

BOARD OF TRUSTEES MEETING

June 15, 2011

6:30 PM

MINUTES

Millie Burns who presided called the meeting to order at 6:30 pm.

Present were: Julie Mills Worthey and Na'im Tyson, Trustees.

Absent: Trustees, Winston S. Maharaj and Rodney Reynolds

Also present: Cathy Webb, CSEA Executive Committee; Ruth Shire, Friends of the Mount Vernon Public Library; Sabine Ginsberg and Sheryl Ginsberg, Girl Scout Troop, 2522, Larchmont; Andrea Fobbs, Robert Mc Donald, Geraldo Soares and Tamara Stewart, library patrons; Debra Bracey-Harris, Maxine Grandison, Scott Griffith, Doris Hackett, Leroy Lea, Nishan Stepak, Jesse Van Lew, library staff; Opal Brown Lindsay, Director; and Mary Harper, Administrative Assistant.

PERIOD OF PUBLIC EXPRESSION:

Tamara Stewart inquired if the library was interested in receiving a donation of a 52 inch color console from a patron. She said that patron wants a tax write off for donating to a non-profit.

Ms. Stewart said that she had spoken to several people in the community regarding the library's Saturday hours. There is concern that the information may not have been circulated to the community. Very few people she spoke with knew that the library was open.

BOARD RESOLUTION:

Trustee Julie Mills Worthey offered the following resolution:

**Mount Vernon Public Library Board of Trustees**

Resolution: 2011-06-15

Topic: Board of Trustees

Confirmation that the Board of Trustees as currently constituted is a body of Five (5) members

Having examined the ByLaws of the Mount Vernon Public Library and finding no specific reference to the number of board members required to conduct the business of the Library other than a reference to the five members in Article II Section 4.

and

Having observed that the Library Director on more than one occasion has publically questioned the Board of Trustees authority to conduct business during a duly scheduled and regular meeting of the Board

and

Having observed that the implication of an unauthorized body attempting to conduct the business of Mount Vernon Public Library has a deleterious impact on the public's confidence

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in this body and also has the effect of distracting and diverting this body from the business at hand  
and

**WHEREAS,** the Mount Vernon Public Library's current public image and the efficient usage of the Member Trustees 's time and resources is necessary and advantageous, therefore be it

**RESOLVED,** that the Mount Vernon Public Library Board of Trustees as presently constituted is a body of FIVE (5) voting members. A quorum of the Board as presently constituted and in accordance with the Article III of the ByLaws of the Board as amended May 17, 2006 consists of THREE (3) members which is a majority of the Board members presently entitled to vote.

**Submitted by:** Julie Mills-Worthey

**Action Taken:** 2nd, Na'im Tyson, Board Unanimously in favor

**Date:** 06/15/2011

**Effective Time Period:** On going

Millie Burns said that she had done research that says the Board is required to be five members and can be up to seven.

The library director is an executive officer and serves as the secretary. The director has no voting position on the board.

MINUTES:

The minutes of the special meeting of June 6, 2011 were approved upon a motion by Julie Mills Worthey, seconded by Na'im Tyson.

COMMUNICATIONS:

Millie Burns presented the 2011 Summer newsletter received from the Friends of the Mount Vernon Public Library

Ruth Shire said that the newsletter is available at the circulation desk.

Julie Mills Worthey said that this was very exciting. If we are going to use an electronic mailing, an address should be provided

Millie Burns requested that Opal Lindsay send an eblast about the newsletter.

Trustee, Millie Burns read a handwritten letter from a patron with concerns about the direction of the library. Ms. Burns said that she had received several complaints about how people get to do things and who they are.

Millie Burns said that perhaps we can come up with a policy manual.

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**PERIOD OF PUBLIC EXPRESSION:**

Ruth Shire spoke about the Book and Bake sale on Friday and Saturday, June 10 and 11, 2011. She said that Friday was very busy. Coffee and baked goods were sold and there was musical entertainment.

Mrs. Shire said that used book dealers from all over Westchester are sent flyers.

On Saturday sales were very slow. It did not seem that people knew about the library being open on that day. Mrs. Shire suggested that ads be placed in the local papers.

Ruth Shire commended the library staff who she said were very cooperative in helping prepare for the sale.

The Friends have not yet submitted a treasurer's report for the sale.

The next Friend's Book sale will be on November 4th and 5th. Flyers will be printed and left at the circulation desk. The information will be posted on the library website.

Mrs. Shire said that she hopes the library will continue to be opened on Saturdays.

Geraldo Soares spoke about the beautification in the front of the library.

Mr. Soares said that he did receive notification regarding the library opening on Saturday and about the book sale.

He said that these are public relations issues and the staff has to participate. When people are always fighting nothing gets done.

Geraldo Soares spoke about the problem of parking and the limited time on the meters. He said that when patrons come from Fleetwood, they need a place to park.

Robert McDonald asked if the concerns about getting information out to the public had been addressed. He said that there may be a way to reach out to the community about upcoming events.

Mr. McDonald said that bigger signs may be needed, since everyone does not read newsletters.

**DIRECTOR'S REPORT:**

Library Director, Opal Brown Lindsay read the following statement.

**Opening Remarks:**

Many of you are aware that I came to this library 4 years ago as the interim director. I was appointed Director, December 2007. From the start, I was met by a very unreceptive environment. In introducing himself, the union president told me he was my equal. I corrected his statement. From then on the atmosphere became hostile. The reputation of the library was at an all-time low, the building was in disrepair, patron visits were on the decline and various departments within the library needed reorganizing.

I knew this was going to be a challenging experience, but I was up for the task

During my first 3 1/2 years, I was supported by an executive board who understood both the issues facing the library and the views of the staff. Despite the challenges, I was able to turn the library around and patrons started returning to the library, new programs were created and repairs to the library are ongoing. This resulted in recognitions from groups within the community, associations and the county. The nationwide economic downturn

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has had an impact on the MVP Library resulting in the reduction in source of funds and difficulty in securing new sources. The search continues but in the meantime tough decisions had to be made to keep the library open with staffing and services to offer. This continues to be a balancing act. In the last 6-7 months, the leadership of the Executive board has changed and so has the support I previously received. This leadership is intent on becoming more involved with the day to day operation and micro management of the library activities versus the macro view from a fiscal perspective. This leadership is circumventing the office of the director and dealing directly with the union leader and members of the staff. Some of their occurrences are in direct conflict with the policies of the State Guidelines.

I cite a most recent development...

A special meeting of the board was called for Monday June 6, 2011. A notice of the Special meeting was posted at the MVP Library on Tuesday May 31, 2011. It was at that time that I became aware of the meeting. I am the director and official secretary of the board and I was never contacted to find out my availability for the meeting. Unfortunately, I was unable to attend because of a previous commitment. I sent an email to the board president pointing out my concerns with the lack of communication and constant personal attacks.

I received a response that stated twice that there was a possibility that the media would contact me in the upcoming days and I was not to make any statement without the board's approval. I was not told why I might get this call or visit.

Upon receiving the meeting minutes for Monday, June 6, 2011 made the following observation and conclusions...

1) The agenda set forth was not followed. According to the Roberts Rules; a special meeting should "convene only to consider one or more items of business specified in the called meeting." The reason for a special meeting is to deal with important matters that may arise between regular meeting and that urgently require action before the next meeting."

2) No where in the June 6, 2011 minutes was I able to identify matters of any extraordinary nature that could not have waited until the monthly meeting on June 15, 2011.

3) What I found interesting, was a notice in the minutes from the MVP Library staff at this meeting asking for my dismissal or resignation. What I found alarming was the

response of the board leadership recognizing and supporting the staff's action by stating that it was a bold move and the statement would be accepted. To date, none of the board members have contacted me in regards to the statement by the staff.

Having read this, it became clear to me as to why I was told by the board president not to speak with the media. Could it be that advance notice was given to the board president?  
I continue to remind the board that...

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*According to the State Handbook:*

II. It is critical for the board to establish clear lines of communication with the director. In general, the board's directions and intentions are communicated to the director through the President of the Board. Individual trustees should refrain from issuing specific instructions to the director at the board meetings and especially between meetings. Such individual directions are inconsistent with the concept of collective board authority and a library director risks being caught between conflicting intentions, even among well meaning trustees.

II. The day-to-day management of the library, including the management of staff, is the library director's responsibility. The director is the only employee supervised by the board; the director is responsible for the management and supervision of all other library employees. Trustees have a responsibility to know staff at a friendly but professional distance, to be cordial and supportive and to promote good will, but they must approach staff relationships with a degree of caution, Usurping the administrative prerogatives of the library director can only undermine that person's position and authority.'

*Opal B. Lindsay*

Director

(6/15/2011)

Library Director, Opal Brown Lindsay reported the following:

The library's main entrance received a face lift with the recent landscape kick off.

Approximately fifteen Girl Scouts arrived Saturday, June 4th prepared for planting flowers and shrubs.

The bricklaying phase of the project has changed due to concerns about foundation damage.

Volunteers from the Taskforce continue to work along the walkway on Second Avenue. On June 4th fifty-five donated shrubs were planted.

Mayor Clinton Young was on hand to encourage and thank the volunteers.

Exhibit shows in the Rotunda Gallery have included the Westchester Photography Society in May and currently through July 30th "Out of Africa" from the Blue Door Gallery in Yonkers.

The Grace Green Baker Gallery is featuring introductory art pieces by school district students, entitled "Art No Boundaries" This project is sponsored by the Links, Inc.

Handmade art pieces by Earl Joshua are exhibited in the display cases and the First Avenue window is featuring works from the Mount Vernon 3-D Doll Club.

The staff is continuing with daily responsibilities and planning including training, programs and preparation for summer activities.

Better World Books has picked up the library's discarded books for shipping. This company sells discards and donations online to earn money for libraries and support literacy initiatives worldwide. They provide the shipping materials and pay for shipping.

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Saturday openings will continue through June. The summer schedule will not have Saturday openings, which will resume in the fall.

The library is exploring plans for a Business and Finance Center. The library has been providing some services, but seeks to have them packaged to improve their effectiveness and accessibility.

Work continues on the Young Adult room. Electrical needs for laptops, floor replacement and furnishings all need to be completed.

The CLDA budget committee met in May to review and finalize purchases. The 2011-2012 CLDA book budget will be approximately 90% of the 2010-2011 allocation.

\$59,100 is projected for books, with \$6,500 allocated to satellite collections for Tuckahoe, Mt. Kisco and Chappaqua.

Mrs. Lindsay outlined the steps taken to finalize the cancellation of Westlaw.

The library has received a Sony grant for an introductory pilot program for E readers. There are two readers on display at the library. The director is exploring the option of circulating the third reader.

Opal Lindsay has made the following suggestions regarding funding, a letter writing campaign and considering making the library an event space (a policy was drafted and presented to the board.). These suggestions were made in December. At the time there were two potential events.

Mrs. Lindsay stated that according to New York State guidelines it is the duty of the trustees to secure adequate funding for the library, not the job of the library director.

The Mount Vernon Public Library was one of three libraries chosen to collaborate with WLS and IBM, on the Watson project that was launched in celebration of IBM's centennial anniversary.

Participants included; fourteen students from Thornton High School and three from the Mount Vernon Youth Shelter, plus representatives from IBM. Students worked with IBM representatives. There were demonstrations involving the Watson computer which performed on Jeopardy.

The library has expanded outreach to parent groups and is offering workshops in collaboration with the Mount Vernon Youth Bureau.

There will be a new initiative working with Hispanic groups and a partnership with a PTA group at AB Davis.

The library will cosponsor events for the Mount Vernon Business Expo on June 29, 2011. The library will be hosting two workshops

MVPL will again partner with the Youth Bureau and WLS for the learning ambassador program. The program involves training youth for leadership. The pilot for a yearlong program will begin in September.

WLS is collaborating with the Volunteer Center of the United Way to assist teens and adults to prepare for the GED exam. This program has been launched at three Westchester libraries, Peekskill, Port Chester and Yonkers. Mount Vernon is hoping to receive this service in the fall

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Arrangements have been made with the Mount Vernon Post office to share their parking lot next to the library parking lot. This will mean additional parking for library patrons who have complained about inadequate parking. The library is requesting that the friends sponsor the new signage for the lot.

Information regarding the Foundation/Links will be sent to the board before the next meeting.

#### PRESIDENT'S REPORT:

Millie Burns said that there is quite a communication problem at the library. The Board has been asking for various levels of detail for some time. Ms. Burns said that some things that she did not know before have been illuminated.

Millie Burns said that no matter what Opal Brown Lindsay's perception is of the Board's agenda; the agenda of the board is the survival of the library. That is all they are trying to do.

Ms. Burns said if Opal Brown Lindsay could get herself to a point to see that is their agenda and goal, hopefully requested information would be timelier.

The library is fiscally in jeopardy. The staff may not have a place to work.

Millie Burns said that they want to make the library a pleasant place for the staff and patrons. Unfortunately this is presently not so from what she is hearing.

Julie Mills Worthey said that in response to the opening statement regarding the special meeting. Notice was given on the Friday before that Tuesday. Notice was given in writing and given to staff to make available to Opal Brown Lindsay.

Mrs. Mills Worthey said that the director's report was compelling and interesting. She asked if the \$6,500 for satellite collections would be taken out of the \$59,000.

Julie Mills Worthey inquired about the steps taken to cancel the Westlaw contract. She asked was the library responsible for any fees. Is the library being invoiced?

Mrs. Lindsay said yes we are. Mrs. Mills Worthey asked the amount.

Opal Lindsay said \$6,400 per month. Julie Mills Worthey said that would be over \$40,000 in potential liability to Westlaw.

Millie Burns said that it was communicated to the Board that Westlaw would be cancelled in January.

What the board was told was going to happen did not happen. The board was not informed. Now the library may be on the hook for \$40,000.

Opal Lindsay said that the information is not new. The board has been told before.

Ms. Burns said that the board received an email exchange in December that Westlaw would be cancelled. It came to light at the comptroller's meeting that it was not.

The board was under the impression that it was cancelled. The library cannot afford to pay \$6,400 per month.

Mrs. Lindsay said we have not. A payment was made in December.

Millie Burns said that if the board is told something in a very specific way and then it changes. They should be told. She said that the library may not be able to get out of paying.

Mrs. Lindsay said that we should be able to.

Millie Burns said that this is not a way to do business especially with public money.

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Mrs. Lindsay said that she spoke to the old Westlaw representative. Things have changed. She said she has no control. Millie Burns said that the control should have been to cancel the contract.

Ms. Burns asked if Mrs. Lindsay had been in touch with Scott McAndrews. She said that there was an email dated April 7, 2011 requesting the cancellation of Westlaw.

Julie Mills Worthey moved that having heard the director's report that included outlining a description of communications with Westlaw that does not confirm cancellation and the Board president's concerns about the fiduciary responsibility of the library; that the Mount Vernon Public Library Board of Trustees request written verification on or before June 20, 2011 endorsed by Westlaw that the contract has indeed been cancelled and the library owes no money since December 31, 2010. The motion was seconded by Na'im Tyson.

Julie Mills Worthey asked when the Sony e readers would be made available for patrons to borrow.

Mrs. Lindsay said as soon as possible. The displays are for people to become acquainted with them. All three are not available. She said that the agreement with Sony was that they would be on display.

Millie Burns said that she found out about the Sony E readers through a google alert.

Mrs. Lindsay said that the information was in the newsletter and was announced as part of information.

Ms. Burns said it was her understanding that only three libraries are participating.

She said she does not think it is receiving the publicity that it should.

Millie Burns asked Mrs. Lindsay if she had a sense of how much longer they would be on display before they can be used. Mrs. Lindsay said that she is thinking the summer.

Ms. Burns asked was there a contractual agreement and what was the delay. Opal Lindsay said that part of the delay was that she did not have time to sit down and write a policy.

Millie Burns asked when the library applied for the grant, did they not have an idea of how they would use the readers.

Julie Mills Worthey asked what has to happen to take this to the next level. What standard has to apply?



Opal Lindsay said they are looking to see what has to happen with the one that will be circulating. There is a fear of it being stolen.

Na'im Tyson asked was there a contractual obligation that there must be two on display. Mrs. Lindsay said yes.

Opal Lindsay said that the patron must leave their library card in order to borrow the E reader.

Julie Mills Worthey asked how much usage is being looked at.

Opal Lindsay said that she could not say we are looking for any amount. If they are stolen on the first day then she would be hesitant.

Mr. Tyson asked if the library could ask Sony for a special reader for the patrons and could someone for Sony return to instruct them.

Julie Mills Worthey asked for a plan for sharing the readers with the patrons and a deadline for a policy.

Millie Burns said she had confirmation that the E readers have been in the library since January.

Four months is a long time to let patrons wait.

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Ms. Burns said that if we want to represent ourselves as having things that people cannot get elsewhere; we need to make use of them.

Mrs. Lindsay said that it took a month or two for the trainer from Sony to come to the library.

Millie Burns said that she is saying that people need to be able to use them, if just in the library for the time being; so be it.

We need to give people the opportunities to experiment with new technologies.

She asked where is the reader that is not on display. How would people know it is in the library?

Mrs. Lindsay said that the procedure must be finished then an announcement can be made.

Ms. Burns said as a patron you have a display sitting there. As a patron she would have a problem.

There should be signage saying we have one available to check out.

Opal Lindsay said that there would be. Ms. Burns asked when.

Millie Burns said that she represents herself as being on the Board of Trustees and wants to be able to send people to the library for usage.

She said that we should be mindful of the time frame from when things come in to when people can use them. The time frame needs to be shortened.

Julie Mills Worthey inquired about the IBM project. Mrs. Lindsay said that it took place today.

Mrs. Mills Worthey said that this was the first time she heard about laptops in the library. She asked how many there were. Opal Lindsay said eight.

Julie Mills Worthey asked were the laptops for the Youth Center. Mrs. Lindsay said no, they were just being used for today.

Julie Mills Worthey asked what the partnership with the youth bureau consisted of. Opal Lindsay said publicity and outreach.

Mrs. Lindsay was asked about the library's partnership with the learning ambassadors. She said that WLS does most of the training. The participants are selected through the schools or the youth bureau.

Julie Mills Worthey said that it was exciting to hear that our neighbors were willing to share their parking lot. She asked who would do the signage. Opal Lindsay said that she planned to ask the friends for support.

Julie Mills Worthey asked Opal Lindsay about the Foundation/Links donation. She asked if they could get the information before the next Board meeting.

Opal Lindsay said that she could not say the amount received. It is included in the 2009 gala.

Millie Burns said that there is a plaque in the children's room specifically for a collection of books.

Opal Lindsay said that the funds were given in a lump sum at the gala with a list of items.

During the presentation the staff asked about the funds and made the suggestion that they should go for books about African Americans and women.

Mrs. Lindsay said that the funds had already been assigned.

Mrs. Lindsay was asked if she had confirmation from the Links regarding the funding. Were the Links recognized.

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Opal Lindsay said that former Assistant Director, Karen Preuss assisted the staff in spending the money. The Links was recognized through the Foundation, not the library.

Millie Burns said that she is concerned about how much is being said that we do not have time to go through. There are a list of items. She said that special meetings are not restricted to one item we need to get to.

Julie Mills Worthey said that the by-laws do permit the board to call a special meeting at the request of two members. They do not limit the subject.

Opal Lindsay said that it's in Roberts Rules.

Millie Burns said that Roberts Rules is just parliamentary procedure.

Julie Mills Worthey said that the board is committed to work on the advancement and promotion of this institution. This should not be a point of criticism. We do our very best to promote the library.

It would help to have reports in advance to limit and fine tune the responses.

Cathy Webb said that CSEA was not in consort with the Board of Trustees when it presented its petition. The petition was originally to be presented at this meeting. She said that no one at CSEA to her knowledge was in consort with board when the letter was presented.

Robert McDonald said that he was troubled that the E readers were in the library for four months and no one has know about it. He said this is why people are questioning the leadership.

## FINANCIALS:

Millie Burns questioned the payment for ADT security. She said that there was no authorized signature on the bill nor any justification.

There is a check for \$4,500 for a year's service contract for the current financial software. Ms. Burns said that this was problematic.

She said it was strongly suggested that we use a different accounting software and use a payroll service.

Superb software should be paid for their services to date. Ms. Burns said that she is having trouble paying for a service we don't need.

Ms. Burns said that she thinks Maureen Walker would be readily able to advise on a way to go.

Millie Burns said that she has made a point of being cordial, supportive and encouraging to the staff.

Ms. Burns said that she had asked for clarity about the bills from Schimolar locksmith. If she cannot get that clarity from the director or the interim business manager, then she must go to the person who signed the bill.

She said that she is amazed at how much money the library spends on locksmiths.

Millie Burns said that she wanted an explanation of the charges on the invoices. She said that she come across an invoice that she could not get an explanation for.

Ms. Burns said at the special meeting it was made known to the board that the lock had been changed on the director's door and maintenance foreman Jesse Van Lew does not have a key.

Because of fire codes, the emergency person should have a key.

Millie Burns said that Jesse Van Lew should have a key. If Opal Brown Lindsay is concerned about items in her office, she should have a locked cabinet. Jesse Van Lew should have a key to every door. Julie Mills Worthey agreed.

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Jesse Van Lew said that two people in maintenance should have the keys. Robert Copeland should also have a set. Mr. Copeland currently has all of the keys that Mr. Van Lew has.

Mr. Van Lew said that right now the library is in violation.

He said that he has been at the library for twenty eight years with a job well done.

Just this week Opal Brown Lindsay said that something was missing from her office. Patricia Hansen also said that something was missing from her office.

It was again suggested that if Mrs. Lindsay was concerned about something she keeps in her office that no one else should have access to, she should put it in a locked cabinet.

Na'im Tyson asked does Mrs. Lindsay have copies of the key or is there just one.

Opal Lindsay said that there are copies in the Business Office.

Jesse Van Lew said that he was told that the key was available, but was not told who has it. If there is an emergency he would have to call Mrs. Lindsay to find out who has the key.

Upon a motion by Na'im Tyson, seconded by Julie Mills Worthey, the board agreed that keys to the library director's office be provided to the maintenance staff who are responsible for the upkeep of that office. The motion passed unanimously.

Millie Burns said that for any concerns that Mrs. Lindsay has, personal items or confidentiality, there are cabinets that allow for this.

Opal Lindsay said that this is important, because she has lost things from her office before.

Ms. Burns said that it is important for the well being of the building and for safety and security that Jesse Van Lew and Robert Copeland need to have keys.

The May 2011 Bills and Payrolls totaling \_\_\_\_\_ properly certified by the Director and reviewed by Millie Burns and Julie Mills Worthey were approved by the Board of Trustees and requested paid.

The checks are numbered \_\_\_\_\_ (payrolls), \_\_\_\_\_ (payrolls, petty cash), and \_\_\_\_\_ (bills).

**GIRL SCOUT PROPOSAL:**

Sabine Ginsburg inquired about the girl scout proposal for the children's room that was presented at the last board meeting.

The board resolved the following.

**Mount Vernon Public Library Board of Trustees**

Resolution CS1-1 2011-06-15

Topic: Proposed Capital Improvements to the Children's Library Reading Room

**Response to Reading Room Improvements Proposed by Sabine Ginsberg**

Board of Trustees, Patrons & Community

15, June, 11 – 12 –

Having reviewed the preliminary proposal of Ms. Sabine Ginsberg for improvements to the Children's Library Reading Room,

We have deep concerns as to whether the project can be completed as outlined,

Taking into account the concerns of library staff members, and the concerned public, during a Board of Trustees Meeting on June 6<sup>th</sup>, 2011,

We feel there is significant information absent from the proposal,

**WHEREAS**, the proposal provides no timeline over the entirety of the project;

**WHEREAS**, the proposal should outline all costs required to complete the suggested improvements (albeit incurred costs were to be absorbed by individual donors);

**WHEREAS**, the proposal should include involvement from local girl scouts, specifically, but not exclusive to those from Mount Vernon, in the spirit of community building; now, therefore, be it

**RESOLVED**, that we encourage Ms. Ginsberg to revise her proposal according to the suggestions laid here, and resubmit it for later consideration by this board.

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**Submitted by:** Na'im R. Tyson

**Action Taken:** 2nd, Julie Mills Worthey, Board unanimously in favor.

**Date:** 06/15/2011

**Effective Time Period:** Contingent upon Sabine Ginsberg resubmitting the proposal.

Mr. Tyson encouraged Ms. Ginsberg to revise and resubmit her proposal.

Millie Burns said that from the staff comments at the June 6, 2011 meeting, they convince her that the board should support the project. Some input from the director may be needed.

Millie Burns said it has come to her attention that there is a problem with the current Girl Scout project. Na'im Tyson asked about preventative measures to prevent soil erosion.

Opal Lindsay said that there may not be a problem. They may just need to put more soil.

Julie Mills Worthey said it was her understanding that a sprinkler system was part of their proposal.

Mrs. Lindsay said that the Girl Scouts did provide a hose and sprinkler attachment.

Mrs. Mills Worthey said that was different for a sprinkler system.

Millie Burns asked if Opal Lindsay had given any thought to security issues when the trees that have been planted grow wider and taller. She said it creates the possibility for people to hide behind them.

Julie Mills Worthey asked Mrs. Lindsay to take this into consideration as we move forward.

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Mrs. Lindsay said that there are cameras in the parking lot area. The only other thing would be to keep cutting the trees or move them.

Mrs. Mills Worthey asked how the security cameras work. Are they on continuous motion and who has access to them. Are they limited.

Mrs. Lindsay said they were limited to a two week review.

#### **JUNIOR TRUSTEES:**

The board of trustees resolved the following:

Mount Vernon Board of Trustees

Resolution: CS2-1 2011-06-15

Topic: Junior Trustee Pilot Program

#### **Junior Trustee Pilot Program Proposal**

Board of Trustees & Patrons,

Alarmed by the sharp drop-off in academic performance of elementary school children in the 7th and 8th grades, and,

Desiring to foster further collaboration between the school district and this library,

We seek to provide a small number of children with project management and digital media skills through the establish of the Junior Trustee Pilot Program,

**WHEREAS**, the digital media for the program comes from the pictures and testimonials received during this past Book Sale (with releases signed using the template form attached to this resolution);

**WHEREAS**, children will apply and be vetted for selection based on an application and interview (attached to this resolution);

**WHEREAS**, children will participate in the digital media portion of the program for a period no longer than 12 weeks starting July 11th;

**WHEREAS**, children will participate in future board meetings giving short reports of their school's interaction with the library for a period of up to 9 months (as the first item of business of a board meeting); now, therefore be it,

**RESOLVED**, that the board of trustees will implement this program given the proposal set forth in the attached document.

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**Submitted by:** Na'im R. Tyson (sponsored by Millie Burns)

**Action Taken:** Voted in favor of unanimously.

**Date:** 06/15/2011

**Effective Time Period:**

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Millie Burns said that despite the fact we couldn't get the staffs' children to participate, we do have good documenttion. Hopefully through a small pool of students we will be able to have academic excellence.

Millie Burns said that she had purchased a family pass to the El Museo del Barrio. She said that she would be happy to purchase another one for the Museum of the City of New York.

Ms. Burns said that she would like to see a plan for implementing the circulation of the passes that includes tracking and encouraging people to use them.

Milie Burns said she would like to know how Opal Brown Lindsay would seek funding. There is concern about using library funds for this when they cn be used for something else.

Tamara Stewart suggested that a wish list for the museum passes could be a way for someone to give back.

Upon a motion by Na'im Tyson, seconded by Julie Mills Worthey, the Board agreed to table the discussion of museum family passes until the next Board Meeting. The motion passed unanimously.

Julie Mills Worthey said regarding the issues of the laptops and microfiche, the library must prepare a budget to take into the new era. The budget must include the needs of the future.

The Board of Trustees resolved the following:

### **Mount Vernon Public Library Board of Trustees**

Resolution: 2011-06-15

Topic: Inventory of Mount Vernon Library Technology

Having been charged with the responsibility of approving a Plan of Service that will move the Mount Vernon Library into system of governance dependent upon a public vote of approval for our initial budget

and

Having requested a detailed listing of the Library inventory of technology, and to date the Board of Trustees having received only a partial listing of computer equipment contained in the Computer Laboratory, be it

**RESOLVED**, that each member of the Board of Trustees receive on or before July 13, 2011 a complete and detailed inventory of library equipment and technology that includes the date purchased, make and model number and which shall include staff personal computers, p.c. related hardware and software, lap top computers, printers, copy/scanner/fax machines and other office equipment and technology tools, patron utilized office and computing equipment and software to include patron utilized printers/scanners/fax machines, software programs and other library technology tools.

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**Submitted by:** Julie Mills-Worthey

**Action Taken:** Voted in favor unanimously

**Date:** 06/15/2011

### **Effective Time Period**

Julie Mills Worthey said that it was her understanding that an inventory was available. Opal Lindsay said that she is not sure it included everything requested in the resolution.

Millie Burns asked if there were a running inventory when things come in. Mrs. Lindsay said no.

Opal Brown Lindsay said that the library is still maintaining its 55 hours.

Julie Mills Worthey asked is the library providing a situation where Saturday service has no net effect on the budget. Mrs. Lindsay said not that she knew of.

Old Business agenda items; general operating support, grant's writer and use of library space were tabled.

Mr. Tyson said that he had received an email from Patricia Hansen stating how much the cost of Saturday service would be.

Opal Lindsay said that she did contact the auxilliary police and met with Commissioner DuBose, but they did not come

Na'im Tyson said that he needed an understanding on how much Saturday service would cost. Patricia Hansen mentioned that it would impact the budget.

The Board Resolved the following:

**Mount Vernon Public Library Board of Trustees**

Resolution: BF2-1 2011-06-15

Topic: Funding Saturday Service

**Allocation of Funds for Saturday Service**

Board of Trustees & Patrons,

Taking into account the expenses to operate on Saturdays,

Being aware that we have a budget deficit,

**WHEREAS**, the board received an email on May 12<sup>th</sup>, 2011 from the business manager, Pat Hansen, outlining Saturday Service costs,

**WHEREAS**, staff schedules have been altered to accommodate for Saturday Service; now, therefore be it

15, June, 11 – 16 –

**RESOLVED**, that the board requests the Library Director submit a budget to the board, due June 22nd at noon, that provides a means of offsetting costs of Saturday Service.

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**Submitted by:** Na'im R. Tyson

**Action Taken:** Voted in favor unanimously

**Date:** 06/15/2011



## Effective Time Period:

Millie Burns said that she needed to understand where the library stood with the labor management meetings. Is there another one in the works.

Mrs. Lindsay said no, several dates were proposed to Gary Newman with no response.

Ms. Burns asked if the library were in violation of the contract if the Board is not provided with the minutes.

Mrs. Lindsay said that the contract says that we have to report. You can have a copy of the minutes if you like.

Julie Mills Worthey said that we want to be in compliance. Ms. Burns asked if Opal Lindsay was saying because this is how it has been done, its compliance.

Opal Lindsay said yes.

The Board had questions about the progress of finding a comparable health insurer.

Opal Lindsay said that Patricia Hansen would have to speak about this. She said that she thinks the progress is static since the union did not agree.

Julie Mills Worthey asked, so nothing has been done.

Mrs. Mills Worthey said that it was her understanding that the library could provide health insurance that was equal to or better than what is currently being used. She said that it is advantageous to the library to explore other health insurance that is less expensive.

Opal Brown Lindsay said at this time she is not prepared to give an update. She does not have an update.

The board tabled old business agenda items, Through the Years grant and New York Power Authority Lighting Project.

Millie Burns inquired about the Lynda.com for the staff through WLS.

Opal Lindsay said that notices had been sent out to the staff regarding this.

Na'im Tyson said that there are training videos for different software.

Millie Burns said that the videos were quite good. She said that she thinks for any staff who have an interest in learning software, this is a great place to start.

Opal Lindsay said that the announcement come directly from WLS.

Ms. Burns offered her help to the staff to use Lynda.com

The board moved that the WLS advertisement for Lynda.com be sent to the Mount Vernon Public Library staff and to the trustees, upon a motion by Na'im Tyson, seconded by Millie Burns. The motion passed unanimously.

15, June 11, - 17-

The new business agenda items for Business Expo, Links gifts, Sony e-reader program and Walter Mosely Book signing were tabled.

It was suggested that a board subcommittee be formed to develop a written procedure manual.

Millie Burns said that there should be an employee handbook with policies and procedures and the benefits of working at the library.

Julie Mills Worthey asked if there were policies complied in one place with the rules and regulations of the library.

There were issues raised at the last meeting regarding computer access and confidentiality.

Mrs. Mills Worthey said that she got the impression that there was not information that could be shared. She said there was no written policy. Matters of this nature should be completed and made accessible.

Na'im Tyson asked why a FOIA request was not made. Mrs. Mills Worthey said that public libraries operate differently regarding access to information.

Opal Brown Lindsay said that the library had started to work on policies and hired a consultant, but had to stop. With the harassment policy they had to stop and put it on hold because of the union.

Julie Mills Worthey said as a body of five, taking on the task of creating three or more detailed and useful manuals sounds like a hefty project.

Mrs. Mills Worthey said that she would be prepared to work on the parameters and then come back to the Board.

Millie Burns asked if some middle ground could be found regarding the financial piece. The board has to be deeply involved.

Tamara Stewart said that other libraries have policy and procedure manuals.

Julie Mills Worthey said that we could start with someone else's instrument and see whether or not it meets the needs of Mount Vernon.

There will be a committee that addresses library policies and procedures.

The Board has requested Civil Service desk audits for all library staff members.

Millie Burns said that it was brought to her attention that the library has lost its tax exempt, not for profit status.

Opal Lindsay said that she needed a letter from the Board of Trustees for the Internal Revenue Service.

Julie Mills Worthey said that the IRS permits non-profits to file a return once every three years.

Mrs. Lindsay said that papers had last been filed in 1982. Mrs. Gayles was unaware.

Mrs. Mills Worthey asked if Patricia Hansen had been in the process of filing a return or did she not know. She asked how do we respond in terms of the delinquency. What is the reason for it?

Opal Lindsay said that the IRS said they sent the request to the library.

15, June, 11 – 18 –

Julie Mills Worthey said that she would like to see a copy of the request. She asked Mrs. Lindsay what her understanding was of the library having to file. Is the library an exception from filing.

Opal Lindsay said that this was new to her.

Millie Burns asked who signs off on these returns. Mrs. Lindsay said she believes it should be her. Ms. Burns asked who signed off on them in the eighties.

Millie Burns said that the IRS and the State want paperwork filed and this is serious. She said that she wanted to underscore how important this is. You do not want to get on their bad list. It may be that they have changed their way of doing business. She said that it is important to know why we haven't filed for three years and haven't gotten notification. If they are sending something by mail, do they have the correct address?

Julie Mills Worthey said that there are concerns that we had the status and had not filed the return. We should be ever vigilant in maintaining our not for profit status.

Millie Burns said she wants to underscore that this is real serious.

Julie Mills Worthey said that the tax exempt status is real critical. We make purchases every day based on that status.

Opal Lindsay said that there is a form that needs to be filled out and a check for \$400 must be submitted with the letter.

Julie Mills Worthey said that she is not comfortable taking on a responsibility that requires knowing the codes. She said that she would like to know what the library's exposure is.

Millie Burns said from October 2010 until now the library was not tax exempt. We have been representing ourselves as tax exempt since last year.

Ms. Burns said that she would not sign an invoice because it had taxes.

Na'im Tyson asked would the library have to suspend purchases.

Nishan Stepak said that the library's tax exempt status is listed on the NYLINE Website.

Julie Mills Worthey asked if there were a resource available for free where we can get tax consultation. Millie Burns asked Opal Lindsay to find out if there were a deadline and let the board know.

Millie Burns said that she was surprised to hear Patricia Hansen's response to a question put to her that there were no administrative furloughs in place.

Ms. Burns said that the board would like to know from the director why they were given the understanding that there would be administrative furloughs in place when in fact they are not.

The Board resolved the following:

15, June, 11, - 19 –

**Mount Vernon Public Library Board of Trustees**

Resolution: BF1-1 2011-06-15

Topic: Overtime Hours

**Suspension of Overtime Hours for Library Employees**

Board of Trustees, Employees & Patrons,

Having examined the Mount Vernon Public Library's current financial status,

And having observed that employees have received payment for overtime hours,

**WHEREAS**, the Mount Vernon Public Library's current financial status demands economy and thrift whenever and wherever possible; now, therefore be it

**RESOLVED**, that any and all overtime pay for any and all employees must be approved in advance by the Mount Vernon Public Library Board of Trustees; and in the event of an emergency, the Board of Trustees should be notified within 24 hours after the overtime hours have been accrued.

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**Submitted by:** Na'im R. Tyson

**Action Taken:** voted in favor unanimously

**Date:** 06/15/2011

**Effective Time Period:** Ongoing

The board recognizes that there are emergency situations in place that may require overtime.

The board will await the make and model of the television before it makes a decision on the donation.

**ADJOURNMENT:**

The meeting was adjourned at 10:05 pm. The board entered Executive Session to discuss personnel matters.

Respectfully submitted

Secretary