

BOARD OF TRUSTEES MEETING

March 19, 2008

6:30 pm

MINUTES

CALL TO ORDER: Chris Hansen who presided called the meeting to order at 6:50 pm.

Present were: Susan Capeci and Arlene Roberts-Grant, Trustees.

Also present were: Mary Ellen Forte, WLS Trustee; Donna Jackson, AM Media Group II, Inc.; Thea Blessitt, Deborah Ramsey and Cheryl Thomas, Library Staff; Opal Brown Lindsay, Director; Willie Lou Gayles, Chief Account Clerk and Mary Harper, Administrative Assistant.

MINUTES:

The minutes of the meeting of February 20, 2008 were accepted without objection.

DIRECTOR'S REPORT:

Opal Brown Lindsay reported the following:

Sunday closings have been a loss to the community and library.

To accommodate more public computer use, the library experimented with reducing the time allotment to 30 minutes per session. This plan will be adjusted.

Attendance at teen activities and movie presentations has been good. Due to attendance, children's programming has increased.

The library is now maintaining a manageable level of interlibrary loans. Most are found and filled in a timely manner.

The library partners with the Westchester Arts Council, who has secured a grant to sponsor a photography workshop for teens at the library.

The library has introduced a roaming librarian service which will give one-on-one attention to patrons, as well as give added awareness to what is happening on the floor. This service is conducted by the Reference department and is scheduled during the busier part of the day.

Head of Reference, Gary Newman visited the Danbury library where this service is being conducted.

March will be the start of consolidated clerical operations. A Principal Clerk will be present and in charge of the circulation desk and functions of the building. Two Principal Clerks in the public service area will coordinate and alternate, particularly on weekends, with the help of senior personnel. The Children's room will have its own Principal Clerk to handle its needs.

Technical Services is going through adjustments due to not having a department head. The staff is to be commended for their cooperation. Mrs. Lindsay has met with the WLS cataloger who is working with Geraldo Soares in Tech.

The new purchasing procedure is in full force and staff is adjusting to signing off on purchases.

Working with the new budget the staff is busy ordering increased numbers of copies of popular items that were placed in holds status and shipped around the county.

19, March 08 –2 –

Mrs. Lindsay met with the Mayor's Chief of Staff Yolanda Robinson. They will be meeting on a monthly basis.

Plans are underway for the library to work closely with the elementary schools. The director had a meeting with Ms. Tahira Dupree Chase, Head of the Language Arts for elementary schools. The plans include a library card drive, participating in plans and decisions for the summer reading list and arranging school and class visits. Mrs. Lindsay was invited to participate as a judge in a Scripts Spelling Bee contest.

Weekly Public Service meetings are held where management staff shares feedback and weekly plans.

A Camp Fair to bring all camps and the community together is being scheduled by the library.

The library will partner with the Westchester Jewish Council on a project for a Children's Resources Room. A ribbon cutting ceremony will be held on April 15, 2008.

The Library Foundation is interested in doing something for the Community Room.

The Community Room has lost much needed lighting with the installation of the new A/C system.

The lighting has been replaced due to increased usage of the room.

There is a need to replace book stacks that can no longer be braced properly and are on the verge of collapse. There is also a need to replace our entrance doors. Maintenance is also working on cleaning the bronze areas of the building. The entrance stairs are also in need of repair.

The new collection security system in the Capital budget must be put out to bid.

The library must wait for the appointment of a new DPW commissioner in order to complete unfinished projects in the library.

The director attended various meetings including the Central Library meeting in Albany and a Mayor's Community meeting. She also attended a gala for the Boys and Girls club, as well as various other meetings.

WLS TRUSTEE REPORT:

The Annual WLS Book and Author Luncheon is scheduled for Thursday, April 17, 2008 at the Trump International Golf Club.

PERIOD OF PUBLIC EXPRESSION:

Deborah Ramsey inquired about the union negotiations. Mrs. Lindsay said that the library parties would meet first before setting up dates for negotiations.

19, March. 08 – 3 –

Cheryl Thomas spoke about her dissatisfaction with how her position in the Technical Services Department is being handled. Deborah Ramsey said that she felt that the problem was a lack of supervisory training in the department. It was felt that Ms. Thomas should first bring her concerns to the director prior to speaking to the board.

Mrs. Lindsay said that she would train Ms. Thomas on the Dewey Decimal system, so she could work on the displays.

Thea Blessitt informed the board about a proposed Board of Education referendum. She asked about the relationship between the library and the Board of Education. It was explained that even though the School Board did appoint the library trustees, the library did not receive any money from the Board of Education. The library has the ability to apply for its own grants, but staffing issues curtail that ability.

The issues of increased staffing with the current budget were discussed. A considerable budget increase was requested in order to fill vacant positions, but the money was not received.

Ms. Blessitt questioned if the library bookmobile was going to return. Mrs. Lindsay said that WLS is getting a bookmobile in April. The areas of interest are the Dole Center, train station and Boys and Girls Club.

Donna Jackson spoke about community sources that are willing to do things for free for the library. She presented some ideas from a graphic artist, Jason Smith for a new library logo. Mrs. Jackson spoke about a film by Danny Glover that is only used as a fundraiser and suggested that the library may be interested in working on a fundraiser in conjunction with the Mount Vernon High School.

NEW BUSINESS:

The 2008 CLDA Budget is similar to last year's budget; the major change is that the \$116,000 cost of Westlaw will be included. The benefits for WLS employees who are paid from the CLDA budget are included in the salary amount.

The line items in the Mount Vernon Public Library budget must be adjusted to reflect the changes to the CLDA budget.

Opal Lindsay said that a new Central Library committee has been formed, which include members of the system.

The Board of Trustees adopted the 2008 Central Library Development Aid (CLDA) budget.

FINANCIALS:

There were questions regarding the differences between the January and February payrolls for 2008. The financial reports for January should be adjusted because of a reversal of expenses.

There were also questions regarding library operations and terminal maintenance.

The board would like an explanation of what the library is spending under the terminal maintenance line item.

The February 2008 Bills and Payrolls totaling \$305,730.52 properly certified by the Director and reviewed by Susan Capeci and Arlene Roberts Grant were approved by the Board of Trustees and requested paid.

19, March 08 – 4 –

The checks are numbered # 018604-018664 (payrolls), #55187-55231 (payrolls, petty cash), and # 29333 - 29385 (bills).

OLD BUSINESS:

The Board continues to seek information regarding the earmarked money in the budget. Copies of the documentation regarding this money must be reviewed for an explanation.

Opal Lindsay will contact the consultant regarding the progress on the library's policy and procedures manual.

Opal Lindsay spoke with the DPW Commissioner regarding the leaks in the library.

Mrs. Lindsay said that the leak in the Local History Room closet has been fixed. She is examining a new location for the Local History Room and considering using the current space for something else. Mrs. Lindsay said that she would not like to see the Local History Room collection leave the library.

The board would like to keep the collection at Mount Vernon, but it cannot be kept at the library for an indefinite period of time without proper preservation.

There was a question regarding the use of the rooms in the Rotunda. Although they were originally used by the literacy tutors, the director is contacting colleges to see if they can send interns to do workshops

Donna Jackson asked if the rooms were income generating and suggested that these rooms, plus the Community Room could possibly generate some income for the library.

Mrs. Gayles said that some organizations that use the community room also give a donation to the library.

Donna Jackson said that she is working on arts and culture for the Mayor and is working on marketing space.

It is felt that although it seems that a lot of people are using the library, they are not checking out books.

EXECUTIVE SESSION:

The Board entered Executive Session at 8:22 pm. The board returned to Public Session at 8:42 pm, no decisions were recorded.

ADJOURNMENT

The meeting was adjourned at 8:45 p.m. without objection.

Respectfully submitted,

Secretary