

BOARD OF TRUSTEES MEETING

June 20, 2012

6:30 PM

MINUTES

Julie Mills Worthey who presided called the meeting to order at 6:32 pm.

Present were: Na'im Tyson, Winston Maharaj and Marcia Dupree

Absent: Millie Burns

Also present: Terry Kirchner, WLS Executive Director; Joanne Mongelli and Nazanin Munroe, ArtsWestchester; Gary Newman, CSEA Unit President, Althea Anderson, Troy Johnson, Valerie Lowe, Loretta Novik, Tamara Stewart, library patrons; Scott Griffith, Shawn Lucas Dunnom, Cheryl Thomas, library staff and Mary Harper, Administrative Assistant.

MINUTES:

The minutes of the meeting of May 16, 2012 were approved as amended, upon a motion by Na'im Tyson, seconded by Marcia Dupree. The motion carried 3 yes, 1 abstention.

ARTSWESTCHESTER:

Joanne Mongelli said that ArtsWestchester had a working partnership with the City of Mount Vernon and the Mount Vernon Public Library on developing a public arts project for the library's children's room.

A call was issued to artists for the project, with particular attention to the Mount Vernon area.

A knowledgeable and experienced panel of judges, including library trustee, Millie Burns reviewed over forty applications and selected three finalists.

A grant was secured by Assemblyman Gary Pretlow in 2008, but the funds are just now available.

The majority of the pieces are in a landscape medium which would be constructed between the library's Second Avenue entrance and the entrance to the children's room.

All of the artists are prepared to have a conversation with the community and work with children.

Each artist will be asked to submit a small scale that reflects their art piece along with the drawing and the budget.

The panel will meet to review and judge the submissions.

Julie Mills Worthey asked at what point they envisioned community involvement.

Ms. Mongelli said that she envisions community involvement once the selection is made.

She said it is generally not a good idea to have public art selected by vote.

Joanne Mongelli said that there was talk of mounting something at the library and giving the community a chance to comment.

Nazanin Munroe said that the artists have been informed that the plaque on Second Avenue has to stay in place; though the placement of the book drop may be a problem.

Mrs. Mills Worthey said that the book drop had been moved.

Winston Maharaj asked had the maintenance and upkeep of the art piece been considered.

Ms. Munroe said that they would work with the artist on the materials.

Joanne Mongelli said that the art piece would have to be permanent and last five to ten years. After that span of time, the city and the library would be responsible for the upkeep.

She said that is one reason why they are working with the City of Mount Vernon Planning Department.

Julie Mills Worthey asked about the lighting for the art piece.

Ms. Mongelli said that the lighting is not incorporated in the project. She said that they could go back and may be able to work with the budget to include it.

#### PERIOD OF PUBLIC EXPRESSION:

Loretta Novik said that the Friends of the Mount Vernon Public Library would be happy to have a permanent liaison from the Board so they can supplement any decisions and current projects.

She said that Trustee, Maharaj had attended the last “Friends” meeting.

Ms. Novik said that the “Friends are concerned that the library is no longer distributing the printed calendar of events. She said that she thinks there should be a place in the budget for the “Friends” to supplement the creation of a quarterly calendar.

Ms. Novik said that everyone does not have access to computers.

Winston Maharaj said that he happened to be in the library and went to the “Friends” meeting where he was welcomed with open arms.

Mr. Maharaj said that he would be more than happy to be the liaison.

#### CLDA Budget

Terry Kirchner asked if the board had any questions regarding the CLDA budget.

Na'im Tyson said he had questions about the foreign language catalog. He asked does it have to be translated into English.

Mr. Tyson asked if you don't know the title or subject how you would find it.

Terry Kirchner said that it is translatable in order for the person to find it in Spanish and English. He said the foreign language catalog generally has an English title available, but not always.

Mr. Tyson said given the details at the last board meeting and the emails; how can the gap be closed to make the materials more relatable.

Terry Kirchner said that the goal is to purchase enhanced records when possible, especially new titles. Sometimes they go into OCLC records that have the titles translated.

Julie Mills Worthey asked what was the impact on Mount Vernon and how did it enhance our services.

She said that one of the goals of the central library services is to impact other libraries. Mrs. Mills Worthey asked how a budget with services only at Mount Vernon helps other libraries.

Terry Kirchner said that he thinks the need for a sense of a true physical library is not as strong as it used to be.

Mrs. Mills Worthey asked Mr. Kirchner if the CLDA budget proposed reflects the idea of doing away with the central library.

Terry Kirchner said not do away with, but enhance.

Winston Maharaj asked if there were a database that all of the libraries had access to, would it still be through the central library.

Mr. Kirchner said on the website there would be a note saying purchased with central library funds.

Winston Maharaj asked in the incremental budget was more money allocated to other libraries rather than the central library.

Terry Kirchner said no; just a shift in that budget to books.

Mr. Kirchner said that there would be less money towards physical services in this geographical area, but more towards the member libraries with funds identified as central library funds.

When we all go to Albany, we can support central library funds.

Winston Maharaj asked were central library funds shrinking relative to the pickup of funds from the member libraries.

Terry Kirchner said the only state funding the libraries receive directly is Local Library Aid funds.

Central Library funds go up or down depending on what are allocated.

Mr. Kirchner said in the past there was a training position paid for with central library funds. It was a challenge for some libraries to send staff for training because they found it difficult geographically.

Julie Mills Worthey asked was Terry Kirchner suggesting that by diverting central library funds to WLS it would make it more palatable to other libraries.

Terry Kirchner said that the funds are already in place. He said that the library had the service of a cataloger one day per week and the book budget mainly comes to Mount Vernon.

Mrs. Mills Worthey asked if Terry Kirchner was saying that the physical books bought by central library funds are not as usable by other libraries as they were in the past.

Mr. Kirchner said that there is a limited interest in reference.

He said that there is also concern with the timeliness of materials arriving to other libraries.

Items placed on hold at Mount Vernon, when they come in are not shipped out to the member libraries.

Terry Kirchner said that these are items that can be fixed over time and trust can be reestablished.

Scott Griffith asked what would happen to older materials.

Terry Kirchner said that he does not think there is an interest in digitizing older materials, but purchasing new materials in a digitized form.

Winston Maharaj asked what the thought around digitizing older materials was. He asked isn't the value of the system that all of the materials are available to all of the system.

Terry Kirchner said there is some thought that materials after 1923 are harder to digitize.

Julie Mills Worthey asked was part of the concern that the budget is being used heavily in reference rather than circulating materials. Would a shift become more valuable?

Mr. Kirchner said yes.

Tamara Stewart inquired about the director's search given that the library's budget is not currently going out for a vote.

Julie Mills Worthey said that there is expectation that the Board will be making a final decision on the chief administrator position this week. We should have a director by the end of the month.

Mrs. Mills Worthey said that she has had informed conversations with the comptroller and the Mayor regarding the library's needs.

Julie Mills Worthey said that she has spoken with the Board of Regents and they have not indicated that the library is in danger of losing its charter.

Althea Anderson questioned the structure of the library and why an employee had been dismissed.

Mrs. Mills Worthey said that she did not want to discuss a personnel matter, but it is her belief that any effected employee is aware of the reason for the decision.

The board moved to approve the 2012 CLDA budget. The motion was denied by a vote of one yes, three no.

#### Business Report:

Julie Mills Worthey said that the board has initiated the process of transitioning the financial records from MAS 90 to a more user friendly program.

Na'im Tyson said that the MAS 90 records needed to be transformed to Excel. He said that the library was getting bids from accountants to work on this. The goal is to get at least 2011 and 2012 done.

Mr. Tyson said that at least a year of material should be exported so whoever starts work in business office will have something to go on.

Julie Mills Worthey asked at some point can we go back and transport the older records. She said that she finds we are frequently asked for the older ones.

Na'im Tyson said that a CD of the records have been sent to the tax accountant and to Superb software.

Mr. Tyson said that he does not know how long the actual transport process will take, since there is an unknown amount of records to go through in order to transport them.

Winston Maharaj asked about having a parallel period of running both programs. He asked how the process would be effected.

Mr. Tyson said that the problem of doing parallel is that you have older records. He said that a cut off date is needed. You need to keep both records in both systems.

Julie Mills Worthey asked if we would have the ability to maintain data in both systems. Mr. Tyson said that it would be hard, that is why a cut-off date is needed.

Maintaining the next five months is very critical.

Na'im Tyson said that if you want full comparison then you should be able to generate reports from both programs.

Winston Maharaj said that you are going to the year end with MAS 90 and to the year end with the new system.

#### Maintenance Report:

Julie Mills Worthey said that the HVAC system has not been maintained this year. The library has received bids for maintenance.

The maintenance supervisor has reviewed them and recommended someone.  
The recommended contractor would be able to provide more extensive services.  
Mrs. Mills Worthey said that she is hesitant to have additional bids submitted at this time.

Na'im Tyson said that photos must be submitted to the roof warranty company. Pictures were taken, but they were not good. The library has to get another camera.

Trustee, Burns had offered her services to go to the roof to take photos, but there are concerns for her safety

Julie Mills Worthey said that she is concerned since this has been going on since January. She said she believes there is a provision in the warranty that you have to notify the company right away.

Mrs. Mills Worthey said that she would support giving Jess Van Lew the assistance he needed to finish.

Mr. Tyson said that a campaign must start to clear the library's garage.

In parts of the basement there is broken furniture. At this point some items are so broken that they must be discarded.

Julie Mills Worthey said that an appointment has to be made with DPW for pick-up.

Mrs. Worthey inquired if a calendar system should be set up reminding Jesse Van Lew every two weeks about furniture pick up.

Na'im Tyson said that Jesse Van Lew is requesting a scaffold to change the light bulbs

Mr. Van Lew is also requesting a carpet cleaning machine or a contractor for carpet cleaning.

Winston Maharaj said that the projected full year number for maintenance supplies is right on budget.

Julie Mills Worthey said that more detailed information is needed to address the issue of a scaffold to replace the light bulbs.

Julie Mills Worthey said that she had received an email from Leroy Lea regarding computer upgrades. Mr. Lea suggested a graduated plan for replacing the computers.

Na'im Tyson said that he does not know how many, but knows that there are some staff computers that need replacing.

Julie Mills Worthey asked that Trustee Tyson continue the conversation with Leroy Lea.

Mrs. Worthey said that a public budget had to be formulated and should include equipment upgrading.

Althea Anderson spoke about some equipment problems at the cyber corner and the need for more adult computer access.

Mr. Tyson said that the cyber corner is maintained by WLS and they only come out when there are major problems.

He said in terms of the mouse and keyboards; Leroy Lea has the reserves to switch them.

Mr. Tyson said that the computer lab is open three times a week in the afternoon for resources for adults only, depending on staffing.

Ms. Anderson also complained about kids using their friend's library cards to get more time on the computers.

A conversation will be conducted with circulation about enhancing visibility. No one should be able to continuously log in on the computers.

### Budget Vote

Julie Mills Worthey said that budget vote process cannot begin without the approval of the City of Mount Vernon and the Board of Elections.

The city clerk may not be familiar with the process

Mrs. Mills Worthey said that the budget vote process is stalled and the library has to offer the community and the state some evidence of its progress.

Mr. Maharaj suggested a formal letter be sent to the city council, the board of elections and all parties involved, so they will know that the library is reaching out.

Mrs. Mills Worthey said if they don't respond, then the board should attend the July city council meeting.

### FINANCIAL MATTERS:

Winston Maharaj said that salaries are lower due to open positions.

Library materials have lower expenditures. It is expected that they will come in line with the budget

Library operations are over budget primarily due to the gift fund and professional fees.

Building operations are lower, but they are expected to come in line. There are a lot of capital improvements needed. The costs of service contracts and materials are unknown.

Personnel benefits have lower expenditures to date.

Mr. Maharaj said that he thinks we are effectively operating on or below budget.

There are a bunch of unknown numbers that could bring us at or over budget.

Books and periodicals are under budget. The staff is encouraged to be prudent.

Library operations may come over budget. This needs to be discussed as we move forward

If you take a snap shot at the projected bottom line number we are where we would want to be.

Na'im Tyson said that the only issue with WLS he heard before was regarding WLS inaccessibility to the library bins.

Mr. Tyson said that patrons have indicated they don't care about e books, but want physical materials.

Julie Mills Worthey said as the central library and a government documents library, we have a responsibility to get a certain amount of reference materials.

Gary Newman said that the library has not purchased reference materials in years.

Julie Mills Worthey asked moving forward is Mr. Newman indicating that the staff is so pressed for time they don't have time to create a proposal for book purchases.

Mr. Newman said that asking the staff to justify what books they need to order is like saying justify what you need to eat

Mr. Newman said that the proposal request may require a level of work in collection development that the library may not have the staff to support.

Gary Newman said that there is a disconnect in what the staff perceives. The board seems to be thinking in hypotheticals.

Julie Mills Worthey said that the board was hoping for the staff to tell what they wanted. The board needs to know how much this year and how much next year.

She asked why it depends on how much money they would get. It should be what we have, what we need and how much money we can get.

Winston Maharaj said that the question is what you want. It has nothing to do with money. Once the board knows we can work around the need.

If we give you a budget number, then artificial constraints are being placed. The staff should have an idea by title what they want to order.

Gary Newman said that it is an ongoing process. The idea is to get as much money as you can each year.

Mr. Maharaj said that the board has allocated an amount in the budget for books in the collection. We want to spend the money, but in a prudent manner.

Gary Newman said let the people who actually do the ordering get together to decide.

Julie Mills Worthey said that we have to start to rebuild the collection in some logical manner.

Gary Newman said that he thinks that books and DVD's need to go on the shelves. He said that he does not think at this point a specific plan is more important than putting books on the shelf.

Mr. Maharaj said that he disagreed. He asked would you buy something without knowing what you want. He said the board is simply asking the staff to tell what it needs.

Gary Newman said that it may seem plain and obvious to the board, but he and the staff are having trouble understanding.

Mr. Newman said let the new director do what you are asking. They may be in a better position to deal with it.

Mr. Maharaj said until a new director is sitting in the seat, what do we do.

Mr. Newman said let the staff decide.

Winston Maharaj said this was done in the past and the library operated at a deficit.

Julie Mills Worthey asked at the end of the year will we know that the collection is enhanced.

Gary Newman proposed that the staff doing the ordering get together.

It was suggested that Mr. Newman take the lead.

Na'im Tyson said he was concerned that Fran Feuerman suggested that we make materials available, but we don't know if all libraries have availability to these materials.

He said that foreign language materials are there but not accessible to all.

The only thing in the CLDA budget that directly effects Mount Vernon Public Library was the bilingual storyteller.

The board is drafting a letter to PLDA that and asks that Mr. Newman read it at the next meeting.

ADJOURNMENT:

Upon a motion by Na'im Tyson, seconded by Marcia Dupree, the board meeting adjourned at 8:45 pm to discuss personnel matters.

Respectfully

Secretary