

MOUNT  VERNON
PUBLIC LIBRARY
the CENTRAL LIBRARY OF WESTCHESTER

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BOARD OF TRUSTEE MEETING

October 15, 2014

6:30 PM

MINUTES

The regular meeting of the Board of Trustees of the Mount Vernon Public Library was held on October 15, 2014 at 28 South First Avenue, Mount Vernon, New York 10550.

Brian Johnson who presided called the meeting to order at 6:32 PM.

ROLL CALL:

Trustees Present: Linda Bryant, Oscar Davis, Brian Johnson, and Darren Morton

Trustee Absent: Na'im Tyson

Also Present: Alex Cohen, Alex Cohen Associates;, Dawn Cancellieri and Christine Gibson, Friends of the Library; Don Partrick, CSEA Labor Relations Specialist; Gary Newman, CSEA Unit President; Althea Anderson and Tamara Stewart, Library Patrons; Christopher Williams, Head of Circulation; Scott Griffith, Doris Hackett, Denise Lyles, Deana Smith and Cheryl Thomas, Library Staff; Carolyn Karwoski, Library Director, Juan Jaramillo, Chief Account Clerk and Mary Harper, Administrative Assistant.

AGENDA:

Upon a motion by Linda Bryant, seconded by Oscar Davis, the Board moved to amend the agenda of October 15, 2014 to place the Alex Cohen presentation before the period of public expression.

ALEX COHEN ASSOCIATES:

Alex Cohen said that his company has done library planning in many areas with a focus on library staff and operations.

He said that libraries are now a marketplace for learning, a place to meet people, for programs and children's events. 20th century libraries were filled with books. In the library world today, there is tremendous outsourcing. Automated libraries are much cleaner and have more space for patrons.

He talked about developing a five-year plan for the library to build on the strength we already have.

A defined library plan would incorporate saving time and money.

Mr. Cohen said when you are deficient in staff it's harder to do anything. He said he would go around to the departments to find out what people do.

He proposed roundtable meetings of departments, community, schools and the board as well as individual meetings.

MINUTES:

Upon a motion by Oscar Davis, seconded by Brian Johnson, the Board moved to table the prior meeting minutes of July 8, 2014, July 16, 2014, July 28, 2014, August 4, 2014, September 15, 2014, September 17, 2014 and September 30, 2014 until the November regular meeting. The motion carried 3 yes, 1 no.

PERIOD OF PUBLIC EXPRESSION:

Cheryl Thomas questioned whether as an employee, she could speak about library concerns at a public board meeting without repercussions in the workplace.

Althea Anderson said that most of the outlets available for personal technology use are not working. She also spoke about the uneven distribution of the HVAC system leaving some workers very cold while other areas in the library are hot.

CORRESPONDENCE:

Brian Johnson said that he received correspondence from an employee requesting tuition assistance. He said that there is no official policy, but he will get back to them.

TREASURER’S REPORT:

Oscar Davis said that he was not prepared to vote on the check signing resolution. He said that one member of the Finance committee was not present.

The board discussed the timeliness of receiving the information for the financial resolutions. and whether they could have been reviewed for a vote at the meeting.

Darren Morton said that all the financial resolutions should be voted on within the next 72 hours.

There will be a special meeting of the board of trustees on Friday, October 17, 2014 at 6:00 pm to consider the financial resolutions tabled at this meeting.

Resolutions

Oscar Davis said that the resolution for new hires and terminations should be separated into two resolutions one for the new hire and one for the employee that has resigned.

Upon a motion by Darren Morton, seconded by Linda Bryant the Board approved the check signing resolution 00021-14. The motion carried 4 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #00021 –14**

WHERE AS: The Mount Vernon Public Library (“MVPL”) submitted a budget for the fiscal year ending June 30, 2015, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.

FURTHERMORE: The Management of the MVPL has prepared various checks to various third parties, each dated October 3, 2014 as payment for goods and/or services duly received by the MVPL in the ordinary course of business, which are within the approved budget for the fiscal year ended June 30, 2015.

A listing of such checks is attached to this Resolution and includes consecutive check numbers 10002 through 10008 and totaling \$3,070.09.

FURTHERMORE: The Library Director has reviewed the checks and underlying documentation and makes the following affirmation:

I have reviewed each check and related underlying documentation and certify that each check has been prepared in accordance with such documentation, for the amount of the related invoice and matching purchase order and that such expenditure is solely for Library purposes and is within the annual budget amount for the particular budget line item.

THEREFORE: It is the recommendation of the Management of the MVPL that an authorized signer on Board of Trustees sign all such checks, which will then need to be co-signed by the Comptroller of the City of Mount Vernon.

BE IT RESOLVED: The Board of Trustees of the Mount Vernon Public Library (“MVPL”) hereby authorizes and empowers either one of the Trustees authorized to sign checks, to sign each of the checks delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Library Director.

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

Submitted by; Carolyn Karwoski

Approved by: Darren Morton

Signed: Brian G. Johnson Date: 10/17/14
Brian G. Johnson, President Board of Trustees

Upon a motion by Oscar Davis, seconded by Linda Bryant, the Board approved the check signing resolution 00023-14. The motion carried 4 yes 0 no.

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #00023 –14**

WHERE AS: The Mount Vernon Public Library (“MVPL”) submitted a budget for the fiscal year ending June 30, 2015, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.

FURTHERMORE: The Management of the MVPL has prepared a check to Carilli’s Kitchen and Bath Inc. dated August 22, 2014 as payment for building repairs performed in accordance with the two Proposals/Contracts dated August 1, 2014 within the MVPL which are within the approved budget for the fiscal year ended June 30, 2015. The work has been fully completed and two invoices totaling \$2,275.00 were duly presented to the library for such work.

FURTHERMORE: The Library Director has reviewed this check and underlying documentation and makes the following affirmation:

I have reviewed this check and related underlying documentation and certify that this check has been prepared in accordance with such documentation, for the total amount of the two related invoices and that such expenditure is solely for Library purposes and is within the annual budget amount for the particular budget line item.

THEREFORE: It is the recommendation of the Management of the MVPL that an authorized signer on Board of Trustees sign this check, which will then need to be co-signed by the Comptroller of the City of Mount Vernon.

BE IT RESOLVED: The Board of Trustees of the Mount Vernon Public Library (“MVPL”) hereby authorizes and empowers either one of the Trustees authorized to sign checks, to sign check #82357 in the amount of \$2,275.00 in accordance with the policies and procedures of the MVPL and the affirmation by the Library Director.

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

Submitted by: Carolyn Karwoski

Approved by: Darren Morton

Signed: Brian G. Johnson Date: 10/17/14
 Brian G. Johnson, President Board of Trustees

Upon a motion by Linda Bryant, seconded by Darren Morton, the Board approved the resolution 00025-14 to accept the hiring committee for the Assistant Director position. The motion carried 4 yes, 0 no.

Mount Vernon Public Library
Resolution 00025-14

A RESOLUTION TO ACCEPT THE HIRING COMMITTEE FOR THE ASSISTANT DIRECTOR POSITION

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following names for the hiring committee,

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 following people to be members of the Assistant Director Hiring Committee:

- Brian G. Johnson, President
- Dr. Na'im Tyson, Trustee
- Carolyn Karwoski, Library Director
- Denise Lyles, Library Staff-Youth Services Coordinator
- Cathy Webb, Library Staff-Teen Programming
- Delia Farquharson-Community member
- Irwin Davison-Community member

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

Submitted by: Carolyn Karwoski

Approved by: Carolyn Karwoski

Signed by: Brian G. Johnson Date: 10/17/14
Brian G. Johnson, President, Board of Trustee

DIRECTOR'S REPORT:
Library Director Carolyn Karwoski reported the following:

Library Services Transition

Due to the transition, library services that were once handled by the city have now been separated and must be handled by the library.

The business office and the city's payroll office are working together to make sure there is a seamless processing of the library payroll.

Mike Herz the CPA from Robert Half has been extremely helpful in assisting Juan with the transition from the city. He has assisted in preparing several resolutions for tonight's meeting. He is also working on the budget figures and codes for the budget year. The city needs figures from the library to assess the opening balance for the July 2014 general ledger, so Mr. Herz can begin the half year audit.

Programming

Librarians Nishan Stepak and Rebecca Steere have completed all the work on the Summer Reading Club program. They are now working on fall programming including films and a jazz performance.. Events are being publicized in the Mount Vernon Daily Voice and emails will be sent to several programming coordinators in Mount Vernon.

Ms. Steere has written a proposal for a partnership with Westchester Independent Living that would create workshops and classes for teaching adult literacy and job/career help for underserved adults, including those with disabilities.

An employee resource guide program is set to start on November 17th and will meet for 5 weeks.

The poetry workshop grant has had an average attendance. A number of published poets have attended the group. Several Board members and collection development attended the grants announcement with Legislator Lyndon Williams.

Computer Lab.

David Cambillo has updated all of the computer lab computers to Microsoft Word 2013. Computer classes continue to be very popular and well attended.

Construction Grant

The WLS board has approved the requested \$36,750 for the renovation of the children's room bathrooms. WLS will submit the online applications to Albany for approval. DASNY will review the applications and make the final decisions.

The architect is working on the official Plan-B for the bathrooms so the board can decide when they want to send out the RFP to begin the project.

DASNY 2010 Construction Grant

Mike Herz has completed the financial request for most of the 2010 DASNY grant. Outstanding is \$8,000 to replace six exterior doors. The director will be working on getting quotes for this project.

Computer Problem.

David Cambillo has discovered that the outages that have been occurring at the cyber corner are only happening on WLS computers that have the active directory program. WLS has replaced the computers with updated machines that work with the active directory.

Extended Library Hours

The director has been working with Denise Lyles on expanding the evening hours in the children's room.

Mrs. Karwoski would also like to begin opening on Sunday beginning in January. Additional money has been budgeted for these extended hours.

Meeting Attendance

Friends Meeting-discussion of upcoming programs, book & bake sale, updating the content for their website and using PayPal for donations and membership dues.

Denise and I attended the After School Provider's Meeting conducted by Damia Harris at the Mayor's Office in September. We will continue to attend the meetings as they are scheduled.

I met with Damia Harris and Denise Lyles to discuss the STEM Program that will take place at the library. The Library is co-sponsoring the 10 week program with the Mayor's Youth Bureau. Meetings will take place on Saturday mornings in the Grace Greene Baker community room.

I attended the Golden Harvest Awards Breakfast, Westchester Public/Private Partnership for Aging Services. Featured special guest, Mae Carpenter, Commissioner, Westchester County Department of Senior Programs & Services.

Westfair Rides quarterly meeting at Mamaroneck City Hall. Westfair Rides uses volunteers to provide transportation to health care visits by people in need throughout the community.

Hachette Publishers Fall Luncheon for Tri-state Librarians, NYC featuring poet Elizabeth Alexander, who was the featured poet at the inauguration of Barak Obama in January 2009.

Denise Lyles

Visited the following schools to distribute Summer Reading Certificates, library card applications, calendar and program flyers.

Columbus School Summer Reading Assembly

Holmes School

Columbus Parents Meet & Greet

Hamilton Parents Meet & Greet

Rebecca Steere

WLS Board Meeting at White Plains Library

Nishan Stepak

Participated in 2 Web junction webinars dealing with management responsibilities and collection development in public libraries.

CIRCULATION REPORT:

Christopher Williams spoke about the need for additional staff in the circulation department. He said that the circulation desk is the first desk you see upon entering the library. Understaffing has left many requests not answered and part-time staff to close up when they are not supposed to. The circulation desk also becomes the switchboard after 5:00pm and on weekends.

Mr. Williams said he covers the adult and children's circulation and there is not enough staff now and there is talk of the expansion of hours.

The circulation desk also covers the cyber corner. Mr. Williams said from the time the library opens until closing they are swamped.

Chris Williams said that it doesn't matter what title a person has, patrons are looking for service. If you don't have the staff, it will not get done.

Brain Johnson spoke about doing what was fiscally responsible with the current budget. He said there is no use opening on Sundays if we don't do it right. Any additional services are useless if not done right.

COMMITTEE REPORTS:

Personnel

Brian Johnson said receipt of applications for the Assistant Director position is closed. He said that we hope to interview candidates soon.

Computing

Oscar Davis and Na'im Tyson are working on the upgrade of the internet access. They are looking for someone to redesign the website.

Building and Grounds

Oscar Davis said that the custodians should check the public access outlets to see which ones are workable

TRUSTEE REMARKS:

Darren Morton said there was a comment about whether information should come to the board. He said they are elected officials and every member has a responsibility to the public. He said that we can't be responsible to the public if we do not know what is going on. He said he doesn't like to be lied to or manipulated.

He said that information has to come to the board from the staff, the community, administration and members of the library.

Linda Bryant said it is the Board's job to make and amend policies. If something is concerning someone they are free to speak.

She said that we are going to follow the rules and are working hard to please people who are doing their best to move the library forward.

If the staff has concerns, bring them to the board. If we need a meeting on certain concerns brought before us, then we have to have it.

Ms. Bryant said that certain improvements need to be done. Patrons need to be respected and employees need to be respected.

Oscar Davis said that when he was running for this position he listened to the employees. He said that he wants to hear from the staff, if they have concerns.

ADJOURNMENT:

Upon a motion by Darren Morton, seconded by Brian Johnson, the Board moved to enter executive session at 8:40 pm.

Respectfully submitted

Carolyn Karwowski
Secretary