

BOARD OF TRUSTEES MEETING

June 17, 2009

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: Gary Newman, CSEA Unit President; Scott Griffith, and Cheryl Thomas, Library Staff; Karen Preuss, Assistant Director; Willie Lou Gayles, Chief Account Clerk and Mary Harper, Administrative Assistant.

MINUTES:

The minutes of the meeting of May 20, 2009 were approved without exception.

PERIOD OF PUBLIC EXPRESSION:

Cheryl Thomas expressed concern that the library was being changed from an institution of knowledge to an institution of entertainment. She said that vast amounts of books are being replaced with CDs and DVD's. Wii games and Nintendo games are also being purchased.

Ms. Thomas also inquired about the staff salary increases. Chris Hansen said that the library is in the middle of mediation and a contract agreement had not yet been reached.

PRESIDENT'S REPORT:

Chris Hansen said that there had been two contract mediation sessions, one with the parties present and the other without them present, only representation. He said that progress is being made.

FOUNDATION REPORT:

Karen Preuss said that the library has been promised \$15,000 from the Foundation.

The Foundation has decided to scale back plans for its 2009 gala.

Ms. Preuss said that she is not sure of the total amount raised at the 2008 gala, but the money received will be earmarked for the children's room.

DIRECTOR'S REPORT:

Assistant Director Karen Preuss reported the following:

The WLA conference she attended was very good and well attended by library staff.

Part-time librarian, Sandy Amoyaw is offering computer workshops for seniors at the library. There is a waiting list.

All new WLS computers have been installed in the library cyber corner. The reference staff has also received new computers.

NEW BUSINESS:

Karen Preuss said that she is working on a New York State Library grant which is due on Friday. The grant focuses on early childhood literacy and introduces the concepts of nature and science. There will be direct services to children in five Head Start programs in Mount Vernon.

The board gave unanimous approval for Karen Preuss to apply for the New York State Library grant.

FINANCIAL REPORT:

Mrs. Gayles distributed a revised financial report with changes in the line item for library materials.

There were questions about the line item for terminal maintenance. Mrs. Gayles said that the part of the bill had been paid in 2008 and the balance would be paid in 2009.

The full amount for the terminal maintenance bill must be added to the 2010 budget.

There was much discussion on the capital budget and whether the invoices for supplies for the library material system should be paid from the capital budget.

Mrs. Gayles said that the city knows it must reimburse the library for capital equipment paid from the Mount Vernon Public Library budget. The city seems to think that this is the best way to handle the situation.

The library has been credited for capital expenses, except the most recent purchase of carpeting.

It was asked if nothing from the expenditures for supplies could be applied to the capital budget.

The city has very strict rules for what can be reimbursed out of the capital budget. Mrs. Gayles said that there was a meeting and some bills were given to the comptroller for the capital budget, but they were returned without being paid out of capital funds.

It was questioned why expenditures for Furniture and Equipment were so high for the first five months of the year.

Mrs. Gayles will review the expenditures to see if there were any that were not planned.

It was asked if the library materials security system was part of a complete package. Sometimes technology should be packaged as a complete project. Mrs. Gayles said that the security system was packaged as one project, but the comptroller would not pay for the supplies associated with the system.

The board questioned how often revisions were made to the budget during the year. Mrs. Gayles said that it depended on what the director wanted.

There were questions about continual shifting of the line items in the budget and if this process accurately gave a sense of how the budget was doing.

Usually shifting can be done in sub categories of a major line as long as the major object classes remain within budget.

It was thought that less frequent shifting would help in preparing a new budget.

Chris Hansen said that there had been discussion early in the year that no shifting could be done without the Board approval.

The board resolves that no numbers in the budget categories should be changed without Board approval.

Mr. Hansen said that salaries are low for a five month period and wished to stress that the library needs to hire more staff. He said that the five month salary figure is only 29% allotted and that there is still plenty of money to hire new staff.

Mrs. Gayles said that the salary figures are only for five months. There are vacant positions and not all have money in the lines.

Mr. Hansen said that the Board had approved the hire of an IT person and that he thinks there needs to be acceleration in staff hiring.

Cheryl Thomas questioned how new staff could be hired when the existing staff had not yet received its increases.

The May 2009 Bills and Payrolls totaling \$420,690.25 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 #019419-019468 (payrolls), #55794-55832 (payrolls, petty cash), and #030138-030190 (bills).

ELECTION OF OFFICERS:

The election of trustee officers has been postponed until the July meeting.

TRUSTEE EXPANSION:

The committee to expand the library trustees interviewed six applicants and will select two to sit on the library board. The committee members from the library board have recommended candidates Millie Burns and Julie Mills Wortey.

ADJOURNMENT

The meeting was adjourned at 7:40 p.m. without objection.

Respectfully submitted,

Secretary