

BOARD OF TRUSTEES MEETING  
September 19, 2007  
6:30pm  
MINUTES

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

Present were: Susan Capeci, Rodney Reynolds, (via phone), Arlene Roberts Grant, Trustees.

Also present were: Mary Ellen Forte, WLS Trustee; Gary Newman, CSEA Unit President; Scott Griffith, Iva Horowitz, Deborah Ramsey, Kevin Robinson, Cheryl Thomas, Library Staff; Curtis Matthew and R. Sinclair, Library Patrons; Opal Brown Lindsay, Acting Director; Willie Lou Gayles, Chief Account Clerk and Mary Harper, Administrative Assistant.

MINUTES:

The minutes of the meeting of August 18, 2007 were approved without objection.

WLS TRUSTEE REPORT:

The next regular meeting of the WLS Board of Trustees will be held on Tuesday, September 25, 2007 at 6:00 pm.

The WLS Trustee Institute scheduled for September 19, 2007 has been re-scheduled to October 3, 2007. The topic is "Capital Campaigns".

The Westchester County Board of Legislators has awarded the Westchester Library System \$85,000 for the construction of a bookmobile. Proposal requests have gone out. The vehicle is expected to be ready by the spring of 2008.

The 2008 WLS budget request for county funded support is \$1,244,000. the budget includes the bookmobile as well as funding for two health advocacy centers in Yonkers and Scrub Oak. Expanded services for Young Adults around the county, expanded library loan services; increased support for senior programs, prison services and education and career development are also included.

The Literacy Volunteers Annual Dinner will be held on Tuesday, October, 2, 2007 at 6:00 pm at the Women's Club of White Plains.

DIRECTOR'S REPORT:

Acting Director, Opal Brown Lindsay reported the following:

The proposed 2008 budget submitted to the city is \$5,016,605. This budget included a few capital items such as, fencing on the side of the building to secure the property, rewiring to address the immediate organizational needs and a security system to secure library materials. Relocating the entrance to the Children's Restroom as a safety and security measure was also included.

The Collection Development department is leading a project to shift the main floor collection to make room for the DVD's.

The Children's Room welcomes new staff member Kevin Robinson.

The Children's Room has completed the task of re-shelving books that have been piled on tables and book trucks for years due to leaks. Much weeding and reorganization of the collection was required. The library commends the staff for getting the job done.

The 2007 Summer Reading Activities were a success. The closing event included a block party with over 200 participants. The Friends of the Library sponsored a magic show and provided refreshments. Mayor Davis attended to offer words of encouragement. Assemblyman Gary Pretlow presented gift certificates and a \$100.00 check to the person who read the most. State Senator Ruth Hassell-Thompson also attended.

A general staff meeting was conducted last month and attended by Board President, Chris Hansen, as well as a few business representatives who are collaborating with the library. The staff participated in sharing their experiences of visiting other libraries as well as giving updates on their work teams and informing us on department plans.

The Technical Services Department was reorganized this month and some duties were divided among other departments.

Acting Opal Brown Lindsay met with the new Mount Vernon Superintendent of Schools, Dr. Welton Sawyer. WLS representative Ms. Francine Vernon and Literacy Volunteer President Pat Rajala were also in attendance. Benefits and possible ways of working with the schools were discussed.

A calendar of events for the library has been created and distributed.

A new exhibit sponsored by the Westchester Arts Council has been kicked-off at the library.

Mrs. Lindsay has attended several meetings including:

Community that Cares

YMCA

2<sup>nd</sup> Avenue Association

Early Childhood Community

Director's Conference in Utica

Comptrollers Office

WLS reports that Mount Vernon Public Library is the highest provider for interlibrary loans.

The Special Summer Research program has ended and a report will be given to the library.

The display cases has been rescued and brought back out. These cases were originally purchased for the Rotunda.

The Envisionware software was finally installed on the cyber computers.

The library is receiving new lighting fixtures from City Hall at no cost to the library.

The library has applied to FEMA for reimbursement for storm damage. Some monetary reimbursement will be received.

One library security guard has been replaced.

#### PERIOD OF PUBLIC EXPRESSION:

Gary Newman expressed concerned about the One Hundred Essential Films Booklets that were removed from the library. He said that a lot of effort was put into this work. Mrs. Lindsay said copies of the booklet would be obtained.

The library staff expressed concerns about various issues between staff and the administration. A board member suggested that perhaps the common goal of respect among the parties would be the first step to resolving these issues. The entire staff should be working toward a common goal.

A personnel committee comprised of board members to hear staff complaints was suggested.

Gary Newman indicated that there was a specific process within the Collective Bargaining Unit that dealt with labor/management issues.

#### OLD BUSINESS:

New dates must be set to begin union negotiations. Union President, Gary Newman and the library's attorney will be contacted regarding these dates.

The board formally adopts the Comptroller's recommendations regarding the library budget.

The position for Library Director of the Mount Vernon Public Library will be posted with the help of WLS.

The board resolves to adopt a salary range for the position of the Library Director of the Mount Vernon Public Library of \$115,000-\$125,000.

The administration will explore ways of creating a library newsletter before the end of the year.

#### NEW BUSINESS:

Opal Brown Lindsay suggested that the library have an advisory committee that consists of members of WLS. She said that she would ask members of PLDA to be on this committee.

Mrs. Lindsay suggested that the money the library presently had on hand could be used to hire a Young Adult Librarian. Mrs. Lindsay said that the money that was on hand from the vacant cataloger position could be used for the hire and that grants could be used to purchase books.

The vacant cataloger position will be replaced through WLS.

Willie Lou Gayles noted that there was no salary line in the 2008 budget for a Young Adult Librarian.

The acting director will give a report to the board regarding the current online law library expenditure.

FINANCIAL REPORT:

Willie Lou Gayles said that she and Acting Director, Opal Brown Lindsay met with City of Mount Vernon Comptroller Maureen Walker.

It was suggested that computer expenditures be placed in the capital budget. Also the budget for salaries was increased.

It is difficult for the comptroller to predict the outcome of the library's request for debt forgiveness.

Mrs. Gayles said that she had submitted a budget with all staff positions filled and Mrs. Walker requested that the budget be presented with some positions removed.

The library should seek to meet with the Mayor and City Council as soon as possible to discuss the library budget.

The library is on track for a \$180,000 deficit at the end of the year.

A large bill for periodical was included in this month's financial report.

A large dental bill is included, as well as a large bill to replace the air conditioning system in the business office. This is a separate cooling system and is not included in the new a/c system.

It is requested that the library request a written directive from the comptroller regarding the cell phones.

The August 2007 Bills and Payrolls totaling \$339,651.42 properly certified by the Director and reviewed by Susan Capeci and Arlene Roberts Grant were approved by the Board of Trustees and requested paid.

The checks are numbered # 018306-018376 (payrolls), #54979-55027 (payrolls, petty cash), and # 28985-29021 (bills).

GRIEVANCE:

The Grievance Step III (Returned Memo) was heard by the Board of Trustees. The requested relief for this grievance was rejected by the board.

The Grievance Step III (forced Compensatory time was tabled until the October Board Meeting.

EXECUTIVE SESSION:

Upon a motion by Arlene Roberts Grant, seconded by Rodney Reynolds, the board entered Executive Session at 8:15 p.m.

The board returned to public session at 9:20 p.m., no decisions were recorded.

ADJOURNMENT

Upon a motion by Rodney Reynolds, seconded by Arlene Roberts Grant, the meeting adjourned at 9:21 p.m.

Respectfully submitted,

Secretary