

BOARD OF TRUSTEES MEETING

May 21, 2014

6:30 PM

MINUTES

Na'im Tyson who presided called the meeting to order at 6:30 pm.

Present were: Dawn Cancellieri, Marcia Dupree and David Ockene; Trustees Elect, Linda Bryant, Oscar Davis, Brian Johnson and Darren Morton.

Also present: Roberta Apuzzo, City Council President; Marcus Griffith, Councilman, Thomas Terry, Management Commissioner; Ted D'Amore, D'Amore Designs; Gary Newman, CSEA Unit President; Debra Harris, staff; Camille Banks-Lee, Hafeezah Basir, Georgie Bryant, Shirley Garrett, Faye Hunt, Cherelle Johnson, Darnell Johnson, Yelena Klompus, Robert Lattimer, Edwin Maxwell, Henry May, Tamara Stewart, Tambria Terry, Daranda Yearwood, patrons; Carolyn Karwoski, Director; Juan Jaramillo, Chief Account Clerk and Mary Harper, Administrative Assistant;

MINUTES:

The minutes of the meeting of April 9, 2014 were approved as amended upon a motion by David Ockene, seconded by Dawn Cancellieri. The motion passed 4 to 0.

The minutes of the meeting of April 16, 2014 were approved as amended upon a motion by Dawn Cancellieri, seconded by David Ockene. The motion passed 4 to 0.

The minutes of the meeting of April 24, 2014 were approved as amended upon a motion by Dawn Cancellieri, seconded by David Ockene. The motion passed 4 to 0.

The minutes of the meeting of May 5, 2014 were approved upon a motion by Dawn Cancellieri, seconded by David Ockene. The motion passed 4 to 0.

The minutes of the meeting of May 14, 2014 were approved upon a motion by David Ockene, seconded by Dawn Cancellieri. The motion passed 4 to 0.

PERIOD OF PUBLIC EXPRESSION:

City Council President, Roberta Apuzzo said on behalf of Mayor Davis she wished to offer her congratulations to the new and existing board members and the citizens of Mount Vernon for believing in this institution and voting for the budget.

A patron questioned whether the paper ballot was legal in the State of New York or should the vote have been taken on machines.

Na'im Tyson said since the library did not have the aid of the school district; it had to use paper ballots to keep the costs down.

CORRESPONDENCE:

Na'im Tyson said he had received information from the New York State Association of Library Boards (NYSALB) regarding the Trustee Institute in May.

DIRECTOR'S REPORT:

Library Budget Vote

Carolyn Karwoski reported on the library budget vote on May 6, 2014 and its success

The steady influx of voters enabled it to pass by a 77% margin.

She commented on and thanked the "Friends" volunteers and staff who did an amazing job to help the vote succeed.

Foundation Donation

On April 21st, the Mount Vernon Library Foundation made a donation to the library in the amount of \$14,089.63. Since much of the "Foundation" fund raising has been to develop space in the teen area, Mrs. Karwoski is working with a designer in hopes of developing a permanent teen space with new furniture, computers and workspaces. She recommended to the Board that we consider going forward with this plan.

Museum Passes

After working hard to increase the membership in children and adult programming; the Director wants to attract some of our users back to the library. One way to do this is to offer a larger variety of museum passes to check out. Currently we have a pass to the Children's Museum of New York and the Stamford Nature Center. With the "Friends" we will also purchase a pass to the Intrepid Air Space Museum. We are exploring getting passes to a number of the tri-state museums and attractions. There is a growing demand for the passes from individuals and families.

Updated Telephone System

One of the major concerns this past year is the antiquated telephone service we currently are using. There are proposals for new phone systems for the board to review. The specifications were not included in the quotes.

Darren Morton asked about the disparity in the price of the two quotes. Juan Jaramillo said the disparity is the costs is because one company would allow us to keep our existing phones and only charge a fee, which would be much cheaper than replacing all of the equipment.

Na'im Tyson said that Avaya had given a breakdown of the equipment and asked if Lightpath had been contacted. Both companies will be contacted again for information.

Oscar Davis said that he would like to see presentations given to the board. He said he needed to see the specs of the bids.

Operating Plan 2014

The board received a copy of the Operating Plan for 2014, which includes past and future projects as well as a list of building issues. This will continue to be updated as we go forward. It tracks the libraries progress and other issues that we need to develop and complete.

Na'im Tyson said that the operating plan should be on the agenda for next month.

Trustee Farewells

Carolyn Karwoski said she welcomed all the newly elected trustees to the Board and wanted to say farewell to Julie Mills-Worthey, Marcie Dupree, David Ockene and Dawn Cancellieri; it has been a real pleasure working with them over this past year. Their commitment, hard work and advocacy for the library have been admirable. She looks forward to working on the strategic plan with Julie and David in the coming months.

PRESIDENT'S REPORT:

Na'im Tyson said that this past month he had been busy with phone banking for the vote. He had coordinated special meetings and answered emails to bring everyone up to speed.

BUDGET REPORT:

Juan Jaramillo said that the first three months of the report show a surplus of \$15,000. These totals will change as we pick up expenses.

The total revenue shows large surplus. This is misleading since this extra revenue is to cover expenses from 2013. WLS was paid twice. The money should be recouped at the end of the year.

Carolyn Karwoski said as a member of Westchester Library System we pay membership fees and in return get computer services as well as patron access to databases. Mount Vernon patrons can use all of the member libraries. It is a nice reciprocal system.

There were questions about what the detailed benefits would be of breaking with WLS technology and what the staffing requirements would be.

Na'im Tyson noted the payment for MTA tax which he thought were no longer paid and asked would the budget be adjusted.

Darren Morton asked about the over budget line item for insurance and how the adjustment would be made. Juan Jaramillo said that the budget was only for the first nine months of the year. The payment had to be made for the entire year. The last quarter may be \$30,000 short. It is not known where the money will be taken from.

OLD BUSINESS:

501C3 Status

Na'im Tyson gave an update on the library's 501C3 tax status. The library has been working on regaining its 501C3 status which it lost in June 2011.

In March 2013 all the necessary forms were submitted.

The library has also applied for retroactive status, but has not yet received a decision from the IRS.

Carolyn Karwoski said the 501C3 has been restored. We need the retro status to go back two years. We received duplicate paperwork in March and May of 2014 asking us to certify we filed all the requested forms. Mrs. Karwoski said we would like to have a definitive yes or no answer before we sign off on filing corporation taxes.

Fire Safety Policy

Na'im Tyson asked about the fire safety policy. Mrs. Karwoski said that she has to meet with the union and the maintenance foreman, who is out regarding this policy.

Dormitory Authority Grant

Dr. Tyson asked where we stood on the Dormitory Authority grant.

Carolyn Karwoski said that there was a lot of paperwork. Juan Jaramillo is working on it, but it is time consuming. The Dormitory Authority has been contacted and the paperwork should be ready in June.

Maintenance Purchase Orders

Dr. Tyson said that he had not seen any purchase orders for maintenance. Juan Jaramillo said that he was waiting for Jesse Van Lew to return.

Na'im Tyson explained the resolution written regarding purchase orders for maintenance. Any check from maintenance without a purchase order should not be signed

Election Manual

Carolyn Karwoski explained that notes have been taken for the election manual, but Debra Harris is still working on writing it. She said that a written draft should be completed soon.

ACCEPTANCE OF VOTING RESULTS

Marcia Dupree read the voting results resolution of the May 6, 2014 election.

The board approved the following resolution.

MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES

At a duly called meeting of the Board of Trustees of the Mount Vernon Public Library, upon a motion made by Marcia Dupree, and seconded by David Ockene the following resolution was considered

WHEREAS, on May 6, 2014, the voters of the Mount Vernon City School District approved a proposed tax levy to support the operating budget of the Library submitted to them by the Library's Board of Trustees in a vote on the following question:

PROPOSITION #1 - Shall the sum of \$4,350,000 be raised by annual levy of a tax upon the taxable real property within the Mount Vernon City School District for the purpose of funding the operating budget of the Mount Vernon Public Library?

and

WHEREAS, on that same date and time, the voters of the Mount Vernon City School District elected three Trustees, at large, for partial four-year terms, and one Trustee, at large, for a partial one-year term, and

WHEREAS, the Co-Chairpersons of the Election have now certified the tally for the May 6, 2014 vote (copy attached).

NOW therefore be it

RESOLVED that the Board of Trustees adopts the certified tally of the May 6, 2014 vote, attached hereto and summarized below:

Proposition #1		Votes
	YES	2025 ¹
	NO	586
Candidates		
	David Ockene	686
	Chanese Valerie Coleman	755
	Sidney Cooper	465
	Dawn Cancellieri	786
	Brian G. Johnson	1199 ²
	Darren Morton	1304 ²
	Oscar Davis	1435 ²
	Judith Furnari	27
	Jamie Pessin	429
	Linda Bryant	942 ³

¹ The proposition passes

² These candidates are elected to the partial four-year terms.

³ This candidate is elected to the partial one-year term.

as the official the results of the May 6, 2014 election, and it is further

RESOLVED that this Resolution shall be distributed to the Clerk of the Board of Education, along with a copy of the certified tally.

Dated: May 21, 2014

Marcia Dupree, Secretary

Vote: 4 In Favor
 ___ Opposed
 ___ Abstentions

NEW TRUSTEES OATH OF OFFICE:

Judge Reginald Johnson administered the oath of office to Trustees Elect, Oscar Davis, Linda Bryant, Darren Morton and Brian Johnson and to trustee Na'im Tyson.

ELECTION OF OFFICERS:

There were three positions on the board to be filled; President, Vice-President and Secretary.

Dr. Tyson said that the former board had decided that elections would be held in May, but that could be changed if this board decided to do so.

Darren Morton nominated Linda Bryant for the position of Secretary of the Board of Trustees. Upon a motion by Darren Morton, seconded by Brian Johnson, Linda Bryant was elected Secretary of the Board of Trustees. The motion passed 5 to 0.

Darren Morton nominated Oscar Davis for the position of Vice-President of the Board of Trustees. Upon a motion by Darren Morton, seconded by Brian Johnson, Oscar Davis was elected Vice-President of the Board of Trustees. The motion passed 5 to 0.

Oscar Davis nominated Brian Johnson for the position of President of the Board of Trustees. Upon a motion by Oscar Davis, seconded by Darren Morton, Brian Johnson was elected to the position of President of the Board of Trustees. The motion passed 5 to 0.

COMMITTEES:

Personnel Committee

The Personnel Committee description is based on the resolution passed at the April 16, 2014 Board meeting.

Brain Johnson and Na'im Tyson will serve on the Personnel Committee. The personnel committee does not have to report every meeting only as positions come up.

Brian Johnson said that we should have a liaison to the "Friends" and "Foundation". He said that he would like to be the liaison to the "Foundation"

Mr. Johnson said that he has to figure out what the library director wants to do in terms of fundraising.

Budget & Finance Committee

Description

Given that the library's current funding will cease at the end of September, this committee must engage the Mayor, City Council and school board to ensure that the library has adequate funds until March 2015.

This committee will also have the task of finding an external auditing company, and recommending any changes to the beginning and end of the fiscal year.

Darren Morton and Na'im Tyson will serve on the Budget and Finance Committee

Darren Morton said that the budget and finance committee will work along with the accountant to transition from the old financing to the new.

Carolyn Karwoski said that we also need to work out the transition plan for the budget. She reminded that the board will now have to have a treasurer who is not a member of the board.

Computing Committee

Description

This committee will recommend policies regarding the use of computers and technology throughout the entire institution. The primary goal of this standing committee would be to ultimately eliminate its reliance upon WLS for meeting basic computing needs within the next year. Other responsibilities include:

- Recommendations for telephony upgrades throughout the building
- Negotiate with library staff to discuss “train the trainer” programs for patron software training

Oscar Davis and Na'im Tyson will serve on the Computing Committee.

Dr. Tyson said that he would like the main milestone of the Computing Committee to be about WLS computing.

Strategic Planning Committee

Description

This committee will work with library staff, patrons and the community at large to develop a cogent strategic plan for the next four to five years. Once the plan is complete, progress reports should be provided on all major avenues covered by the report.

Na'im Tyson said that the Strategic Planning committee will work on the library's five year plan.

Darren Morton and Linda Bryant will serve on the Strategic Planning Committee.

Buildings Committee

Dr. Tyson said that the purpose of this committee is to ensure we are lawful when dealing with vendors.

Brian Johnson and Oscar Davis will serve on the Building Committee.

Dr. Tyson said that the Budget and Finance and Strategic Planning are standing committees.

Feasibility Study-Children's Bathroom

Ted D'Amore of D'Amore Designs presented a proposal for a feasibility study to relocate the two children's bathrooms from the stacks to the main lobby of the children's room.

The proposal is to get detailed measurements for this project.

Darren Morton questioned the time frame and the cost of the study. Mr. D'Amore said it should take about a month and the library would be billed per hour at a cost not to exceed \$7,000.

Carolyn Karwoski said that the construction grant could pay for the cost.

Dr. Tyson asked if the construction grant would take care of the phases of the elevator. Mrs. Karwoski said we may have to go to DASNY.

A copy of the proposal for the feasibility study will be emailed to the board.

Museum Passes

The status of the museum passes was discussed. This is a very popular program with about a three month wait for the Children's Museum in Manhattan. The library is looking to purchase more passes at a cost of approximately \$1,200. Carolyn Karwoski said she had also gotten some free and discount passes as well.

Darren Morton asked was it possible to get a listing of passes that the library would be interested in.

Endowment Account

Dr. Tyson requested that funds be transferred to an endowment account for the existing donation to the library.

Carolyn Karwoski said that only the interest can be used from the money in the Reader's Digest account. This is used to purchase non-fiction materials.

Upon a motion by Carolyn Karwoski, seconded by Darren Morton, the Board agreed to establish an endowment account for donations. The motion passed 5 to 0.

Central Library Status

Na'im Tyson said that the Mount Vernon Public Library has lost its central library status. The decision cannot be repealed, we must reapply.

Brian Johnson said that we must submit a new application. The argument the State is making is that we did not meet the standard. He said that he would like to look at the paperwork submitted by Tom Rajala.

Upon a motion by Brian Johnson, seconded by Linda Bryant the Board agreed to reapply for the central library status. The motion passed 5 to 0.

ADJORNMENT:

Upon a motion by Darren Morton, seconded by Linda Bryant the Board entered executive session at 8::28pm.

Respectfully submitted,

Carolyn Karwoski
Secretary