

BOARD OF TRUSTEES MEETING

August 19, 2009

6:30 pm

MINUTES

CALL TO ORDER: Danna Wood Webb who presided called the meeting to order at 6:45 pm.

Present were: Millie Burns, Susan Capeci, Chris Hansen, Julie Mills Worthey, and Arlene Roberts Grant, Trustees.

Also present were: Gary Newman, CSEA Unit President; Ms. M. Jones, Library Patron; Opal Brown Lindsay, Director; Willie Lou Gayles, Chief Account Clerk and Mary Harper, Administrative Assistant.

MINUTES:

The minutes of the meeting of July 15, 2009 were approved without exception.

PERIOD OF PUBLIC EXPRESSION:

Mrs. Jones read a letter regarding an incident that happened in the Children's room with her daughter and another child. Mrs. Jones felt that the police should have been called and a more detailed description of the incident should have been written and given to the library director.

Mrs. Jones expressed her displeasure with how the security guard handled the situation and the lack of written guidelines regarding the incident with her daughter. She felt that a written policy should be in place.

FINANCIAL REPORT:

The board reviewed the line items in the proposed 2010 library budget and compared it to the current spending levels for 2009.

Mrs. Gayles said that the expenditures are reviewed on a monthly basis and the director is advised.

The line items for furniture and equipment for 2009 is well over the allotted amount budgeted.

Mrs. Gayles said that items in this line, as well as carpeting will come out of the capital budget.

The amount in the line item for Electronic Services, which includes the Westlaw database, has been increased to \$100,000 in the 2010 budget.

Gary Newman said that only lay people are using Westlaw and he did not feel that its usage justified the cost.

For the past couple of years Westlaw has been paid from Central Library Development Funds (CLDA). WLS now feels that the database is too expensive to bring into the system.

It is felt that the cost of keeping the Westlaw database for Mount Vernon only is very expensive, but to provide usage for the entire system is even more expensive.

It was suggested that perhaps Westlaw costs could be negotiated based on time usage rather than a flat rate. Perhaps the scope of the database could be narrowed to New York State only. Reevaluation of keeping the database was discussed.

Some Westlaw materials have been cut to prevent duplication with the database.

Better marketing of the Westlaw database throughout the county has been suggested.

It was suggested that mailings should be sent to lawyers and law schools in Westchester County advising them that Mount Vernon has the Westlaw database.

The line item for insurance was discussed. Mrs. Gayles will check to see if there is double billing on any of the premiums.

Several items in building operations were discussed, including supplies and uniforms. These line items are over budget and should be monitored closely.

BUDGET:

Several salary line items were left vacant and not funded.

The line item for professional fees was reviewed. Last year the amount spent was about \$150,000. Chris Hansen said that most of this expenditure was for grievances. It was felt that the library cannot keep spending \$100-150,000 dollars a year on lawyers.

The current proposed budget increase in 31%. Mrs. Lindsay said that last year she met with the Mayor and the Comptroller to justify the budget.

The question arose about capital budget guidelines for 2010.

The current electricity and fuel cost issue was discussed. It was suggested that the library work on a system to verify energy use and assure that billing is accurate.

Mrs. Gayles is still resolving the problem with the Con Ed bill for gas usage at the library.

The proposed 2010 budget anticipates that the city will provide an additional 1.5 million dollars. The library is submitting a budget to the city for the increases they feel are needed. It does not want to submit a budget with less than what is needed.

Susan Capeci moved that the board accept the proposed 2010 budget. Chris Hansen seconded the motion. The proposed 2010 budget was approved 6 to 0.

It was asked if the supplies for the local history room were included in the library budget. The library has an unpaid intern working with in the local history room; as well as an Americorp worker.

It was felt that the line item for professional fees should be reduced to the amount needed.

Susan Capeci moved that the board adopt the revised proposed 2010 budget which includes an increase in the line item for Sunday service, Chris Hansen seconded the motion. The revised proposed 2010 budget was approved 6 to 0.

The July 2009 Bills and Payrolls totaling \$436,548.01 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 #019522-019592 (payrolls), #55877-55921 (payrolls, petty cash), and #030290-030327(bills).

Chief Account Clerk Willie Lou Gayles will retire on August 31, 2009. The board thanked Mrs. Gayles for 25 years of continuing service to the library and her hard work. Mrs. Gayles was presented with a resolution and flowers.

Chris Hansen said that he appreciated Mrs. Gayles' patience and tolerance.

EXECUTIVE SESSION:

The Board entered Executive Session at 8:23 pm. The Board returned to Public Session at 9:00 pm. No decisions were recorded.

The meeting was adjourned at 9:06 pm.

Respectfully submitted,

Secretary