

BOARD OF TRUSTEES MEETING

April 18, 2012

6:30 PM

MINUTES

Julie Mills Worthey who presided called the meeting to order at 6:30 pm.

Present were: Millie Burns and Marcia Dupree

Absent: Winston Maharaj and Na'im Tyson

Also present: Brian Johnson, Mount Vernon Public Library Foundation; Andrew Sarkozi, Office Dynamics Inc.; Althea Anderson, Roy Green, Robert McDonald, Troy Muhammad, Rebecca Steere and Tamara Stewart, patrons; Gary Newman, CSEA Unit President; Maxine Grandison, Rebecca Newman, and Cheryl Thomas, library staff; and Mary Harper, Administrative Assistant.

Board President, Julie Mills Worthey said that the process had begun to interview candidates for the position of Chief Administrator.

Mrs. Worthey thanked the HOB's for their recommendations and said that the staff recommendations were not completely adverse to the Board's.

One telephone interview had been conducted. There will be one this evening and one is confirmed for Friday. Based on the results it will be determined if three or more candidates can come in for interviews.

If not then some lesser candidates may be included or the search may be expanded.

PERIOD OF PUBLIC EXPRESSION:

Gary Newman thanked the board for returning the periodicals desk to its original configuration. He said that it was an important act of healing. The phone is active, the computer is active and there is no shelving to be replaced.

Julie Mills Worthey said that she did see shelving that needed to be replaced and was looking for recommendations.

Maxine Grandison reported on the Lifetime Arts grant workshop she attended.

The two year project is a partnership with the Westchester Library System, Lifetime Arts Inc. and the American Library Association Public Program Office.

The objective is to build the capacity for public libraries to deliver and sustain meaningful instructional arts programs for an aging population.

Julie Mills Worthey asked with the deadline for the first year approaching, does Mrs. Grandison have an opinion about the project.

Mrs. Grandison said that the first round deadline is not feasible due to time constraints.

The community has to be surveyed, three artists have to be interviewed and one must be chosen. This has to be done before you apply.

Maxine Grandison said that the library could apply again in September. The money doesn't diminish.

The time constraints are very involved. This is a two-year project that was started four years ago. The project hopes to go national.

Julie Mills Worthey asked with an eye towards the next round of applications does Maxine Grandison see any impediments.

Mrs. Grandison said staffing. As you know the library is short staffed. The artist chosen would have to work with a librarian.

Millie Burns thanked Mrs. Grandison for her report. Ms. Burns said that she had attended the pre-workshop. She said that Maxine Grandison did an excellent job on reporting.

Tamara Stewart asked about the screening process for applications for the Chief Administrator position. She asked where the library was on taking the budget out to vote.

Julie Mills Worthey said that the applications are being very carefully reviewed and ranked.

Roy Green asked was the library looking to enhance the people who are already here. A lot of librarians were laid off. Is there any way they can get back in?

Julie Mills Worthey said they are considering the librarians that are not here now. We are always looking toward staff enhancement and expanding opportunities. All of that is the mission of the library. It includes all, not just bodies, but the exterior, books, shelving, everything.

Andrew Sarkozi of Office Dynamics, Inc. said he wished to present materials regarding office products. He said that he had started the discussion with Jared Weiner over a year ago about certain contracts that were coming to an end and that the library was in the process of upgrading machines.

Mrs. Mills Worthey said that the library was looking at participating in the contract that Westchester County has committed too. She said that the library must have Mr. Sarkozi's proposal within the next seven days.

Althea Anderson asked was it possible for the library to change its security service. Ms. Anderson said that the guards have become over friendly and the atmosphere is like a playground.

Ms. Anderson also spoke about reeducating the public about library signage.

Rebecca Newman said at the last board meeting it was mentioned that the library was trying to establish relationships with other libraries. She said that there is a professor at Sarah Lawrence College who specializes in women and the civil war. Ms. Newman said the professor had expressed interest in starting a book group.

Mrs. Mills Worthey said that the professor should be directed to Mary Harper with any information to be forwarded to the board.

MINUTES:

Upon a motion by Millie Burns, seconded by Marcia Dupree, the board approved the minutes of the meeting of March 21, 2012.

ANNUAL REPORT:

Upon a motion by Julie Millis Worthey, seconded by Millie Burns the board approved the 2011 Annual Report to the New York State Division of Library Development.

WLS TRUSTEE REPORT:

Julie Mills Worthey gave the WLS Trustee report from WLS Trustee, Chris Hansen.

There was no March WLS Trustee meeting.

At the meeting of April 17th Rob Coluri gave an e-books presentation. The demand is doubling every year and the rules for availability are changing.

Robin Osborne, WLS Director of Community Outreach reported on the WLS outreach to the prison community.

A copy of “Creating the Future: A 2020 Vision and Plan for Library Service in New York State” can be gotten on line at the www.NYSE.gov

Concern was expressed by a number of libraries about the decision of Greenburgh to stop purchasing new books. It was felt it puts a strain on the other libraries.

FINANCIAL MATTERS:

Board President Mills Worthey reported on the financial matters prepared by Trustee Maharaj.

The library continues to run under the projected budget due to enhanced revenues attributed to one-time expenses incurred in first quarter and lower projected expenses due to lower personnel costs.

Projected revenues are over budget due to annual expenses incurred and paid in the first quarter. February fiscal year projections were reduced due to lower city funding.

The library has not received the New York State aid.

Salaries are under budget due to unfilled positions.

Book purchases are under budget due to no change in book expenses.

Library operations are under budget due to continued lower expenses.

Building operations are under budget because no capital expenses have been projected.

Unemployment expenses are over budget due to the initial 2012 expenses. The projected budget difference reported in February has decreased in March due to continued lower expenses.

A bill is expected in a few weeks.

TRUSTEE REMARKS:

Julie Mills Worthey said that Trustee Tyson reports that the 1023 IRS Form is still pending. We cannot proceed to file form 990 until we get a response from the IRS.

Trustee Tyson has taken the lead on renegotiating contracts for vendors. He will choose the most cost effective.

A new printer has been purchased for technical services. There is concern that the initial cartridges have already run out.

It has been requested that the staff default to using black and white printing.

Gary Newman said that he has already requested that the staff use black and white.

Trustee Na'im Tyson has taken the lead in respect to the library budget vote.

He has been in contact with the Westchester County Board of Elections who referred him to the Mount Vernon City Clerk. The city clerk has referred him back to the board of elections.

Though the efforts have not been very successful, the library must persist.

Marcia Dupree has spoken with someone from the Westchester Community College satellite in Mount Vernon. It was felt that a good way for a partnership to get started was for the library to submit a flyer of what they have to offer.

Many students at the site do not have library cards. It was suggested that there be a Power Point Presentation on what the library has to offer.

Julie Mills Worthey thanked Trustee Dupree for taking the lead. Mrs. Worthey suggested a Saturday as the best time for a program. She said that perhaps the staff could design a program.

Millie Burns has been working on inventory with an independent contractor. There is also furniture that needs to be deaccessioned. There needs to be a decision on the best way to do this.

Ms. Burns is also working on a supply inventory. The supplies are not only to be counted but the vendors are to be identified to see if we are getting the best deal.

Millie Burns is also working on a variety of handbooks. Ms Burns is trying to work with the staff on a calendar of events for programs that fully support the library's mission.

Julie Mills Worthey said that she is in contact with the Girl Scouts to see if they want to participate in an event to bring their project to a close.

She said that she was hesitant to buy a flag because she thought they were giving one.

The library will move ahead with the event and report in absentia. Mrs. Mills Worthey said that she hopes the Girl Scouts will attend.

Julie Mills Worthey said that she is happy with the periodicals move in the reference department. She said that she is happy that maintenance took the initiative.

Mrs. Mills Worthey said that she is aware of the need to use the space in the fiction room. In the interim we are considering using the space from time to time on an individual request basis.

Gary Neman asked that before the board considered usage of the space, they give the staff a chance to express its concerns.

Julie Mills Worthey said that she would invite the staff to do that and not wait. She said that they would want the input for a plan.

Althea Anderson asked if the old furniture could be used in the fiction room instead of being discarded.

Millie Burns said that would be taken into consideration. Ms. Burns said what we have done is inventoried the furniture. We are not just going to throw it away. In order to do it properly and be in compliance, you have to go through a process.

The next ArtsWestchester exhibit is currently being installed. A May 3rd reception is being proposed.

Gary Newman said that legislation is being proposed that may cut central library funding. He said that part of the problem is lack of aggressive leadership.

Terry Kirchner indicated that he would talk about using MVPL's funding.

It was suggested it may be helpful to invite Mr. Kirchner to the next board meeting.

Mr. Newman said that the legislation has not been passed.

There is a planned meeting of central library directors in Albany. It is important that someone from the library be there.

Julie Mills Worthey said that the board members are unable to attend.

Mrs. Mills Worthey said the board is awaiting reports from the programming committee. They would like to know what programming is planned, so they can assign book purchases.

Gary Newman said they might want to think about separating these two functions.

Julie Mills Worthey said that knowing what the program committee has proposed would help in setting the budget.

Julie Mills Worthey said that the board needs to review staffing needs. Desk audits that began a year ago need to be completed.

Mrs. Mills Worthey said that there are serious concerns about security needs.

Troy Muhammad said that he had twenty-five years of experience in the security field.

Julie Mills Worthey said that because the library has no leader, the board has taken the lead. She asked that Mr. Muhammad share the information he has with the board.

Board President, Julie Mills Worthey said that the board is a volunteer board and has considerable obligations. The board is finding itself hard pressed to stay on top of the library's critical issues and maintain their professional responsibilities. They are finding it increasingly difficult.

The board would like to attend meetings held in Westchester County, but time away from their jobs is becoming more difficult.

Mrs. Mills Worthey said that the board is gratified to have the participation of Trustee, Marcia Dupree.

ADJOURNMENT:

Upon a motion by Millie Burns, seconded by Marcia Dupree, the board meeting adjourned at 7:36 pm to discuss personnel matter.

Respectfully,

Secretary