

## BOARD OF TRUSTEES MEETING

October 15, 2008

6:30 pm

### MINUTES

CALL TO ORDER: Chris Hansen who presided called the meeting to order at 6:50 pm.

Present were: Arlene Roberts-Grant, and Rodney Reynolds, Trustees.

Also present were: Gary Newman, CSEA Unit President; Carl Andrews, Cheryl Berent, Doris Hackett, Leroy Lea, Cheryl Thomas, Library Staff; Opal Brown Lindsay, Director; and Mary Harper, Administrative Assistant.

#### MINUTES:

The Regular Minutes of the meeting of September 17, 2008 were approved without exception.

#### NEW LIBRARIAN:

Carl Andrews, the new Adult Services Librarian was introduced to the Board.

#### PRESIDENT'S REPORT:

No progress has been made with the union negotiation in the past two months.

#### WLS TRUSTEE REPORT:

The WLS Annual Meeting will be held on Tuesday, November 18, 2008 at 6:30 pm at the Scarsdale Public Library. The Keynote Speaker will be George Cigale, Founder/CEO of tutor.com.

WLS is looking for "Out of the Ordinary" library stories to be featured in the newspapers during the 50<sup>th</sup> Anniversary Celebration.

Sarah Lawrence College has an archivist, Carmen Ashhurst, who is looking for community involvement projects. Contact [cashhurst@sarahlawrence.edu](mailto:cashhurst@sarahlawrence.edu). It is suggested that perhaps Ms. Ashhurst can help with community involvement projects.

#### WLS FOUNDATION:

The Mount Vernon Public Library Foundation Gala will be held on Thursday, November 16, 2008.

#### DIRECTOR'S REPORT:

Opal Brown Lindsay reported the following:

The section of the building that needed replacement piping is completed. In the fiction room part of the ceiling plaster has fallen. A replacement estimate is being sought.

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New lighting is needed around several areas of the library. The Second Avenue exit door needs repair or replacement. The Cyber Corner printer needs to be replaced.

The library is looking for new programming equipment for the Community Room. An estimate from one company has been received.

New portable radios are being purchased. The director has received two estimates so far.

Pearl Gill will be the contact person for the library website designer.

There are many adjustments being made to the City's Human Resources and Civil Service rules and policies which are causing delays. Job specifications for some positions are being revised.

Since Sunday openings are on a voluntary basis, additional clerks are needed. No publicity has been generated regarding Sunday openings. It was suggested that the Mayor be asked to make an announcement regarding Sunday openings.

WLS is starting a new process of statistics gathering.

The ordering staff met to identify particular areas of the collection that need attention. It was decided to purchase items for these areas, along with high demand items through the rest of the year.

The weeding project for the Fiction Room identified much of the collection that has not circulated in the last five years. Items already removed from the shelves were reviewed and it was decided that items with no circulation and last copies will be reviewed instead. WLS cataloging department is assisting in this effort.

Additional shelving will be added to the back of the fiction area. The director is looking at returning the space to a Young Adult Room. More seating space could be created by moving the cyber corner to another area. The local history room could also be utilized if materials are moved to another space. The library could also look at an annex as additional space.

Chris Hansen stated that the cyber corner space should be where people can browse the Internet privately. The board should be kept up to date on the changes before a final decision is made.

The director also suggested that laptops in secured cases could be provided to patrons.

Chris Hansen expressed concern with the library operating expenses compared to library transactions. It indicates that not enough patrons are using the library. More circulation is needed. Attendance statistics will be checked.

The 3M Library Materials system will be phased in starting with the Children's Collection.

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The PLDA meeting held at MTVPL was well attended. It was followed by a well attended tour of the building.

Three new employees have joined the library, two library clerks, Ms. Doreen McQueen and Ms. Shanese Brown and one Librarian II, Mr. Carl Andrews.

NJB Security Services is requesting a 6% increase effective January 2009.

The Director attended several meetings and programs in September, including meeting with City and Community officials, WLS and WJCS.

#### FINANCIALS:

Opal Lindsay said that a list of items for the capital budget had been sent to the comptroller, the list included floors, doors and other items. The amount the library can spend is about \$700,000. An office downstairs in the library is locked up and needs to be used.

The library is exploring the idea of obtaining a credit card. In dealing with online purchases and programming needs the use of a credit card seems more appropriate. The director will confer with the comptroller about this before the board makes a final decision. The online service Pay Pal was suggested as an alternative, because it is thought to be more secure.

#### REMARKS OF TRUSTEES:

Trustee Rodney Reynolds thanked the library for hosting the American Legacy Magazine reception for “My Sister’s Place”.

A new exhibit will be in the rotunda later in October. It was suggested that inquires be made to the photographers of the current exhibit about donating a photo to the library.

#### NEW BUSINESS:

Opal Brown Lindsay will attend the New York Library Association (NYLA) Conference in Saratoga Springs. The CLDA directors will hold a meeting there. The CLDA budget materials line will be cut 2% this year.

#### EXECUTIVE SESSION:

The Board entered executive session at 7:40 pm. The Board returned to Public Session at 8:15 pm. No decisions were recorded.

#### ADJOURNMENT

The meeting was adjourned at 8:16 p.m. without objection.

Respectfully submitted,

Secretary