

BOARD OF TRUSTEES MEETING

January 20, 2010

6:30 pm

MINUTES

CALL TO ORDER: Danna Wood Webb who presided called the meeting to order at 6:45 pm.

Present were: Millie Burns, Chris Hansen, Rodney Reynolds and Arlene Roberts Grant, Trustees.

Also present were: Gary Newman, CSEA Unit President; Cheryl Thomas, Library Staff; Robert Lattimer, Library Patron; Opal Brown Lindsay, Director; Karen Preuss, Assistant Director; Patricia Hansen, Business Manager; Willie Lou Gayles, Chief Account Clerk and Mary Harper, Administrative Assistant.

OFFICIAL DESIGNATIONS:

The 2010 official designations were approved as amended upon a motion by Chris Hansen, seconded by Rodney Reynolds.

MINUTES:

The minutes of the meeting of December 16, 2009 were adopted.

COMMUNICATIONS:

The library received a letter from the Food Bank of Westchester commending its success during the food drive held at the library.

PERIOD OF PUBLIC EXPRESSION:

Robert Lattimer asked had the security issues at the library been resolved. He suggested a system be put in place to greet people as they enter the library and inquire if they wished to join.

Opal Brown Lindsay said that the current system is only checking to see if young adults have a library card before they are allowed to enter the library. She is working on amending the system.

Currently the reference department has the responsibility of greeting patrons.

PRESIDENT'S REPORT:

Board President, Danna Wood Webb said that the member library board presidents want to set up a meeting to discuss reduced library budgets.

FOUNDATION MEETING:

The library foundation has received money from last year's gala, but the total amount is unknown.

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Karen Preuss said that she has checked with the dormitory authority regarding the foundation grant. The original intent of the grant cannot be changed.

#### DIRECTOR'S REPORT:

Library Director, Opal Brown Lindsay reported the following:

The grant "Through the Years" had a successful kick-off program. The grant will end with an exhibition of the participants.

Karen Preuss said that the library is getting ready for the "Big Read". Twelve copies of the book, "The Things They Carried" by Tim O'Brien were distributed to the youth center.

Ms. Preuss said that Vietnam veterans will participate in the "Big Read" and will read aloud stories of their experiences in the war.

Opal Brown Lindsay said that a family project series will partner with the library to target issues of coming home from incarceration, health issues and physical and financial issues. The library is trying to identify agencies and community groups to help deal with these issues.

The library staff has been busy with outreach programs and school visits with media specialists.

The director has been talking with the school superintendent to identify children who are causing problems in the library.

The library has two new employees in the business office, Account Clerk, Jared Weiner and Interim Business Manager, Patricia Hansen.

Repairs and renovations are being made to various areas of the library using capital project money. The tutoring rooms and the business office are being renovated with the next venture being the young adult room. The young adult coordinator for WLS wants to be involved in this project.

The director is thinking of moving the administrative office to the renovated business office area and using the current director's office as an official board room and meeting space.

In December the library held two Workplace Violence Workshops. There was also a safety walkthrough conducted by representatives for the city.

Gary Newman said the union would appreciate the opportunity to review a draft of any workplace violence policy before it is approved. A CSEA Health and Safety expert will visit the library on February 1<sup>st</sup>.

#### OLD BUSINESS:

The administration will check on the progress of the personnel manual.

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**NEW BUSINESS:**

Opal Brown Lindsay is waiting for a date to meet with the city council regarding the budget shortfall.

There was discussion about the budget and the options the library has. There will be at least a \$200,000 shortfall in the 2010 budget. There is limited leeway to adjust the major line items in the budget. The only real options are databases and salaries.

It was discussed that perhaps money could be used from the gift fund.

**FINANCIAL REPORT:**

The board discussed cutting various line items in the budget in order to offset the 2010 budget cuts. Line items for building repairs and terminal maintenance were discussed.

Questions were asked regarding expenditures in 2009 for the line item for audio visuals. It was suggested that all relative parties be aware of the spending plan for this line so the current level of overage is not repeated.

Retro active salary payments will have to come out of the 2010 budget. The possibility of cuts to periodicals and salaries; as well as layoffs was discussed.

It is hoped that some money can be saved in the line items for repairs to buildings and professional fees.

Willie Lou Gayles said that roughly \$50,000 can be used from the gift fund. Only the interest can be used from the Reader's Digest endowment.

It is felt in this economy; the reality is the demand for library services will increase.

**EXECUTIVE SESSION:**

The board entered executive session at 8:20 pm on a motion by Chris Hansen, seconded by Rodney Reynolds.

The Board returned to regular session at 8:54 pm. No decisions were recorded

The meeting was adjourned at 8:55 pm.

Respectfully submitted,

Secretary