

BOARD OF TRUSTEES MEETING  
February 15, 2012  
6:30 PM  
MINUTES

Julie Mills Worthey who presided called the meeting to order at 6:35 pm.

Present were: Millie Burns, Winston Maharaj and Na'im Tyson.

Absent: Rodney Reynolds

Also present: Jack McCardle, Arthur J. Gallagher Risk Management; Gary Newman, CSEA Unit President, Christine Gibson and Charlotte Schachter, Friends of the Mount Vernon Public Library; Patricia Hansen, Monique Harding, Charles Jackson, Robert MacDonald, Deborah Ramsey, Kevin Robinson, Rebecca Steere and Tamara Stewart, patrons; Maxine Grandison, Scott Griffith, Leroy Lea, Shawn Lucas Dunnom, Rebecca Newman, and Cheryl Thomas, library staff; and Mary Harper, Administrative Assistant.

**COMMUNICATIONS:**

The board will review the application from the Alpha Kappa Alpha Sorority to use the community room for a function on Saturday, June 2, 2012.

**INSURANCE:**

Jack McCardle of Arthur Gallagher Risk Management explained the library's insurance coverage including general liability and directors and officers.

Mr. McCardle said that the library should have a schedule for fine art exhibits. He indicated that the library had high value assets in the vault that were not insured. They should be inventoried and appraised.

**PERIOD OF PUBLIC EXPRESSION:**

Christine Gibson said she had concerns about the library's tax status.

Julie Mills Worthey said that the library would be receiving a report about the library's status.

Ms. Gibson said that she had seen an opportunity for artists to come and build a sculpture for the children's room on the ArtsWestchester page.

Mrs. Worthey said that ArtsWestchester had publicized this, but it had not been publicized locally by the library.

Doris Hackett asked if the board had heard from the Girl Scouts about the stone paving project. She said that she had spoken to the woman in question, but had not heard anything.

Mrs. Hackett said that in a conversation with Julie Mills Worthey, she believed the project was not going forward.

Mrs. Mills Worthey said that she had not heard from Toba Lumbantobing, but would reach out. She said that the goal was to reach completion of the project and promote Girl Scouting.

Doris Hackett presented the original flyer for the Circle of Friends paving project

Mrs. Hackett said that she wanted to clarify that the Board hadn't been involved in any solicitation of funds from the staff. Doris Hackett said that in her email Mrs. Worthey thought that Mrs. Hackett had alluded to the Board being involved.

Doris Hackett said that Julie Worthey said the stones had already been put down. The staff paid for stones, but they have not been put down.

She said that she does not want the money back if the project is going to move forward.

Julie Mills Worthey said there is still a question in her mind if the Girl Scouts were able to accomplish what was in their plan.

Tamara Stewart asked when the library would resume ordering materials. She asked was this tied into the tax status.

Ms. Stewart asked if the board had received a copy of her email correspondence to Mary Harper offering her services as the Interim Director.

Julie Mills Worthey said that when Ms. Stewart's email was received, the position announcement had yet to be completed.

The announcement is now completed and will go the larger community within the next few days.

Mrs. Worthey said that the library ordered materials last year and will continue to order within budget constraints.

#### FOUNDATION REPORT:

Though there is no foundation report Julie Mills Worthey said that she has been in communication with the chair of the foundation. She said that she would like to meet to determine what support the foundation will be providing in the areas most needed.

There has not been a period of regular communication between the board and the foundation.

#### FINANCIAL MATTERS:

Winston Maharaj said that he has a draft financial report of one month of pro-rated expenses, but has not had a chance to review it.

He said that it is for expenses accrued in the month of January plus residual expenses for 2011. Mr. Maharaj said that there is caution in projecting for the rest of the year, which includes an insurance premium that is well over \$100,000.

Patricia Hansen asked for a copy of the report. She said that it is supposed to be made available for public review.

Mr. Maharaj said that it was unaudited and not reviewed. The report was not for public viewing and it would be irresponsible to release such information.

Winston Maharaj said under library operations the line item for professional meetings needs to be explained.

The projected expense for unemployment insurance that was \$20,000 for 2012 should be adjusted to \$380,000.

The periodic nature of expenses for hospital and medical also needs to be understood.

Mr. Maharaj said that there was a review of the historical budget and an analysis was done in order to project the budget for 2013. The 2013 budget which was based on the 2011 budget was drafted in January. The library is ahead of the process when the budget goes out to vote.

Winston Maharaj said that it is good that it is the middle of February and we are already looking at January expenses.

It has been requested that a financial report be generated to complete the 2011 Annual Report to the Division of Library Development. This statistical report is submitted to the state each year by the libraries.

Mr. Maharaj said a report has been requested from the business office and leeway time must be given in order for the board to review it.

Julie Mills Worthey said that this report was done in July of last year, but she does not recall the board receiving it.

#### REMARKS OF THE TRUSTEES

Millie Burns said that she had received emails regarding the library website's announcement about the President's Day closure.

She said that two people were quite upset. They thought that president's day was only for deceased presidents.

One person was thrilled and another person felt that it was an afterthought.

Ms. Burns said that the purpose of President's day is to honor all presidents.

Millie Burns has started a website banner that will be updated numerous times during the week. She thanked Leroy Lea on behalf of the Board for working on the banner.

Leroy Lea said that the holiday image is placed on that part of the web page because it is where the holiday image has been for the past two years.

Ms. Burns said that a statement about the origins of President's day will be included on the site.

An email was received from a group wanting to know if they could screen a movie off site from the library and split the proceeds with the library.

Millie Burns said that the library does not have the right to screen movies outside of the library. Nor do they have the right to collect funds beyond covering costs.

Millie Burns said that someone had asked questions about the current exhibit on display in the gallery. She said that she does not know the status and would advocate for some kind of description.

Julie Mills Worthey said that she was at the library when ArtsWestchester installed the exhibit and they indicated it was almost complete.

Millie Burns said that she would take on the task of getting the descriptions.

Julie Mills Worthey stated that each trustee is valuable, important and serves at considerable sacrifice, both personal and professional.

Julie Mills Worthey attended a "Youth Works" seminar sponsored by the New York State Governor's office.

The seminar was to announce programs where certain agencies can receive considerable tax breaks for employing at risk youth.

Not for profit agencies can also receive money for training.

Mrs. Mills Worthey said that the Mount Vernon Public Library is ideally placed to support this program.

State Senator, Ruth Hassell Thompson and Mayor Ernie Davis were on hand to support the program.

Julie Worthey said that it occurred to her that there was already a vibrant youth program here and there could be staff training to assist young people.

She said that she would share the information she has from One Stop Employment and will ask the staff to take on the project.

Mrs. Mills Worthey attended the February trustee meeting of the City of Mount Vernon School District. She said that the trustees intend to be more visible.

The school district will be receiving a March report which is part of the library's obligation to the school board.

Julie Worthey will be working with Commissioner Lafayette on preparations for the budget vote.

Trustees Worthey and Burns were on hand for the February Saturday opening at the library. The trustees will do all they can to make sure that patrons take advantage of the 1<sup>st</sup> Saturday openings.

An announcement system the Friday before the opening has been instituted to remind patrons of the Saturday openings.

The Mount Vernon Public Library has been selected as a distribution point for "World Book Night" in April. Books will be donated to be given out for the purpose of encouraging people to read.

Mrs. Worthey said that she was pleased that the library had been selected to be a part of spreading the joy of literature.

Julie Mills Worthey said that she had received communication from Councilman Richard Thomas. He is interested in promoting the library to let people know about it.

Councilman Thomas wanted to do a series of events at the library, but the community room was booked.

Mrs. Worthey would like to put Mr. Thomas in contact with Cathy Webb regarding her events.

Julie Mills Worthey said that there is a screening planned for March of Denzel Washington films to coincide with the 100<sup>th</sup> anniversary of the Boys and Girls Club. Mr. Washington will be coming to Mount Vernon. She said she thought it was timely to present his work.

Gary Newman said that there was an idea to do something regarding Denzel Washington of a more serious nature. He said that he thought of Dr. John Howard who teaches African American cinema at Purchase College.

The issue is the actual movie license says you cannot say what the titles of the films are.

Mr. Newman said that this is the same license negotiated through WLS. If you go to their web page, you will see oodles of titles.

Gary Newman said that he does not see a way to do the film screenings without titles. He said that libraries show movies.

Mr. Newman said that he does not want to tell John Howard that we cannot show the titles and he does not want to shut down the program.

Gary Newman said that there is an infinitesimal possibility that someone might complain. Then the library would receive a cease and desist.

Julie Mills Worthey said that the library board is a legally constituted body. If asked to make a decision, we will make one that protects the library.

She said she was glad this was brought to the board's attention.

Mrs. Worthey said because of the time planned for the event and ongoing programs, she will need Gary Newman's answer by tomorrow.

Mr. Newman said if we are not able to advertise the films we are showing, he has a problem asking Dr. Howard.

Millie Burns said that the licensing agreement is the way that it is so the companies have an opportunity to make more money by selling their products; such as posters and tickets.

Leroy Lea asked if the library was allowed to screen movies that it owned.

Ms. Burns said as long as they were screened on library property.

Millie Burns suggested that the library could call and explain the circumstances. We could request a one time waiver. Gary Newman said if we ask for a waiver, they will say no.

Mr. Newman said that he would attend the PLDA meeting and will ask the collective directors and the WLS director how they would handle this.

Mr. Maharaj asked if the library had the same agreement.

Millie Burns said yes. The library is getting a discount through WLS and would not be able to afford the license otherwise.

Gary Newman said that there were a lot of media people in Westchester. Ms. Burns said that would be of concern.

Gary Newman asked if they wanted to cut off very popular YA and Children's programming.

Millie Burns said that we want to be compliant with what the board signed off on.

Julie Mills Worthey said that she appreciates the concern, but the goal is to resolve the issue by tomorrow.

Gary Newman said that by Friday he would call John Howard and let him know about the situation. Mrs. Mills Worthey asked that Mr. Newman wait for board directions.

Tamara Stewart said that Ossining Library has shown movies for years. What Mr. Newman shares is pretty much what everybody is doing. She said they had to pay a fee to show a movie that was not covered under the licensing agreement.

Ms. Stewart said that she has not run into anyone who had a problem with showing the titles.

Julie Mills Worthey said that the board would discuss the issue later.

Gary Newman questioned if the matter could be discussed in executive session. He said only certain things can be discussed in executive session, personnel matters, union matters.

Mrs. Mills Worthey said that the matter would have to be tabled. She said she trusts that Mr. Newman will inform the Board before making a decision with Dr. Howard.

Mrs. Worthey said that she thinks Gary Newman has worked extraordinarily hard. She said she does not feel in good conscience that she cannot discuss and brainstorm this matter with the board.

Julie Mills Worthey said that the reconfiguration of the reference room has placed the staff in a position where they do not feel secure.

Prior to the changes, periodicals was in eye contact with the reference desk.

Mrs. Mills Worthey said that she would like the Board to take a look at the space. The configuration of materials in that space is not cohesive.

Julie Mills Worthey said that she would like a recommendation from the board by the next board meeting on how to make the space conducive to work.

Gary Newman said that the space was a certain way for decades and sometime in 2009, changes were made without consultation with any members of reference or periodicals.

Gary Newman said that he apologized for his harsh words about the film program. He said that he was bothered by the fact that he was collaborating with Dr. John Howard and did not want to do this to him.

Julie Mills Worthey said that she was excited and did not want to see the program go down.

#### OLD BUSINESS:

Na'im Tyson said that the completed 1023 tax form was submitted to the consultant two weeks ago.

The 2011 cash report has not been reconciled. Mr. Tyson said that we did not want to work on the statement of dissolution prior to an audited financial report.

The conflict of interest statement indicates that as a non profit, we must prove that no board member has a conflict of interest by serving on the board.

Julie Mills Worthey said that she thinks the by-laws specifically speak to this issue.

Na'im Tyson said that he has stressed to Mary Irwin that we need a resolution.

Winston Maharaj said that a cash account reconciliation was not part of the exercise they went through. Mr. Tyson said that the person responsible for doing the reconciliation was not in the finance office. Julie Mills Worthey said that she was not clear why reconciliation was not done at the library.

#### NEW BUSINESS:

Millie Burns said that she has donated five MAC computers to the library. She will need Na'im Tyson's help to set them up. They may need additional software.

Na'im Tyson said that he has finally gotten a quote from Avaya. He has not heard from Lightpath.

There was a situation with the library not getting outside phone calls. The lines must be checked via Lightpath. Whenever someone calls for service they must give the extension number.

Julie Mills Worthey said that getting a service agreement is essential.

Mr. Tyson said that since Lightpath takes care of the lines coming into the building, they are obligated to test the lines.

Mrs. Mills Worthey said that we are looking for an overhaul with room for expansion. It should be included in the budget.

Bids have been received for the HVAC system. The current contract has expired.

Julie Mills Worthey said that she cannot really compare, because the bids lack details.

It was suggested that the library look into other energy suppliers as a cost saving method.

Mr. Maharaj said that other line items were reduced to realize a savings in utilities.

Mrs. Mills Worthey said that the library recently reviewed the UPS account.

MINUTES:

Upon a motion by Na'im Tyson, seconded by Millie Burns, the minutes of the meeting of January 18, 2012 were approved as corrected.

LIBRARY ADVOCACY:

Millie Burns said that Author, Kenneth C. Davis, who gave a book talk at the library in January, was going to be a speaker at "Library Advocacy Day" in Albany.

WEBSITE

Christine Gibson spoke about the placement of the trustee information on the library's website. Millie Burns said that they will have to try and revamp the website.

Ms. Burns said that she is working on a draft for the Junior Trustee page. She said that she is going to work with them electronically so they can give their opinion.

The Junior Trustees currently consists of three young people who want to be involved and engaged in the library.

They meet during the summer for a four to six week period. The Junior Trustees have given report to the board at the September and November 2011 meetings.

TRUSTEE MEMBERSHIP:

The Board discussed paying for memberships for the board president in professional organizations such as NYLA and ALA.

Millie Burns said that she feels it is invaluable that the sitting president have membership in these organizations.

Upon a motion by Na'im Tyson, seconded by Winston Maharaj, the board resolved to approve payment of membership for the sitting board president in NYLA and ALA.

Upon a motion by Na'im Tyson, seconded by Millie Burns, the board entered Executive Session at 8:35 pm to discuss personnel matters.

Respectfully,

Secretary