

BOARD OF TRUSTEES MEETING

November 19, 2008

6:30 pm

MINUTES

CALL TO ORDER: Chris Hansen who presided called the meeting to order at 6:55 pm.

Present were: Susan Capeci, Arlene Roberts-Grant, and Danna Wood-Webb, Trustees.

Also present were: Mary Ellen Forte, WLS Trustee, Gary Newman, CSEA Unit President; Doris Hackett, Cheryl Thomas, Library Staff; Mr. David Jones, Mrs. Kromer, Universal Community Development Corporation; Donna Jackson, AM Media Group, Inc.; Opal Brown Lindsay, Director; Willie Lou Gayles, Chief Account Clerk and Mary Harper, Administrative Assistant.

MINUTES:

The Regular Minutes of the meeting of October 15, 2008 were approved without exception.

PERIOD OF PUBLIC EXPRESSION:

Gary Newman formally proposed that the library close on January 20, 2009 for the Presidential Inauguration. Mr. Newman proposed that the library exchange January 20, 2009 for February 12, 2009, Lincoln's Birthday and one of the designated library holidays. He stated that this would just be for the year 2009.

This suggestion was approved subject to union ratification.

Doris Hackett inquired if the library was aware that she was the victim of a sexual assault on library property. Mrs. Hackett described the incident to the board. Mrs. Hackett spoke about the need for additional security in the library. She also stated that she was offended by what she felt was a lack of recognition by the library director regarding the incident. Mrs. Hackett said that the person who committed the act had been previously banned from the library. She questioned how incidents of the type should be handled in the future and whether the director should hold a meeting regarding building security.

The board stated that the security staff should call the police for incidents of this type. The legality of banning an individual from the library just because it is thought they may commit a crime was questioned. It was suggested that since this was a criminal act, the decision of the justice system would automatically ban the person from coming to the library.

Gary Newman stated that he had attended an all day security meeting at another library and it was stated that a patron who violated that library's code of conduct should automatically be banned. He stated that it was the Board's responsibility to ensure the safety of the library employees.

Cheryl Thomas said that every day people with mental problems are entering the library. She questioned if the staff were ready to deal with the environment that was created by these people.

19, Nov. 08 – 2-

The library will look at its procedures regarding security to ensure that they are adequate. The library's code of conduct will also be reviewed.

#### SATELLITE LIBRARY:

Dave Jones of the Universal Community Development Corporation spoke about plans to develop a satellite library in conjunction with a residential construction project sponsored by the Department of Veterans Affairs. It is hoped that the corporation can partner with the Mount Vernon Public Library on this project.

Through an apprenticeship program entitled the "Recruitment Training Program", a construction training program; a building in Mount Vernon will be rehabilitated to accommodate veterans. Plans for a satellite library in that building are being discussed. It is hoped that this library will include books on the shelf and internet access. Staffing at this facility is also hoped for.

#### LOCAL HISTORY ROOM:

Donna Jackson spoke about the recent cleaning project in the Local History Room. Mrs. Jackson is on the Board of the Westchester Historical Society. She said with the assistance of Opal Brown Lindsay and Shirley Garrett a lot of things had been rearranged and that more cleaning would be done in November.

#### LIBRARY LOGO:

Donna Jackson also reminded the Board about the contest to determine a new library logo.

#### COMMUNICATIONS:

Opal Brown Lindsay informed the Board of invitations from the Mount Vernon Chamber of Commerce and the Junior League of Bronxville.

#### PRESIDENT'S REPORT:

A December meeting has been set for union negotiations.

#### WLS TRUSTEE REPORT:

The WLS Trustee Board has appointed Dr. Terry Kirchner of Columbia University Libraries and New York Public Library as the new WLS Executive Director.

The WLS 50<sup>th</sup> Anniversary celebration will go on for an entire year.

Mount Vernon Public Library will submit a story for the 50<sup>th</sup> Anniversary.

#### WLS FOUNDATION:

The Mount Vernon Public Library Foundation Gala raised approximately \$20,000 for the library.

19, Nov. 08 – 3 –

**DIRECTOR'S REPORT:**

Opal Brown Lindsay reported the following:

Three capital projects for the library have been submitted to the city. Mayor Young has indicated that he is aware of the library's needs and will find the money to support these projects.

With the exception of the circulation desk, the library owns all of the computers in the library. The library should explore the option of getting computers through WLS which would include maintenance and replacement.

It was suggested that the library explore the idea of leasing from an outside source. The City of Mount Vernon tech services as well as the computer services at neighboring libraries should also be explored.

Mrs. Lindsay said that most of the member libraries go straight through WLS.

Mrs. Lindsay said that it was hoped that twenty replacement computers could be ordered next year with the money coming from the Capital budget. It was suggested that the research be done before an order is placed.

The library is projected to receive \$4.28 million dollars for fiscal year 2009. The Board will meet with the City Council to discourage any additional cuts to the library budget

The director has received twenty resumes so far, for the position of Assistant Director.

Vice President, Danna Wood-Webb will participate in the interview process.

The Collection Development Policy and other library rules will be reviewed.

Security tattle tape is being put in the books. Every book in the library must be tagged. The security gates in the Children's room will be put up soon.

Library cards have been ordered in the combination key ring format.

The Foundation gala had impressive attendance.

Central Library Development aid funds have been cut by 2%.

Replacement piping for the walls in the YA department has been completed.

The library is exploring membership requests from the Chamber of Commerce. It is believed that library funds can not be used for this purpose.

The Junior League of Bronxville would like to assist with homework help at the library.

The library director attended several meetings and programs for the month of October.

19, Nov. 08 – 4 –

**FINANCIALS:**

Willie Lou Gayles said that a large bill was received from WLS for CLDA salaries. The library was billed for ¾ of the year at one time rather than on the customary quarterly basis. A ¾ year bill for electronics was also received. An exploration of the correct line item for payment of this bill is required.

Adjustments must be made to the line item of professional fees.

The \$16,000 payment for the piping will come out of the capital budget.

There were questions regarding the amount of money left in the 2008 budget, particularly for salaries. Though additional people have been hired, there seems to be excess monies left in that line.

The October 2008 bills and Payrolls totaling \$255, 966.85 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 #01904-019091 (payrolls), #55499-55536 (payrolls, petty cash), and #29770-29806 (bills).

**REMARKS OF TRUSTEES:**

A report for the 2009 overall budget is requested. There was concern whether the library would continue to be opened on Sundays. Mrs. Lindsay said yes.

**OLD BUSINESS:**

Only one candidate application for Trustee has been received. A letter will be sent thanking that candidate for their interest, but the application process will be extended to the end of the year.

The process of gathering opening and closing stats for circulation will be examined.

**NEW BUSINESS:**

The final decision regarding holiday eve closings will be left to the director.

**EXECUTIVE SESSION:**

The Board entered executive session at 9:00 pm. The Board returned to Public Session at 9:21 pm. No decisions were recorded.

**ADJOURNMENT**

The meeting was adjourned at 9:22 p.m. without objection.

Respectfully submitted,

Secretary