

## BOARD OF TRUSTEES MEETING

July 18, 2007

6:30 pm

### MINUTES

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

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

Also present were: Gary Newman, CSEA Unit President; Debra Ramsey, Cheryl Thomas and Cathy Webb Library Staff; Opal Brown Lindsay, Acting Director; Willie Lou Gayles, Chief Account Clerk and Mary Harper, Administrative Assistant.

#### MINUTES:

The minutes of the regular meeting of June 20, 2007 were approved as written.

#### WLS TRUSTEE REPORT:

The Junior Researchers' Program; a joint venture between the WLS Community Outreach Department and the City of Mount Vernon Youth Bureau is being held at the Mount Vernon Public Library. Consultant and Author Jill Nelson is guiding the students in developing their interview and research skills. The teens will put their skills to use by interviewing other teenagers to determine what programs and services they would like to see offered at the Mount Vernon Public Library in the near future.

The plan to have automated library services for returning and borrowing books in train stations and supermarkets was discussed. This program was tried in other countries and was on view at The American Library Association.

The services, entitled Bokomaten of Go Library will be on display at WLS headquarters.

Mount Vernon Public Library will put in a pitch to have a branch at the train station or at City Hall.

#### DIRECTOR'S REPORT:

A new fund is being formed in memory of Morey Stein, an ardent supporter of the Friends of the Mount Vernon Public Library.

The exhibit "Rock MY Soul", The Legacy of Black Music, has concluded, as well as the Triple Hill Music Festival. The programs held at the library were well attended. The library is working with the Westchester Arts Council to continue their presence in the community and the library.

Several exhibits have been scheduled through March 2008.

Community activities include a Family Day Block Party on September 8, 2007.

In conjunction with the Mount Vernon Post Office; the “Star Wars” Stamp unveiling was held at the library on June 20, 2007.

All six work teams have met and determined what they would do. A member of the Library Foundation has joined the Local History Room Work Team. Each team will choose a leader among them who will attend the monthly management meetings to give updates.

The Program and Publicity Team is finding it difficult to get the word out in Mount Vernon. They are trying to get together a mailing and plans for programs 3 months in advance.

It was suggested that patrons be asked for their email address when checking out books.

All members of the Website Committee do not necessarily have to have webpage skills, but may have good ideas.

A member of the Library Foundation is on the Local History Room Committee.

Opal Brown Lindsay and Siobhan Reardon have met with Assemblyman Gary Pretlow regarding money for the Local History Room.

The Westchester Historical Society has expressed an interest in working with the Mount Vernon Public Library on the room.

There was discussion of moving the library’s law collection to an online database.

Results in changes to the building can be seen in the flowery entrances and cleared Local History Room. Workshops have been scheduled in the Computer Lab. Activities have been planned for the summer and new approaches for the cyber corner have been examined. Additional steps undertaken in the organizing process include, unifying the appearance of the monthly reports, creating a Head of Building Schedule and a Meetings and Activities Schedule to assist us in planning and meeting deadlines.

The staff is taking an active role in building up the library.

Major weeding in specific areas on the main floor has been completed. The Reorganization Team will revisit the plans for reorganizing the DVD’s, as well as other needs. A new weeding team consisting of librarians will continue working with the collection and tackle shelf reading.

The Reference Department has been asked to provide a plan of operation and services. This is still forthcoming.

PLDA has reviewed its Free Direct Access Plan. The Plan has been discussed with Collection Development and Reference. A need to bridge the gap in relations and be visible and accountable through the Central Library’s service to the system has been identified.

The two items discussed were simply to provide pathfinders and bibliographic guides to our collection. The other is to form an advisory team with WLS to determine purchases with CLDA funds.

Gary Newman cautioned about the idea of an advisory committee to determine how CLDA money is spent. He said that every director has fought against this.

The air conditioning system is up and working. The old a/c unit in the Business Offices on the lower level must be replaced. A proposal has been submitted and the maintenance is looking at the possibility of repairing or replacing the system.

The board will send a letter to the Mayor and City officials expressing gratitude for giving the library the HVAC system.

A plan has been established for the last step of roof repairs. Commissioner Finch believes that all of the work should be done by the beginning of September.

Acting Director, Opal Brown Lindsay officially began her term as President Elect of WLA at its Executive Board Meeting on Thursday, July 12, 2007.

#### FINANCIAL REPORT:

There was discussion regarding the library's budgetary needs for fiscal year 2008 and the library's backlog of serious deficits over the past few years. The library must acquire the dates the city holds meetings to discuss the budget. It is suggested that the library try and meet with city officials in person regarding the budget.

The terms of the CD that the library owns in the amount of \$141,000 will be reviewed to see if more that the interest can be spent.

The June 2007 Bills and Payrolls totaling \$335,290.75 properly certified by the Director and reviewed by Arlene Grant, and Susan Capeci were approved by the Board of Trustees and requested paid.

The checks are numbered #018213-018259 (payrolls), # 54912-54944 (payrolls, petty cash), and (# 28864-28946 (bills).

#### REMARKS OF TRUSTEES:

Trustee Arlene Roberts Grant presented a check for \$5,000 to the Mount Vernon Public Library from the Jack and Jill of Westchester County. The money will be earmarked for the Children's Room.

#### OLD BUSINESS:

The City's Attorneys will be contacted regarding the cost for assisting the library with contract negotiations.

The library continues to investigate the matter of equipment leasing and location of equipment.

#### NEW BUSINESS:

The job posting and accompanying salary for the permanent Director position was discussed.

The library is in the process of deciding what its permanent logo will be.

#### GRIEVANCE:

The board heard the grievance Step II regarding compensatory time. The board denied the union's requested relief citing Article X of the CSEA union contract.

#### EXECUTIVE SESSION:

Upon a motion by Arlene Roberts Grant, seconded by Susan Capeci, the board entered Executive Session at 8:06 pm.

The board returned to Public Session at 8:39 pm, no decisions were recorded.

ADJOURNMENT:

A motion to adjourn the meeting at 8:40 pm was approved without objection.

Respectfully submitted,

Secretary