

BOARD OF TRUSTEES MEETING

July 20, 2011

6:30 PM

MINUTES

Millie Burns who presided called the meeting to order at 6:40 pm.

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

Absent: Trustees, Winston S. Maharaj and Rodney Reynolds

Also present: Don Partrick, CSEA Labor Relations Specialist; Gary Newman, CSEA Unit President; Robert Mc Donald, Geraldo Soares, Rebecca Steere and Tamara Stewart, library patrons; Debra Bracey-Harris, Erika Charley, Cheryl Berent, Scott Griffith, Doris Hackett, Kevin Robinson, Nishan Stepak, Jesse Van Lew, Cathy Webb, Chris Williams; library staff; Opal Brown Lindsay, Director; and Mary Harper, Administrative Assistant.

PERIOD OF PUBLIC EXPRESSION:

Cheryl Thomas spoke about an article in the Journal News indicating that the director had not submitted financial data. She asked how could the library think it can pass a budget next year if this is not done.

Millie Burns said that she was aware that the finances had not been submitted, but the library has not been able to close out its books for 2010. She said that she hopes it will be resolved soon.

Gary Newman said that the article referred to the director's personal financial statement.

Geraldo Soares asked why the library was not open on Saturday's anymore.

Millie Burns said this was a good question. She said that it had been represented to the board that the library could not afford to open on Saturdays and could only be open the minimum of 55 hours per week.

Ms. Burns said that it was her understanding that the library could open for the book sale, because people would swap hours. The library could be open in June, but not in the summer. She said that we need to hear from the director.

Geraldo Soares said that the Bronxville library is open on Saturday mornings. He said that the board makes the schedule.

Millie Burns said that she hopes the board will get hours well in advance for approval before they are posted.

Mr. Soares said that you have to think about the other side of the game, people do not want to wait two days for reserves.

Ms. Burns said that she was aware, she hears this all the time. We are here to serve the public.

Geraldo Soares asked when the Young Adult room was going to be open.

Millie Burns said that she had asked about the room and hopes at some point tonight it will be spoken to.

Robert McDonald asked if Saturdays were not a sure thing, why are they listed on the E-Reader flyer.  
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Tamara Stewart asked what became of the correspondence the board received a couple of months ago. Millie Burns said a summary report would be made, so people would know.

Debra Bracey Harris said that she wanted to bring it to the board's attention that the business office was a staff of three people and one part-time person. As of yesterday there are only two people working in that office, but the duties of the third person are still in play.

Mrs. Harris said that invoices need to be paid. Vendors are calling and stopping in for payments. As of July 29th the switchboard operator is retiring. She said she is overwhelmed and has missed two lunch hours in the last two weeks.

Millie Burns said that this is the first she is hearing about the retirement. She said as money allows we will see that all the bills get paid. Ms. Harris can only say to the vendors that we will look into it and get back to you.

Ms. Burns asked Debra Harris' indulgence and told her to try and not get stressed out. She said that she would try and help out as much as possible.

#### GRIEVANCE STEP II

The Step II grievance "Change in Work Schedules" was heard by the Board and tabled for further discussion.

#### GRIEVANCE SETTLEMENT:

The Step II Grievance, "Out of Title Pay" for six employees was settled commencing January 1, 2012.

Julie Mills Worthey asked was there language to reinstate positions that were removed because of the retirement incentive.

Millie Burns said that the library has to show a cost savings over a three year period.

Gary Newman pointed out that an arbitrator is not going to be looking at that. If a person is working out of title they need to be paid at the higher salary.

Mrs. Mills Worthey said she does not have a definitive answer whether the library would still be in compliance with the retirement incentive.

Gary Newman suggested that the Board and union agree to get together in August and agree to settle everything including the current grievances as a package.

Mr. Newman said that he was hoping for an agreement in principle and agreed to put the current grievances in abeyance.

#### WLS TRUSTEE REPORT:

Millie Burns read the WLS Trustee Report from Chris Hansen. Mr. Hansen did not attend the May meeting.

The WLS Board discussed whether to require additional health insurance contributions from WLS employees at the June meeting.

#### FOUNDATION REPORT:

Opal Lindsay reported that the next foundation meeting will be in September.

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#### DIRECTOR'S REPORT:

Library Director, Opal Brown Lindsay reported the following:

The landscaping project is getting good reviews, there will be a ribbon cutting in September.

The Girl Scouts will return in the fall to continue their landscaping project.

The present Rotunda Gallery exhibit will end on July 30th. The gallery has been fitted with special lighting.

Over 350 people participated in the ArtsWestchester workshops.

The summer reading program kick-off began on June 27th.

The library will receive museum passes from the Katonah Museum of Art.

Custodians have received their own password to the security system in case of an emergency. There will be a cost for the police to remotely access the system.

There is a new civil service librarian list. There will be staff adjustments for anyone who is not on the list or did not take the exam.

Opal Brown Lindsay has made contact with JLC Environmental about the asbestos process.

The Sony E-Readers will be available for check out. The library is in discussions with WLS to have E-Readers updated on a bi-weekly basis.

The library has received a Together Book Talk grant. The grant is designed for parents and children.

There is still interest in using the library for an event space.

The library has been invited to have a presence at the Mount Vernon Farmers Market.

The Chamber of Commerce is making plans to celebrate its centennial.

The Business Expo workshops held at the library were well attended.

Julie Mills Worthey asked how has the Chamber responded to the library plans to go for a public vote.

Opal Lindsay said that no specifics have been discussed. Everyone has spoken positively. They are asking what the campaign entailed.

Mrs. Mills Worthey asked who was the grantor on the Together Book Talk grant.

Mrs. Lindsay said that it was a humanities grant. An in kind grant which will pay a lecturer who will participate and give books.

Mrs. Lindsay said that she and librarian Rebecca Newman wrote the grant.

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Mrs. Mills Worthey asked for info on the two week turn around for the E-Reader.

Opal Lindsay said that the items on the E Reader stay until we take them off.

Mrs. Mills Worthey asked does the patron have the ability to download

Mrs. Lindsay said no, the library downloads.

Opal Lindsay said that the flyer showing Saturday access to the E Reader was an error.

Na'im Tyson asked why the police department couldn't be given Opal Lindsay's password in order to get on the security system.

Opal Lindsay said that the police will not have computer access. We will have to pay an extra cost for that.

Millie Burns said that she had spoken to Stratagem and was told the police already have equipment.

Stratagem only has to be on the library site for two hours in order to hook up police access.

There is no expectation of the police watching the library. The cameras are for exterior only. If cameras are on the inside of the building, then the decision would be revisited.

Opal Lindsay said that WLS is involved because of the wiring.

Ms. Burns said that it was not her understanding that WLS would be involved.

Mrs. Lindsay said that the money came from city capital funding.

Julie Mills Worthey asked if we got matching funds from WLS. Would they have to approve?

Opal Lindsay said we are looking to provide easier access for the Mount Vernon police to see our cameras. Stratagem said it would be easier if we were using the same cable system as WLS.

Mrs. Mills Worthey asked if cable access was the access we share with WLS.

Mr. Tyson asked why do we have to give any access to WLS. We would rather pay Stratagem for 2 hours, than to give to WLS for an IP address.

Millie Burns said that she does not see the need for an addition.

Millie Burns inquired about a desk that was donated to the library. She said the problem is that the donor has not been thanked.

Millie Burns said there needs to be clarity on the issue of administrative furloughs that came up at the finance meeting.

Ms. Burns said that the tax exempt status is an urgent point of business that needs to be addressed.

Opal Brown Lindsay left the meeting early.

Gary Newman said that he has worked at the library since 1982 and has never seen a director walk out of a Board meeting. He asked what director makes plans for the board meeting night.

Millie Burns said that she had purchased a pass for the EL Museo del Barrio. She said that she wanted a museum pass policy. She said that there are staff here who have children. Ms. Burns said she does not know what the policy on staff access is and how available access would be to the staff

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Nishan Stepak said that when an item circulates it is usually with the ability for people to put on holds. Gary Newman said that does not work with museum passes. Cathy Webb said like everyone else, the staff has to wait their turn.

Mr. Newman said that museum passes need to be scheduled for specific times. We need to reserve a specific structure independent of WLS.

Tamara Stewart suggested looking at policies of other libraries.

Ms. Stewart also suggested that requests could be made to someone in the community for a donation of passes.

Nishan Stepak questioned the time frame for the library to receive donations. He said if the friends do not want to receive donations until September where does that leave the library in terms of receiving books that may be an addition to the collection.

Mrs. Mills Worthey asked if Mr. Stepak believed the public was misinformed or confused about donations.

Nishan Stepak said yes, it is confusing as to whether the library is still accepting books.

Millie Burns said that there are people who just want to give books to the library, they see it as a repository and don't necessarily know about the Friends.

Mr. Stepak suggested a current statement should be that we will take donations that will either be added to our collection or donated to the friends.

It was asked if the Friends sign on the door was in conflict with the donations.

Tamara Stewart said that donation information should be on the web site. The staff levels have to be as such that people have time to review the donations.

Na'im Tyson recommended that the sign be taken down and we do as we always do.

Rebecca Steere questioned the information about the Librarian I exam.

Gary Newman said that the information referred to people who did not take the exam. He said it referred to Kevin Robinson who signed up for the exam, but the test was closed. He is not on the list, others are. One of those people will take his job.

Mr. Newman said Mr. Robinson was on the county list and was told by Opal Lindsay, it was valid in Mount Vernon.

Millie Burns said that information was needed from Civil Service.

Gary Newman said that Kevin Robinson went to civil service and appealed and was rejected.

Kevin Robinson said that civil service was supposed to offer the test in six months, but did not offer it for over three years.

Cathy Webb said Mr. Robinson was misled by the director.

Cheryl Thomas said we as staff have been in library hell with this director. How long?

Millie Burns said that you cannot put a number on it. The same way staff has rules and regulations to protect their job, the director does also.

Gary Newman asked if there were financials for this meeting.

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Millie Burns said that the WLS financial officer was at the library yesterday. The library is in constant contact with the city comptroller's finance office.

Gary Newman asked if the library was still paying for Westlaw. He said that it is still on the computers. Millie Burns said she does not believe we are still paying for it.

Nishan Stepak said that the message he got was that Westlaw was keeping the database up as a courtesy.

Julie Mills Worthey asked when was the last time it was updated. Mr. Stepak said he does not know.

Nishan Stepak said he does not know what is happening, nothing is said in a clear manner.

Mr. Stepak said that even on the reports that he does for collection development and technical services, Mrs. Lindsay ordered that the reports be split.

**ADJOURNMENT:**

The meeting was adjourned at 8:46 pm. The board entered Executive Session to discuss personnel matters.

Respectfully submitted

Secretary