

## BOARD OF TRUSTEES MEETING

December 17, 2008

6:30 pm

### MINUTES

CALL TO ORDER: Chris Hansen who presided called the meeting to order at 7:02 pm.

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

Also present were: Mary Ellen Forte, WLS Trustee, Gary Newman, CSEA Unit President; Cheryl Thomas, Library Staff; Mr. Robert Garner, Library Patron; Michael R. Hekle, Jackson Lewis, LLP, Library Attorney; Opal Brown Lindsay, Director; Willie Lou Gayles, Chief Account Clerk and Mary Harper, Administrative Assistant.

#### MINUTES:

The Minutes of the meeting of November 19, 2008 were approved without exception.

#### PERIOD OF PUBLIC EXPRESSION:

Mr. Robert Garner stated that he has been a patron of the library for many years. He said that he lives across the street from the library and was willing to help out whenever he could. He said that he was here to listen and observe; though he had several concerns regarding the library that he would address at another time.

#### WLS TRUSTEE REPORT:

To celebrate its 50<sup>th</sup> Anniversary WLS is looking for stories from the member libraries to post in its newsletter. A story about the Mount Vernon Public Library has been submitted by Ruth Shire for board approval.

The 11<sup>th</sup> Annual African American Tea will be held on Monday, January 19<sup>th</sup> 2009.

#### FRIENDS REPORT:

The holiday wreaths in the library have been donated by the Friends.  
All donations from the Friends of the Mount Vernon Public Library are deposited in the gift fund.

#### WLS FOUNDATION:

The library has not yet received the funds to be donated from the Library Foundation.

#### DIRECTOR'S REPORT:

Opal Brown Lindsay reported the following:

The Director met with the president of Scholastic group to discuss the links program. Scholastic wants to work with the community and has donated a number of books to the Children's room.

The materials security project has started. The security gates have already been placed in the children's room.

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There has been an increase in patron attendance in 2008. Program attendance has also increased with the quality of both children's and adult programming improving.

Library displays are improving through innovation and appearance.

Staff has participated in system wide meetings, community meetings and library visits.

The library has expanded its relationship with community organizations and has seen an increase in meeting room usage. The library continues to renew its relationships with other libraries in the system and with WLS.

Two new members have joined the Americorps group; one a Librarian Trainee and another to assist with grandparents programs.

Teams have been formed to review library policies, to access the library floor plans and layout and for communications.

Library staff has attended several workshops on Violence in the Workplace and Sexual Harassment which have been given by the City of Mount Vernon.

The library is working with Westchester Library Systems to train staff in Collection Development.

Two new databases have been added to the library's website on a trial basis; Mango Languages and Tell Me More. The library is discussing adding Tutor.com which is a homework database assistance program and features an online teacher for help.

The library has scheduled a community leadership summit for January 8, 2009. This workshop seeks to help agencies serving the Mount Vernon population.

The director participated in the New York Library Association Conference.

Interviews have started for the position of Assistant Library Director. The director hopes to fill the position by the end of January.

An additional librarian position to head Collection Development is also being reviewed.

The library's Security policy is being reviewed, along with policies for Collection Development and Code of Ethics. The Board approved the hire of an additional security guard.

In conjunction with the city's toy drive, the library will hold a puppet show for the homeless during the holiday season.

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**FINANCIALS:**

Willie Lou Gayles presented the revised financial report. She said that some line items were adjusted. She said that professional fees had changed and more money had been placed in this line. Chris Hansen said that any line item changes would be sent to the board for approval. He said that they would like a memo prior to moving the money. The board directed Willie Lou Gayles to issue a memo to the trustees prior to moving money from one line item to another.

Questions arose about the line item for Electronic Services from the CLDA budget.

There were also questions as to whether any money had been spent from the line item of staff training.

Mrs. Gayles said that she did not believe any money had been spent from that line.

Chris Hansen said he encouraged any last minute bills to be processed by the end of the year. There are still some outstanding purchases for books that have not yet been encumbered.

Concern was expressed about the amount of money that was being spent on legal fees.

Opal Brown Lindsay has received estimates for work in the community room. The work would update the community room with a state of the art audio visual performance system. The money for this project will not come from the capital budget. Mrs. Lindsay said that the DPW Commissioner would also have to approve this project.

The November 2008 bills and Payrolls totaling \$582,126.43 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 #019092-019139 (payrolls), #55537 – 55573 (payrolls, petty cash), and #29807-029849 (bills).

**EXECUTIVE SESSION:**

The Board entered executive session at 7:40 pm. The Board returned to public session at 8:36 pm. No decisions were recorded.

**OLD BUSINESS:**

The administration will seek a consultant to work on the new Mount Vernon Public Library Logo.

The collection development policy must be revised.

The library director must further investigate the issues of computer purchase contracts and terminal maintenance in an effort to get the best possible cost for new library computers.

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**NEW BUSINESS:**

The board approved salary increase for the administrative staff to match the increases given to city employees.

**ADJOURNMENT**

The meeting was adjourned at 8:45 p.m. without objection.

Respectfully submitted,

Secretary