

# MOUNT VERNON

PUBLIC LIBRARY

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## BOARD OF TRUSTEE MEETING

June 18, 2014

6:30 PM

MINUTES

The regular meeting of the Board of Trustees of the Mount Vernon Public Library was held on June 18, 2014 at 28 South First Avenue, Mount Vernon, New York 10550.

Brian Johnson who presided called the meeting to order at 6:30 PM.

### ROLL CALL:

Trustees Present: Linda Bryant, Oscar Davis, Brian Johnson, Darren Morton and Na'im Tyson

Also Present: Hafeezah Basir, Christine Gibson, Jamie Pessin and Tamara Stewart, Library Patrons; Gary Newman, CSEA Unit President and Denise Lyles, Library Staff; Carolyn Karwoski, Library Director, Juan Jaramillo, Chief Account Clerk and Mary Harper, Administrative Assistant.

### MINUTES:

The minutes of the meeting of May 21, 2014 were approved as amended.

### PERIOD OF PUBLIC EXPRESSION:

Brian Johnson said that the Board will review its policy on public speaking. He asked Carolyn Karwoski to look at the policies of other meetings for the July meeting.

The by-laws will also be reviewed.

Jamie Pessin formally congratulated all of the new trustees.

Mr. Pessin expressed his thoughts on information he received regarding Tamara Stewart and the Assistant Director position. He expressed his concern that Ms. Stewart was not granted an interview for this position. He also expressed his thoughts about community reaction and his hope that the library would tap into community resources.

Hafeezah Basir urged the board to review their hiring policy. She said she was hoping for not only new faces on the board, but a new lens. She spoke about the effort Tamara Stewart gave for the library during the vote. Ms. Basir said not granting Ms. Stewart an interview sends out the wrong message. She urged the board to reconsider all that has happened.

Tamara Stewart read a statement questioning the library's hiring policy and expressed her disappointment in not being granted an interview for Assistant Director and the rationale she was given for this decision. She questioned if the hiring process was consistent with the community's values and the library's needs.

**DIRECTOR'S REPORT:****Library Budget Transition**

Carolyn Karwoski reported that she has been meeting with the comptroller and school board officials to work towards becoming an independent library. There have been discussions on the process for handling the funds. The library has been advised to send out its tax bill with the school district for the entire amount of the tax levy. The library must also decide if it wants to change its fiscal year to mirror the school district.

Darren Morton said he thinks the board should hear the rationale from the attorney about sending out the tax bills for the full amount.

**DASNY Renovations**

Work is currently being done renovating the foyer on the First Avenue side of the library. The old paneling is being removed and replaced with wallboard and will be painted. The front doors will also be painted as part of this process. The same work will be done on Second Avenue. Carolyn Karwoski said the cost for the doors may be about \$3,000 over budget. This work will go over the cost of the grant and the board will have to decide how to finish the grant. Outstanding obligations include new interior doors. The board can decide if they want to take the DASNY reimbursement and put it back into the budget. The paperwork for the reimbursement has been delayed due to work on the budget transition.

DASNY will be contacted to find out what the grant obligations are and if we have to finish the work listed in the grant.

Carolyn Karwoski spoke about the problems with existing shelving and the need for repairs.

**New Inter-Library Loan System**

The Director attended a demonstration of a new inter-library loan system called Innovative Triple III. The presentation underscored why this product is well respected in the industry. Another product under consideration will be demonstrated next week. The option of keeping the SIRSI system which is already being used is also a consideration. The current SIRSI contract expires in April 2015.

**Teen Space**

Creative Library Concepts has done a suggestive design for the teen space "The Spot". The design and cost estimate is in the board packet to review.

Carolyn Karwoski suggested that the design may have to be broken down into individual elements based on affordability.

Darren Morton asked if there were a possibility for this space to be nimble. He asked how Mrs. Karwoski envisioned the space being used. Mrs. Karwoski said there will be a librarian to work with the kids to create their own space.

Oscar Davis asked was the space wired for computers and whose responsibility would the wiring be. Would we have to call electricians?

**New Telephone System**

Juan Jaramillo has obtained proposals for a new up-to-date phone system for the library. Dr. Tyson will review the proposals and make a recommendation on how to proceed. Dr. Tyson said that the first set of quotes was from 2011 and that specs were provided at that time.

There were questions about the agreement between WLS and Lightpath. There were questions about the capabilities of the WLS and Lightpath connections and whether it would support a new phone system.. Oscar Davis said that he is not pleased with the IP infrastructure . If we bring in new infrastructure for the phones the technology has to be up to par. The board wants to review the original contract between WLS and Lightpath.

### **“Friends” Book Donation**

The Chappaqua Library Friends donated over 400 books to the Friends of the Mount Vernon Public Library. The books are being sorted for our next book sale. The “Friends” are looking for ways to boost their treasury through different fundraisers,

Oscar Davis asked if there were a policy on accepting donations.

### **Children’s Summer Reading Program**

Denise Lyles and the children’s room staff are continuing their outreach to schools to promote the summer reading program. Flyers will be handed out at the “Summer Breeze Concert” and we are working with the schools on other ways to promote the programs. There are summer activities planned for every day.

### **Lion’s Club Dedication**

The Mayor cut the ribbon at the dedication of the Lion’s Club Reading Area last night. A reception followed in the trustee room. The area is located near the large print collection and the club has pledged to provide money each year to up date that collection with new materials.

### **Bookexpo America**

Carolyn Karwoski attended the Bookexpo America trade show at the Javits Center. The expo brings publishers, librarians, booksellers and booklovers together. She attended several events and met with publisher representatives. There were author panels, discussions of new books for the fall season as well as vendor exhibits. This trade show enables librarians to see what is being promoted to the reading public in the coming months and for staff to prepare for the demand. Mrs. Karwoski collected over 100 new books; some signed by the authors.

### **PRESIDENT’S REPORT:**

Board President, Brian Johnson reported the past month has been extremely busy for the board. The past month included the dedication of the Lion’s Club Reading Room, the restoration of the library’s 501C3 status and the trustee training session on the roll of the library trustee; which was presented by Terry Kirchner and Jerry Nichols.

Brian Johnson said that the board can never speak directly about employment decisions. The director selects the candidates and the board approves. There has been no final decision made yet for the Assistant Director candidate. The director gave a presentation and the board assessed the need for this position was there

The candidate comes highly recommended and the board will respond to what the CEO recommends until they see differently.

BUDGET REPORT:

Darren Morton spoke about the budget vote and the library transition.

He said the library needed to meet with all parties involved to discuss the items of concern. The lawyers for the library and the school board met to determine a resolution.

It is questioned whether the library's fiscal year will remain the same or change to the school board fiscal year.

Darren Morton said there are questions about the library for the next few months.

The process and steps used to get the final bill from the tax assessor to the tax payer were discussed.

Reverend Morton said they are working diligently to get the bills out.

Juan Jaramillo discussed the projected budget for the rest of the year. Expenses from April to June have increased. By the end of the year the budget will be overstated by about \$700,000. The library was given a 2.8 million dollar budget to cover only 9 months.

The comptroller's view on the library projected budget and how it is to be applied to the fiscal year was discussed.

Mr. Jaramillo said that the line items for insurance and retirement are over budget.

The contract for maintenance supplies and uniforms was discussed.

Brian Johnson said that in addition to policies the board wants to look at contracts. We have to go out to bid and determine who the lowest responsible bidder is.

There was discussion about whether uniforms were included in the contract. Gary Newman said that there was nothing in the union contract about uniforms. What would apply is past practice. Darren Morton felt that certain maintenance positions would have uniforms included as part of their contract.

Brian Johnson said that he wants to see the contracts that currently exist for the library. It needs to be made clear to the staff that no one except the board has the authority to enter into a contract. A letter should be sent to the staff informing them of this.

Na'im Tyson discussed the payment for MTA tax and whether the library is exempt from this payment.

TRUSTEE REMARKS:

Oscar Davis said that he thinks we should review the policy for hiring staff. He said he would like to go over the policy for hiring part/time staff.

Brian Johnson said he wanted to stress that the library is looking to have people that live in this community hired. Trustee Davis said that he works in the schools and a lot of people are looking for jobs.

Oscar Davis said that he would like to recommend when people are terminated or resign it comes to the board. This is done in educational areas for all employees.

Trustee Davis noted that the condition of the floors on the ground level is horrible. He said that he has noticed the improvement to the outside of the building. He said the library may want to do a garden day.

Na'im Tyson said he had spoken with the computer lab instructor about the expansion of her classes. He suggested a move to the room behind the Trustee room in order to accommodate the growing classes.

Oscar Davis said we should look at using space at the YMCA.

Trustee Davis said that the post office has promised 15 parking spots for the library.

Darren Morton asked if the board could get a little more advanced notice about things happening at the library. Carolyn Karwoski said she would get the word out sooner.

**Resolution Fixing Date for 2016 Budget Vote**

Upon a motion by Brian Johnson, seconded by Na'im Tyson, the board approved the resolution fixing the date for the 2016 Budget vote.

MOUNT VERNON PUBLIC LIBRARY RESOLUTION  
RESOLUTION: 00001

**A RESOLUTION FIXING THE DATE FOR THE 2016 MOUNT  
VERNON PUBLIC LIBRARY BUDGET VOTE.**

*WHEREAS*, New York State Law requires school district libraries to fix a date for the 2016 Mount Vernon Public Library tax vote; and

*WHEREAS*, Board of Trustees for the Mount Vernon Public Library has decided to fix the 2016 Mount Vernon Public Library on the first Tuesday in the month of May in 2015; and

*NOW, THEREFORE, be it*

*RESOLVED*, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized that Tuesday, May 5, 2015 shall be the official date for the 2016 budget vote.

Yea	Nay	Trustees
<u>  √  </u>	___	Linda Bryant
<u>  √  </u>	___	Oscar Davis
<u>  √  </u>	___	Brian G. Johnson
<u>  √  </u>	___	Darren M. Morton
<u>  √  </u>	___	Na'im R. Tyson

Submitted by: Brian Johnson

Date: 06/18/14

**Resolution to Approve Hiring D’Amore Architectural Services**

Na’im Tyson discussed the proposal from D’Amore Architects and questioned if the library would receive copies of the plans, since they would be owned by D’Amore.

The resolution was amended to include the dollar amount for the feasibility study.

Upon a motion by Na’im Tyson, seconded by Darren Morton, the board approved the resolution for the D’Amore Architect feasibility study as amended.

MOUNT VERNON PUBLIC LIBRARY RESOLUTION

RESOLUTION 00002

**A RESOLUTION approving the hiring of D’Amore Architectural Services to provide feasibility study to install new bathroom facilities for the children’s library**

*WHEREAS*, It is necessary to add new, accessible and safe bathroom facilities for the use of children and caregivers in the children’s library

*WHEREAS, the* Board of Trustees for the Mount Vernon Public Library has decided that this work needs to be performed at a fee not to exceed \$7,000.00 (Seven Thousand Dollars).

*NOW, THEREFORE, be it*

*RESOLVED*, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized that D’Amore Architectural Services be retained to provide a feasibility study of adding these new bathroom facilities to the children’s library.

Yea	Nay	Trustees
<u>  √  </u>	___	Linda Bryant
<u>  √  </u>	___	Oscar Davis
<u>  √  </u>	___	Brian G. Johnson
<u>  √  </u>	___	Darren M. Morton
<u>  √  </u>	___	Na’im R. Tyson

Submitted by: Carolyn Karwoski

Date: 06/18/14

**Voting Machine Manual**

Carolyn Karwoski said that the voting machine manual is complete, but may need a few changes.

**Central Library Status**

The board is working on an appeal of the maintenance of effort decision. As a result of being funded at less than 95% the state cut 25% of the funding to WLS.

Carolyn Karwoski said that Terry Kirchner does not think any of the other libraries are interested in the central library designation.

Brian Johnson said that he is encouraged by the budget vote and encouraged by a stable director. Trustee Johnson said that he will attend the WLS meeting next week.

Darren Morton asked about a follow-up to the MTA tax payments. He said that the library is exempt. The State Senate passed a bill in 2012 exempting libraries.

Oscar Davis said an excellent job was done to have the 501C3 reinstated. He recommended doing a press release.

**ADJOURNMENT:**

Upon a motion by Na'im Tyson, seconded by Brian Johnson, the Board moved to enter executive session at 8:37 pm to discuss a possible appointment.

Respectfully submitted

*Carolyn Karwoski*  
Secretary