

BOARD OF TRUSTEES MEETING

January 16, 2008

6:30 pm

MINUTES

CALL TO ORDER: Chris Hansen who presided called the meeting to order at 7:15 pm.

Present were: Arlene Roberts-Grant, Danna Wood Webb, Trustees.

Also present were: Gary Newman, CSEA Unit President, Cheryl Thomas, Library Staff; Opal Brown Lindsay, Acting Director; Willie Lou Gayles, Chief Account Clerk and Mary Harper, Administrative Assistant.

OFFICIAL DESIGNATIONS:

The library's official designations for 2008 were approved without objection.

MINUTES:

The minutes of the meeting of November 18, 2007 were approved as corrected.

FINANCIAL REPORT:

The board reviewed the 2008 proposed budget to see if there were any savings that could be found to help support the under funded line items.

Several lines in the budget dealing with refunds, salaries and contingency salaries were discussed.

The proposed salary increases for the new contract have already been included in the current proposed 2008 budget. One board member has proposed considering adding one or more top level positions.

The history of spending for the line items of Electronic Services and Professional Fees was also discussed.

There were questions as to whether the funding for repairs to the building was adequate given the remaining roof and air conditioning problems.

Given the current budget situation; it appears that the library will not be able to fill several vacant positions. Sunday Service for 2008 has been suspended.

The line item for Terminal Maintenance was discussed, it was noted that if any new computers were added in the library the cost would go up.

The cost of increases in the health insurance has also been figured into the budget.

The feasibility of having a large endowment sum in the gift fund was questioned. It was suggested that perhaps this amount could be used to purchase books; thereby opening up that line for other expenses.

Questions were raised regarding the budget balances in November of 2007 and whether the current financial reports reflect all aspects of the library's budget.

Mrs. Gayles said that she would double check the financial reports to see if all codes and expenses were reflected.

The board approved the 2008 Proposed Budget as presented pending further review of line items for income, refunds, gifts, salary expenses and electronic resources.

The November 2007 Bills and Payrolls totaling \$319,374.44 properly certified by the Director and reviewed by Danna Wood-Webb and Arlene Roberts Grant were approved by the Board of Trustees and requested paid.

The checks are numbered # 018474-018517 (payrolls), #55090-55123 (payrolls, petty cash), and # 29156-29208 (bills).

The December 2007 Bills and Payrolls totaling \$242,103.35 properly certified by the Director and reviewed by Danna Wood-Webb and Arlene Roberts Grant were approved by the Board of Trustees and requested paid.

The checks are numbered #018518 -018559 (payrolls), #55124-55155 (payrolls, petty Cash), and #29209-29273 (bills)

DIRECTOR'S REPORT:

Library Director, Opal Brown Lindsay reported the following:

There has been a continuous request for the library's exhibit space. Along with the current exhibit from the Westchester Arts Council, the library also hosted an exhibit of the Cloth Dolls Club of Mount Vernon in December.

The library celebrated Free Arts Day on December 9th with a jazz concert that was well attended.

The children's room and outreach programs for adults continue to attract many patrons. The Boys and Girls Club is interested in working with the library on story time.

Two veteran employees retired in December. The administration wishes them well.

More library aides have been requested by the circulation department.

The shifting of the collection has been completed. The staff is involved in weekly shelf reading and weeding tasks. There will be increased Collection Development activities in the New Year. Display cases in the Rotunda have been reserved for some new items.

Each department will be reviewing all department procedures. The procedures will be made available at each work station.

The Public Service Management team has continued weekly discussions on the department and library plans.

The custodial department has done clean-up in the upper stacks; with the Reference area yet to be addressed. Some usable shelf space has been identified.

An appointment to finalize the work on the building with the City's Department of Public Works was not acknowledged. There will be further review of this when a new DPW Commissioner is appointed.

The progress of the consultant reviewing the library's policy and procedures manual was discussed.

PERIOD OF PUBLIC EXPRESSION:

Gary Newman questioned the Board's decision to appoint a new Director at an Executive Session Board meeting. Chris Hansen said that he would review the rules regarding meeting procedures, but the Board acted on the belief that personnel matters could be decided in Executive Session.

REMARKS OF TRUSTEES:

Chris Hansen said that he would like to recognize all of the staff who worked on the main floor of the library for a job well done.

OLD BUSINESS

The library contract negotiations are now close to 13 months overdue. Dates must be set to begin negotiations.

The City of Mount Vernon has settled and ratified its 4-year contract.

NEW BUSINESS:

Mrs. Lindsay inquired about the WLS Survey regarding libraries closing on Christmas and New Year's of 2008. The board would be opposed to the library being closed a significant amount of days during the holiday season. In response to the survey, tentatively the library may close ½ day prior to these holidays.

ADJOURNMENT

The meeting was adjourned at 8:30 p.m. without objection.

Respectfully submitted,

Secretary