by: Drs. Darren M. Morton and Na'im R. Tyson

Signed: _____ Date: _____
Brian G. Johnson, President, Board of Trustees

Resolution for New Hire:

Oscar Davis questioned whether the new hire request had gone through the personnel and finance committee. Na'im Tyson said the position was just a replacement; a choice between three people who were qualified.

Darren Morton said a procedure needs to be established in the future regarding replacements.

Upon a motion by Linda Bryant, seconded by Darren Morton, the board approved the resolution to hire a part-time library clerk. The motion carried 4 yes, 1 abstention.

Mount Vernon Public Library
Resolution 00010-14

A RESOLUTION TO ACCEPT NEW HIRES AND TERMINATIONS

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the hire of the following person:

Approve the appointment of Amanda Nunez as part-time Library Clerk at \$16.41 per hour, for a maximum of 17.5 hours, effective September 18, 2014.

Yea	Nay	Abstain	Trustees
✓			Linda Bryant
		✓	Oscar Davis
✓			Brian G. Johnson
✓			Darren M. Morton
✓			Na'im R. Tyson

Submitted by: Nishan Stepak

Approved by: Carolyn Karwoski

Signed: _____ Date: 9/17/14
Brian G. Johnson, President, Board of Trustees

MINUTES:

The approval of the minutes of the working meeting of July, 8, 2014, the special meeting of July 16, 2014, the regular meeting of July 16, 2014, the working meeting of July 28, 2014 and the special meeting of August 4, 2014 was tabled, upon a motion by Na'im Tyson, seconded by Brian Johnson.

17, September, 14- 9 –

ADJOURNMENT:

Upon a motion by Na'im Tyson, seconded by Brian Johnson, the Board moved to enter executive session at 9.25 pm.

Respectfully submitted .

Carolyn Karwowski

Secretary