

BOARD OF TRUSTEES MEETING

February 19, 2014

6:30 PM

MINUTES

Na'im Tyson, who presided, called the meeting to order at 6:48 pm.

Present were: Dawn Cancellieri, and David Ockene

Absent were: Marcia Dupree and Julie Mills Worthey

Also present: Gary Newman, CSEA Unit President; Patricia Hansen, Tamara Stewart, Library Patron; David Cambillo, Library Staff; Juan Jaramillo, Chief Account Clerk, and Mary Harper, Administrative Assistant

MINUTES:

Approval of the minutes of the meeting of January 15, 2014 was tabled due to a lack of a quorum.

PERIOD OF PUBLIC EXPRESSION:

Tamara Stewart asked for clarification about the Open House on February 24, 2014. She said that people are asking her about it.

Na'im Tyson said that Carolyn Karwoski will be hosting the reception and will be giving remarks. He said that he will also be giving remarks.

Dr. Tyson said it is a chance to see all of the new improvements in the library and it is also the kick-off for the budget vote campaign.

Ms. Stewart said that there is a competing reception the same day and same time at city hall for the art exhibit.

Na'im Tyson said that the city council has a liaison to the library and he hopes he plans to attend.

PRESIDENT'S REPORT:

Na'im Tyson said that he has been in touch with Libby Post. He said there are projects for the trustees to work on. The vote is still scheduled for the last Tuesday in April.

Dr. Tyson introduced new trustee David Ockene. Since there is not a quorum, Mr. Ockene cannot be sworn in at this meeting.

Na'im Tyson said that he had toured the library with Jesse Van Lew. He presented a resolution for snow removal from the library's roof.

TREASURER'S REPORT:

Juan Jaramillo said that the 2013 budget was 3.35 million. He said that the city had put in a little more. There was a surplus for 2012 through 2013 of \$420,000.

Salaries for the maintenance department had been understated. Due to a shortage of staff, there is a lot of overtime.

Library materials are understated by about \$24,000.

The line for building operations is overstated by about \$144,000.

Na'im Tyson asked was the Dormitory Authority grant included. Mr. Jaramillo said it was included. It has been approved and we are waiting for reimbursements.

Only \$200,000 had been budgeted for retirement, but the library had to pay an extra \$52,000 for retirement incentive installments for a two year period.

The line item for personnel benefits is way overstated by over \$160,000.

Mr. Jaramillo said that we still have a surplus even though we are over in retirement and benefits.

The line for custodial expensed is also over by about \$17,000.

Na'im Tyson asked if Juan Jaramillo could have the purchase orders written every month. He said that he noticed some items that could be ordered from Staples.

Mr. Jaramillo said that Jesse Van Lew wants control over maintenance purchases and he says that the quality of the materials from Staples is not up to par.

Dr. Tyson said some of the items ordered are name brands.

Mr. Jaramillo said there are a lot of issues. Jesse Van Lew wants control of his department. Dr. Tyson said that the issue is where to order the merchandise from, not that he can't order.

Juan Jaramillo said if the business office gets a monthly budget it is up to Mr. Van Lew to stay within that budget.

Dr. Tyson said that he wants to place orders only twice a month.

David Ockene asked if any ordering was done through WLS or does the library do its own ordering.

Dr. Tyson said for Mount Vernon, the library does its own ordering. He said that certain things can be ordered through incentives.

Juan Jaramillo said that there are a lot of issues that need to be looked into. He said there are certain items, ordered, like the uniform supplier Aramark that we don't know what we are paying for.

Dr. Tyson asked Juan Jaramillo about the timeline for the summary report.

Mr. Jaramillo said at least another two weeks.

Dr. Tyson said that he would run it by Libby Post. It is needed for the marketing materials.

Juan Jaramillo said that he is working with the director on the budget.

Mr. Jaramillo said the children's room updates should be done by next week. They are finishing the painting, carpeting and furniture.

David Ockene asked if there was some ordering done system wide.

Dr. Tyson said that some items are ordered through the county. Technical support and cyber corner service are purchased through WLS.

Juan Jaramillo said that we pay so much more money for computers through WLS.

Dr. Tyson said that he would discuss this with Mr. Jaramillo, because we must come up with an alternative.

TRUSTEE REMARKS:

Dawn Cancellieri said that she would want to sit in on the meeting with Juan to talk about the fees. Dr. Tyson said that it may have to be an agenda item for the next meeting. Dr. Tyson asked if we have to make the switch this year or wait until next year.

Juan Jaramillo said that the first payment to WLS was for six months. Dr. Tyson asked if the switch could be postponed until May and then make a decision.

Mr. Jaramillo said that the only concern is that we don't know what the consequences will be.

David Ockene asked if we switched from WLS will we still be able to keep all of the databases

David Cambillo said that WLS has databases for all of the 38 libraries. Even if we cut the computers, we still have access to the databases. He said that WLS charges for everything and it adds up.

He said that the computers in cyber corner are set up and working and we don't need the parallel computers. We are using our own computers and they work fine.

Dr. Tyson said that David Cambillo would have to create a Mount Vernon Public Library network and still maintain access to the WLS database.

Tamara Stewart said that a lot of what gets bundled with WLS is catalogs and technology. WLS puts them together in a simplified way. There is more than just terminal and tech assistance. She said she does not know if you can still have shared access to their computers.

David Cambillo said that the public computers do not need access to WLS...

Juan Jaramillo said that the library's paying for 39 WLS computers.

Dawn Cancellieri asked does it matter if we are not part of the system. Would we be cut off from the materials?

Dr. Tyson said that Mount Vernon Public Library would have to do the entire network themselves.

OLD BUSINESS:

The last update from the tax attorney is that we have been reinstated. We are still looking for the retroactive status to be approved.

David Ockene asked what the retro status enabled us to do. Dr. Tyson said it covers any small donations that may have come in during that time period.

The IRS reserves the right to come back and review and charge fees.

Mary Harper said the fire/emergency policy was sent to management and was due to be reviewed and discussed at the management meeting that was scheduled for this Friday.

The fire commissioner has been contacted regarding having someone come to speak to the staff about emergency and fire procedures. The director wanted to have a fire safety presentation at the March staff meeting.

Juan Jaramillo said that he is working on the dormitory authority grant. The stairs have been done. The children's room furniture should be done by next week and the doors should be done by the end of March.

Dr. Tyson asked what the warranty for the doors was. He asked what the warranty was on the locking mechanisms and the frames. Mr. Jaramillo said that he had not received that information yet.

Dr. Tyson said that the Board may need to write a letter.

Gary Newman questioned why David Ockene could not be sworn in as a trustee. He said in the past there have been boards with less than a quorum. He asked how new membership was added then.

Dr. Tyson said in David Ockene and Dawn Cancellieri's cases, he wanted to make sure that things were done right. David Ockene was appointed, but the entire board would have to vote to agree. He said that he wants to make sure we are not challenged; particularly when the budget vote comes up.

David Cambillo gave a demonstration of a PAC computer that was running with raspberry pi. Dr. Tyson asked if updates could be automated. He said that WLS computers must have an IP address assigned to each hardware address.

David Cambillo said the raspberry pi gave access to the catalogs, but not the WLS database. It is doable if more permission is given. He said that he wants to get feedback from patrons. If the computers are not fast enough, then it is not worth it.

Mr. Cambillo said that the children's room computers are Mount Vernon computers, and they work just fine. WLS charges per computer for software.

Juan Jaramillo questioned how we would get the Microsoft office that is on the WLS computers.

David Cambillo said that licenses can be gotten through Tech Corp for an inexpensive price. He said they can also be gotten through CDW.

Na'im Tyson asked if the budget would be ready by March. Juan Jaramillo said that he would have it. Dr. Tyson said it is 2.8 million and Carolyn Karwoski said that it would go through September only.

Na'im Tyson said that it is risky for the maintenance department to remove the snow from the library roof. They have not had the opportunity to explore the various layers. He said he does not think the library staff will be able to do this. He said that the resolution was to get the board's approval for snow removal.

If the snow starts melting, it can cause problems. David Cambillo said that it is already leaking.

Dr. Tyson said that the conditions of the ladder to the roof are kind of wobbly.

Dr. Tyson said that Juan Jaramillo should get together with Jesse Van Lew to find a roofing company. He said that the work must be done on a Saturday, which is a low traffic day.

Dr. Tyson said that Mr. Jaramillo should contact Oscar as the point person, but also have Jesse find another name.

David Ockene asked if a specific price maximum had to be authorized.

Na'im Tyson said that we have to coordinate with maintenance. If any snow falls off the roof, then maintenance has to pick it up.

Tamara Stewart asked if leeway could be given for it to be done on a Sunday.

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Dr. Tyson said that he was hesitant for a Sunday, because you would need enough maintenance staff to pick up the snow.

Ms. Stewart said that this may be a better option to consider, even if it is more money.

ADJOURNMENT:

The meeting was adjourned at 7:48 pm.

Respectfully

Cawlyn Karwoska

Secretary