

BOARD OF TRUSTEES MEETING  
November 17, 2010  
6:30 PM  
MINUTES

Millie Burns who presided called the meeting to order at 6:44 pm.

Present were: Julie Mills Worthey, Arlene Roberts Grant and Danna Wood Webb, Trustees.

Also present : Gary Newman, CSEA Unit President; Tamara Stewart, Aida Tineo and Carmen Morales patrons; Cheryl Thomas, library staff; Opal Brown Lindsay, Director; Patricia Hansen, Interim Business Manager and Mary Harper, Administrative Assistant.

**PERIOD OF PUBLIC EXPRESSION:**

Tamara Stewart commented on the new look of the library website. She said that she still did not see anything regarding the trustee vacancies.

Opal Lindsay said that the website is still being revised and some things had not been transferred from the old website yet.

Millie Burns acknowledged Ms. Stewart's observation about the website. She said that she visits the site at least 4 times per week. She said that she can see the site is being worked on and recognizes the need for stability.

Tamara Stewart inquired about the Assistant Director's position. Mrs. Lindsay said that the interview process has been halted and the status will not be known until the library finds out what its budget will be.

Millie Burns said that she has started a trustee matrix. There are two trustee positions to be filled. The position vacated by former trustee Chris Hansen must be filled by the Board of Education.

The ideal candidate for this position should be proactive, embrace change, be a team player, be able to advocate for the library and provide the highest quality of library service.

**COMMUNICATIONS:**

Ruth Hassell-Thompson will serve as the chair person for the 2011 WLS Martin Luther King Tea.

The library received an invitation from the Mount Vernon Chamber of Commerce for a cocktail reception.

The current NYSALB newsletter was reviewed by the Board.

**PRESIDENT'S REPORT:**

Former Trustee Chris Hansen was nominated by the board to replace Mary Ellen Forte as the WLS Trustee when her term expires at the end of December 2010.

Two candidates were recommended for the current vacancies on the Trustee Board. One bowed out when they were informed of the commitment required.

Millie Burns participated in two additional interviews for the position of Assistant Director.

Ms. Burns collaborated on the backdrop for the Foundation Cocktail Reception. Kudos to the following staff who worked on the exhibit, Geraldo Soares, Nishan Stepak and Shirley Garrett; as well as Donna Jackson of ArtReps.

In a meeting Ms. Burns attended with the city council it was made clear that the council supports the library.

**FOUNDATION REPORT:**

No official report has been given on proceeds from the recent foundation event.

**DIRECTOR'S REPORT:**

Library Director Opal Brown Lindsay reported the following:

During the month of October all meeting rooms were booked during Saturday openings.

Two brainstorming sessions were held for the yearlong anniversary celebration; one with the community as well as with the staff. The fundraising list of ideas was sent to the Foundation Board for a plan of action. The community brainstorming session revealed interest in looking at the library as a viable venue for events.

The author partnership series ended in October. The event also attracted a number of other authors.

The staff retirement package went into effect in October. Mrs. Shirley Garret a staff member for over 55 years, Mrs. Debra Ramsey, a staff member since 1986 and Jose Geraldo Soares, a staff member since 1984 will all be retiring at the end of November.

An introductory workshop to the Director's Station (a statistical hub) was attended by two librarians and the director.

A refresher workshop in Tutor.com was also conducted.

Patricia Hansen and Debra Harris attended a seminar on the changes in the health insurance plan and benefits.

Opal Lindsay attended the Trinity Episcopal Church anniversary and launch of its community arts center.

The Food Bank of Westchester is sponsoring a Backpack program and is working in partnership with the library as a site where children can pick up food packets of non perishable food each week.

A trial run began on October 29, 2010.

The children's room will distribute the food and a list will be developed with the names of the people in need. It can only be picked up on designated dates and cannot be stored at the library. If someone is not on the list they cannot receive the backpack.

The library will partner with Mount Vernon Schools for an after school tutoring program for students attending Mount Vernon, Thornton and Mandela High Schools.

Opal Lindsay attended a WLS sponsored workshop "Positioning Your Library as an Essential Service" conducted by Library Consultant, Libby Post.

Five interviews were conducted for the position of Assistant Director in October.

Paint work in the staff lounge has been completed.

The community room is scheduled for a paint job in preparation to exhibit art work created in the summer workshops.

The director was informed of a previously unreported leak in the children's room. It is not certain what is causing this leak.

The library has experienced several delays in getting the capital project work done. With new directions and requests made by City Hall. There is concern because the library has been given a deadline to use the funds.

Patricia Hansen said that the capital improvement fund is part of the bond issue. Whatever is not spent will be paid back at the end of the year to reduce the bond.

The city has said if the library gets estimates they will reserve the funds.

The director should inform the city council of the bottle neck and the deadline.

#### MINUTES:

The minutes of the meeting of October 20, 2010 were approved as amended.

#### FINANCIAL REPORT:

Patricia Hansen informed the board of a large bill from EBSCO.

Because of the library's current financial state, CLDA materials will not be purchased until the money is received. Usually the library makes the purchases up front and is reimbursed when the CLDA check is received.

There were questions regarding the bills for the HVAC, as well as questions about the gift fund.

The October 2010 bills and payroll totaling \$259,350.07 and properly certified by the Director and reviewed by Danna Wood Webb and Arlene Roberts Grant was approved by the Board of Trustees and requested paid.

The checks are numbered #020404-020443 (payrolls), #056444-056477 (payrolls and petty cash), and # 031108-031146 (bills)

Patricia Hansen is preparing an analysis for the city regarding the library operations at a proposed budget of 3.5 million dollars and 3.7 million dollars.

The library submitted a budget for 4.1 million dollars which is the bare minimum. At 3.5 million dollars the library would have to lose 1/3 of the staff.

The union has stated that the members of the CSEA are forbidden from participating in a job furlough.

#### REMARKS OF THE TRUSTEES:

Opal Lindsay said that the Mount Vernon Today newspaper is interested in having its launch event at the library.

The guidelines for allowing the library to be used as a venue for events must be reviewed. A policy needs to be devised. It would be helpful to have a list of who would be applying to use the library and what they proposed to do.

There needs to be discussion about having for profit events at a non-profit library.

#### NEW BUSINESS:

Julie Mills Worthy said that she met with American Christmas and they will donate a Christmas tree to the library. She said that they are interested in the creative arts.

#### OLD BUSINESS:

Opal Lindsay has been speaking with Donna Jackson and Dillard Boone regarding completing the “Through the Years” grant. The theatrical phase of the grant may be eliminated.

Aida Tineo came to the board meeting seeking help about the Mount Vernon Community Services Center that is closing. She said that she had attended the facility and had the same doctor for many years. She came to see what the library could do.

Opal Lindsay said that she would pass along Ms. Tineo’s request to the Community that Cares and the Mount Vernon Community Network who may be able to help her. Both of these organizations meet at the library.

#### EXECUTIVE SESSION:

The Board entered Executive Session at 8:08 pm.

The Board returned to Public Session at 10:25 pm. No decisions were recorded.

#### ADJOURNMENT:

The meeting was adjourned at 10:26 pm.

Respectfully submitted

Secretary