

MOUNT VERNON

PUBLIC LIBRARY

the CENTRAL LIBRARY OF WESTCHESTER

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WWW.MTVPL.ORG SPECIAL BOARD OF TRUSTEES MEETING

April 24, 2014

7:00 PM

MINUTES

Na'im Tyson, who presided, called the meeting to order at 7:02 pm.

Present were: Dawn Cancellieri, Marcia Dupree Julie Mills Worthey and David Ockene

Also present: Gary Newman, CSEA Unit President; John Boykin, Sidney Cooper, Brenda Crump, Jane Curtos, Oscar Davis, Brian Johnson, Robert Lattimer, Jamie Pessin, Tamara Stewart and Marc Stuckey, Library Patrons; Carolyn Karwoski, Library Director, Juan Jaramillo, Chief Account Clerk, and Mary Harper, Administrative Assistant

The board discussed extending the voting procedure consultant fees.

Na'im Tyson said we are reaching the ceiling on the amount of the fee.

Carolyn Karwoski said that there were only five hours left and she thinks that has been reached. She said that it is a very labor intensive job. Alice Patterson is working with Debbie Harris and will be present for the training of the inspectors and administering the oath.

Julie Mills Worthey said that guidance is needed on how much additional time is required.

Mrs. Karwoski said that the board wanted Alice Patterson to participate in writing the election manual. She will review the manual.

Mrs. Patterson is showing Debbie Harris how to keep election files and is helping out with the details of the election.

Carolyn Karwoski said maybe five hours next week and the week after are needed. Julie Mills Worthey asked did she think ten hours would cover it.

Upon a motion by Julie Mills Worthey, seconded by Marcia Dupree, the board extended the hours of the voting procedure consultant.

2015 Budget Presentation

Carolyn Karwoski said that she tried to look at the difference between this year's and last and where we wanted the money to go.

If you look at the breakdown for books, it includes print resources in any format. Audio is the same.

The line item for periodicals is \$35,000 and that is not going to change. Bookbinding is only \$500 dollars because we are hoping to phase it out.

New technology to update the computer space and teens is \$50,000.

\$50,000 has been allotted for library programs. Mrs. Karwoski said she is planning to seek out grants to enhance.

She said she wants to open on Sundays from October through April.

Carolyn Karwoski said that \$427,000 has been allocated for general library operations. A little more this year has been allocated for building operations. She said this year she wants to apply for a construction grant for the children's room bathroom. The library has to fund for building improvements to match the grant.

General liability insurance is \$120,000. Personnel are 45.2 % of the budget. We need staff to implement the programs. Most will be part-time with a few full time. Money has also been allocated for union negotiations.

Carolyn Karwoski said that general repairs we face every year. A large amount has been set aside for large project building repairs.

Julie Mills Worthey inquired about the contingency fund line item. Mrs. Karwoski said if something happens we have to address right away, then we can use.

Julie Mills Worthey said she is concerned that there are some major items that need to be addressed as we move forward. Such as the roof repairs and the children's room bathroom. She asked if the building repairs and contingency line items moved us forward. Carolyn Karwoski said this is just phase one. The projects can be done over multiple years.

Julie Mills Worthey asked if the line item was for multiple years. She asked about work to be done on the study corrals. Carolyn said that work had been done on the ceiling. Glass doors need to be put in. Mrs. Karwoski said that she would like to see the rooms used. No staff are assigned to that area. We need a policy for use of these rooms.

Julie Mills Worthey asked if the work for these rooms was contemplated within the budget. Mrs. Karwoski said it is not part of this budget.

Dawn Cancellieri asked about the line item for service contracts. Carolyn Karwoski said it included the HVAC, alarm system and other contracts. The security gates are also under service contract.

David Ockene asked would it not be cheaper to bind books than replace. Carolyn Karwoski said that the figure for this year is very small.

Mr. Ockene asked about the children's room entrance through the local history room. Carolyn Karwoski said that the architect is coming to the next meeting. Part of the local history room may have to be used for the children's room bathroom and the local history room may have to be moved upstairs.

Mrs. Mills Worthey asked to discuss the line item for programs which is much different from 2014. Mrs. Karwoski said that the 2014 budget is enough to do in house programs and bring in people. She said we are expecting to double the programs in 2015 and must have the ability to do advertising and have staff implement the programs.

We are doing more computer training, job training and programs for seniors.

Na'im Tyson said that he is concerned about building operations as opposed to collection development. We may have to rearrange some lines.

Dr. Tyson said that he is concerned about the insurance line.

Juan Jaramillo said in 2014 insurance was \$115,000.

David Ockene asked was there a reason why the insurance went up. Mr. Jaramillo said that he believes it was upgrades.

Carolyn Karwoski said that it was important to have a healthy collection development budget.

Dr. Tyson said given all we have to do with building repairs, it seems this line should be more.

Julie Mills Worthey said that after two years, we would have to pay for roof repairs.

Dr. Tyson said that he would like to take money from some other lines and put into building operations.

Julie Mills Worthey suggested taking \$100,000 from collection development and moving it to building operations.

Juan Jaramillo suggested moving money from books, audio visual and possibly professional fees.

Mrs. Mills Worthey asked about professional fees for this year. Juan Jaramillo said that last year \$65,000 was budgeted but only \$40,000 was spent.

Juan Jaramillo said the line for hospital is very close to what it should be; the year before it was understated.

Dr. Tyson asked about WLS Terminal maintenance fees. Juan Jaramillo said they are under the line item for membership.

Julie Mills Worthey asked were our WLS fees going to change because of our status. Carolyn Karwoski said no, they will change because of the e-rate money.

Na'im Tyson asked if the fees would change when we eliminate some of WLS. Carolyn Karwoski said we are looking to purchase our own computers.

Mrs. Mills Worthey asked if the \$130,000 in the line anticipates moving away from WLS. Mrs. Karwoski said no, that is membership fees. We are not anticipating moving away from WLS. We are trying to become more independent with fees.

Julie Mills Worthey asked if they would be open to reducing the figure to add \$150,000 to building repairs without having to take \$100,000 from collection development.

Carolyn Karwoski said that the commitment to seek grants may help come up with the building operations costs.

Julie Mills Worthey said she still thinks the roof warranty needs to be enforced.

Mrs. Mills Worthey said she thinks instead of \$100,000 we should take \$50,000 from collection development and add to building operations.

David Ockene said he thinks that \$50,000 should be the minimum and split the difference at \$75,000. Carolyn Karwoski said the other \$25,000 can be taken from programming.

Julie Mills Worthey said that she would hate to see programming suffer. Marcia Dupree asked what about conferences.

Julie Mills Worthey asked if the money could be taken from professional training. Carolyn Karwoski said it could go down a little, but money can also be taken from publicity and printing.

Juan Jaramillo said that \$3,000 can be taken from professional fees and \$5,000 from publicity and printing.

Dr. Tyson said he was open to reducing the amount taken from collection development to \$50,000.

The collection development line item will be changed to \$250,000 and \$50,000 will be moved to building operations.

Upon a motion by Julie Mills Worthey, seconded by Marcia Dupree the board approved reducing the line item for collection development by \$50,000 and reallocating it to building operations.

Dr. Tyson said at the next meeting the additional line items reallocated to building operations will be voted on. The motion passed unanimously.

Dr. Tyson asked Juan Jaramillo to make adjustments to the line item for personnel benefits.

Na'im Tyson said there had been discussions to reapply for central library status.

Carolyn Karwoski said that a waiver was filed in 2012. The library did not receive any central library funds for 2012 and 2013.

The previous director had asked WLS to manage the funds. She said she changed that.

Mrs. Karwoski said she thinks WLS will get money for 2012 and 2013.

Dr. Tyson said that the WLS meeting minutes are talking about a digital central library.

Carolyn Karwoski said that most of the central library funds are now going to digital. Terry Kirchner has asked to do a study on using the entire central library fund for digital. She said most may go to e-books, which are very expensive.

Dr. Tyson asked Mrs. Karwoski if it were her opinion that we should reapply for central library status given more money will go to electronic resources.

Carolyn Karwoski said right now the money is being allocated to non-fiction books to be used by the member libraries.

We have a huge collection of central library books that are used quite frequently. A lot of time is spent by the staff pulling these books.

The library only receives about \$11,000 of the central library money, which is different from years ago.

Julie Mills Worthey asked as the central library did we have to maintain government documents.

Gary Newman said that the library is a government documents depository, which has nothing to do with being a central library.

Julie Mills Worthey said that the historical status may be emotional, but she can't help but feel we should not go down without a fight.

Carolyn Karwoski said as part of our history we should go after it. She said she does not know when the application is done, but will ask Terry Kirchner.

Julie Mills Worthey asked isn't it a huge incentive for WLS to want to see our status go so they can get the central library funds.

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Carolyn Karwoski said that we have a materials collection to support the central library status going forward.

Mrs. Mills Worthey said even if there is a digital collection, it has to be monitored by someone.

Mrs. Karwoski said that WLS controls the digital. WLS controls the databases. Mount Vernon has some separate titles that are only for us.

Carolyn Karwoski said that we would need money for staffing. She said she does not see WLS turning over the money.

Mrs. Karwoski said that applications may be at PLDA. Dr. Tyson asked when the next meeting was.

Julie Mills Worthey asked Carolyn Karwoski to reach out to Mount Vernon WLS Trustee, Chris Hansen for information on the trustee meeting. Carolyn Karwoski said she will reach out to Terry Kirchner and Chris Hansen to see if it was discussed at the last board meeting.

Dr. Tyson said that he had served on the board with Julie Mills Worthey and Marcia Dupree for over two years. He is in their eternal debt. He wished them both well in their endeavors and asked that they continue to support the library.

ADJOURNMENT:

The meeting ended at 8:29 pm.

Respectfully

Carolyn Karwoski
Secretary