

## BOARD OF TRUSTEES MEETING

May 28, 2008

6:30 pm

### MINUTES

CALL TO ORDER: Chris Hansen who presided called the meeting to order at 6:45 pm.

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

Also present were: Ruth Shire, President, Friends of the Mount Vernon Public Library, Gary Newman, CSEA Unit President, Thea Blessitt, Doris Hackett 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 April 23, 2008 were approved without objection.

#### ELECTION OF OFFICERS

The Board of Trustees unanimously reelected the current slate of officers.

Chris Hansen – President

Danna Wood-Webb – Vice President

Arlene Roberts Grant – Treasurer

Rodney Reynolds – Secretary

#### PRESIDENT'S REPORT

The next CSEA negotiation meeting is scheduled for Thursday, June 5, 2008 at 3:00 pm at the CSEA Headquarters in White Plains.

#### FRIENDS OF THE LIBRARY REPORT

Ruth Shire reported that the Friends had a successful Book and Bake sale on May 17<sup>th</sup> and 18<sup>th</sup>. The sale raised about \$800.00.

Mrs. Shire said that the books are sorted by the members months in advance, but the library does not have enough storage for the book trucks. Currently there are books on trucks at the library entrances that are being distributed for free, they are in good condition. The Friends will make a contribution to the library soon.

#### DIRECTOR'S REPORT:

Opal Brown Lindsay reported the following:

The new three month Calendar of Events is actively being sought by patrons. It covers April through June.

A ribbon cutting ceremony for the Early Childhood corner was held. Over sixty-one (61) attendees, including community leaders were present.

With the Friends support there were seven attendees at the WLA Annual Luncheon.

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Bookmobile service will begin in Mount Vernon on July 17<sup>th</sup>. Mrs. Garrett will arrange for parking at Hartley Park with the City Council.

Donna Jackson will be in charge of this year's Summer Breeze program. The library will man a table at these events.

The Camp Fair on May 14, 2008 held at the library was a great success, with an outstanding turnout. This may become an annual event. Almost 200 attendees were there, but the library was unable to get an accurate count.

The CLDA committee has met and is concentrating on developing a foreign language collection. Collection Development Librarian, Marcella Jenkins will work with this committee.

Staff members attended the Bridges-out-of Poverty Workshop sponsored by WLS.

Departmental training and library operation reviews with neighboring libraries has begun.

Mrs. Lindsay will attend a Legislative Thank You Breakfast in June.

Opal Lindsay met with the Westchester Arts Council to work out a new schedule of exhibits. A photography workshop for teens is scheduled for Saturdays.

Over 459 items have been added to the collection this month with over 7,000 attendees in the main area.

New initiatives in the library include posting a list of bestseller items in the new books area and identifying features of ownership and location of materials in the building. Collection Development updates this list weekly. A Collection Development meeting is forthcoming.

Circulation is now making complementary calls to patrons with items on hold which are about to expire. The result is a reduction in the number of returns of our holds which adds to the library's circulation.

The Express category has picked up this month with fifty-six items being circulated for a shorter turnaround time.

Library Aids are continuing their cross training, with concentration this month on the Cyber Corner and Periodicals.

Anne Marie Ward who has work at the library for over 23 years has retired. Letters from the Board will be sent to all of the recent retirees.

Staff attended the following meetings:  
Mount Vernon Network  
Council of Community Service  
Mount Vernon Early Childhood Initiative

Junior League of Bronxville  
County and Local Representative meetings.

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FINANCIALS:

Willie Lou Gayles said that a large bill for worker's compensation in the amount of \$27,000 was paid. She said that this is an annual bill, but the library may receive some small fee or refund.

It was noted that the budget line for professional fees is over budget for the year, some of this due to ongoing union negotiations and the grievance process.

Questions arose about the current quarterly expenditures in the salary line and whether there was money for new hires.

The budget line for library materials is low. Opal Lindsay said that the book budget will be revisited next week.

The budget for security services was also questioned.

The Board approved the buyout of the Hewlett Packard contract for the leased computers. Though some of these computers were located they are not functional.

It was suggested that the budget lines for professional fees and security be revised.

The Gift Fund has approximately \$113,000 in earmarked money; part of it was donated by the Carrus Fund.

The Carrus Fund money was donated for specific library needs and the issue of moving this money into the line items in the budget was explored. Money used for library painting in the amount of \$15,000 should be move to the proper line.

It was suggested that a location in the library be decided to properly recognize the contributions of the Carrus Family.

Mrs. Gayles said that only 3 transfers per month can be written from the gift fund.

Chris Hansen said that the board would consider leaving the earmarked money or moving it based on recommendations.

The specifications for the materials security system have been completed and will be advertised for bid.

Chris Hansen said that the budget must be reviewed. It was strongly suggested that an associate director with grants writing capabilities be hired. It was also suggested that additional professional staff be hired to fill vacancies.

The comptroller's comments regarding money for new hires should be clarified.

The April 2008 Bills and Payrolls totaling \$239,570.63 properly certified by the Director and reviewed by Danna Wood Webb and Susan Capeci were approved by the Board of Trustees and requested paid.

The checks are numbered # 018710- 018755 (payrolls), #55268-55311 (payrolls, petty cash), and # 29448-29487 (bills).

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**PERIOD OF PUBLIC EXPRESSION:**

Doris Hackett spoke about her nine-year employment with the library and her concerns regarding changes that are being made in the Periodicals department where she works. She expressed concern about part time aides working to staff full time areas where they do not have the expertise. Mrs. Hackett said that staff are leaving the library in droves.

Ms. Hackett asked that the Board take a careful look at the current decisions being made.

Gary Newman spoke about his working visit to the New Rochelle Public Library. Mr. Newman said that New Rochelle had 9 full time adult services librarians and that the employees there believe they have a roll in what they can say.

Mr. Newman criticized the current format of Mount Vernon Public Library staff meetings. He said that the meetings are carefully controlled and are filled with presentations; leaving very little time for staff.

Mr. Newman said that library usage is decreasing and that there are empty seats in the Cyber Corner.

The Board requested statistics from the Reference and Periodicals departments.

**OLD BUSINESS:**

The director is still seeking an update on the policy and procedures manual from the consultant.

The new Commissioner of DPW has not yet been able to visit the library to meet with Mrs. Lindsay.

The legislation in the State Assembly regarding the City of Mount Vernon and the library's governance issue was discussed.

The board discussed expanding the membership of the Trustee Board from 5 to 7

The school board is involved in appointing new trustees to the library board.

The board approved the increase in the size of its membership from 5 to 7 members

**EXECUTIVE SESSION:**

The Board entered Executive Session at 8:25 pm. The board returned to Public Session at 8:45 pm, no decisions were recorded.

**ADJOURNMENT**

The meeting was adjourned at 8:48p.m. without objection.

Respectfully submitted,

Secretary