

BOARD OF TRUSTEES MEETING

September 16, 2009

6:30 pm

MINUTES

CALL TO ORDER: Danna Wood Webb who presided called the meeting to order at 6:32 pm.

Present were: Millie Burns, Chris Hansen, and Rodney Reynolds, Trustees.

Also present were: Gary Newman, CSEA Unit President; Bill Stump, Vice President and Eric Chapman, NJB Security Company; Cheryl Thomas, Thea Blessitt, Library Staff; Robert Gardner, Library Patron; Opal Brown Lindsay, Director; Willie Lou Gayles, Chief Account Clerk and Mary Harper, Administrative Assistant.

MINUTES:

The minutes of the meeting of August 19, 2009 were adopted as presented.

FOUNDATION REPORT:

The Mount Vernon Public Library Foundation has 7 new members. Their 2nd Annual Gala will be held on Thursday, October 22, 2009.

DIRECTOR'S REPORT:

Library Director Opal Brown Lindsay reported the following:

Librarian Assistant, Mrs. Shirley Garrett is celebrating her 54th anniversary at the Mount Vernon Public Library. Mrs. Garrett is currently overseeing the updates to the Local History Room and is responsible for managing the bookmobile.

By unanimous vote the board formally resolves to thank Mrs. Shirley Garrett for 54 years of service to the Mount Vernon Public Library.

Karen Preuss said that the library has partnered with Arts Westchester and Target and has received 2 grants, each totaling \$2,500 to begin working on a recorded oral history project in Mount Vernon.

A number of summer youth worked in the library this summer in every area, including program assistance. There were also Youth Ambassadors and Reading Buddies, which paired adults with children to help with reading.

The children's room was busy with activities during the summer of 2009.

There is a plan to revamp the children's room in order to have more space.

An adult amnesty period and food drive is planned for October 2009.

The room adjacent to the adult circulation desk needs to be renovated to allow for staff use.

A tree on the library property fell over into the post office parking lot landing on one of the cars. There are a few aged trees that belong to the library that need to come down. Estimates are being sought for their removal.

The window façade on the outside of the library is breaking away. The city has agreed to repair it. There is concern that with the onset of winter, the window situation might become worse.

REMARKS OF THE TRUSTEES:

The 2008 WLS Member Library Statistics were reviewed. Circulation has increased by over 15% from 2007. There are still some concerns about the per capita cost of circulation at MTVPL. The administration will contact WLS regarding these statistics.

Mount Vernon is second in Young Adult programming in the county.

FINANCIAL REPORT:

Willie Lou Gayles reported that the library had received a refund from the foundation for furniture and equipment in the children's room.

The cost of maintaining uniform service for the maintenance department must be reviewed and adjusted.

The outstanding bill from Con Edison for running the library's gas boiler still needs to be resolved.

It was suggested that a temporary person be hired for the business office to look over the bills and find ways to save money. It was also suggested that the administration contact the comptroller's office to see if they would review the library's bills.

There has been no movement on the Civil Service request to replace Willie Lou Gayles.

Large bills are being paid this month for professional fees and for hospital and medical.

The salary step scale for part-time cleaner was reviewed by the board of trustees and increases to each step of the scale were approved.

The August 2009 Bills and Payrolls totaling \$289,571.72 properly certified by the Director and reviewed by Danna Wood-Webb and Rodney Reynolds were approved by the Board of Trustees and requested paid.

The checks are numbered #019593-019638 (payrolls), #55922-55975 (payrolls, petty cash), and #030328-030376 (bills).

NJB SECURITY:

In the wake of a parental complaint regarding the handling of a security issue; the board had concerns about guidelines for handling this issue and at what point the authorities should be called.

Bill Stump spoke about NJB Security, its history and its relationship to the Mount Vernon Public Library.

Mr. Stump informed the board of the guidelines and training the security officers assigned to the library must adhere to. These guidelines have been reviewed with the officers currently assigned to the library.

Several months ago a supervisory guard was placed in the library and an onsite supervisor comes every day to check on the assigned guards.

Other than a security officer actually witnessing a crime and calling the police; the library feels that if a patron reports an assault to the security officer, the police should be called. In the case of a minor, the child should be taken to the director's office for security and administration to make a decision.

The board president will draft a response letter to the parent's complaint.

EXECUTIVE SESSION:

The Board entered Executive Session at 7:55 pm. The Board returned to Public Session at 8:03 pm. No decisions were recorded.

The meeting was adjourned at 8:04 pm.

Respectfully submitted,

Secretary