

SPECIAL BOARD OF TRUSTEES MEETING

February 27, 2014

6:30 PM

MINUTES

Na'im Tyson, who presided, called the meeting to order at 6:35pm.

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

Absent was: Dawn Cancellieri,

Also present: Mary Harper, Administrative Assistant

MINUTES:

The minutes of the meeting of January 15, 2014 were approved upon a motion by Julie Mills Worthey, seconded by Marcia Dupree.

COORESPONDENCE:

Na'im Tyson said he received an email from Chase Bank, but he needed to have access to the token in order to review it.

DIRECTOR'S REPORT:

Library Carolyn Karwoski reported the following:

After spending most of January working to hold onto our funding for 2014, the Mount Vernon 2014 budget was finally passed and the library held onto \$2.8 million allocation for the year. She was concerned that the council might cut our budget but it held. This funding is to cover the first 9 months of the year with the option to seek \$500,000 in additional funding if our first budget vote fails to pass.

This will be a very tight year for us financially but we plan to look for reductions in operating costs so that we can maintain staff, collections and programs.

This month begins our efforts to win our budget vote. At the end of January we invited staff, Friends, Board members as well as community leaders and dedicated patrons to participate in our budget campaign. Photographer John Rizzo came to the library for 2 days to take photos of all the participants. These photos will be used in our marketing campaign, which begins with posters that have been designed by Libby Post. You can now see these posters up around the library. John is a very skilled photographer and he has taken some really amazing photos for the campaign. These photos will also be used on postcards and bookmarks as well as part of the education marketing plan.

She attended ALA Midwinter Conference in Philadelphia at the end of January. It was a bitter cold and snowy time which made getting back and forth to the convention center somewhat difficult. Mrs. Karwoski met with ILS vendors Polaris as well as Innovative, 2 of the 3 top runners for our ILS next year. This is a very important decision for WLS and needs much staff input into the needs of WLS as well as the library. The Director's committee has prepared a newsletter describing the process which is attached to this report. She also was able to network with other library directors and to attend some administrative meetings on advocacy and innovation. She also picked up many finished books for the library's collections. Since she drove to Philadelphia, she had plenty of room to load up her car with materials for the library and had opportunities to meet with some major publishers as well as attend several publishers' events. It was a good conference, well worth attending!

The library had several programs planned to celebrate Black History Month including an author program and the Friends' program. The Friends booked M & M Productions to perform the play, "Having our Say" which featured the Delaney sisters of Mount Vernon. We had many discussions on space concerns for the play. We were able to get 80 chairs into the community room but we wanted to offer this play to whoever wanted to watch.

To do this, Mrs. Karwoski felt if we could get a flat screen hooked up in the Doric Hall, we could offer more space for our patrons to watch the play. The Friends were able to get Prisco's Appliance Store to offer us a 50 inch flat screen for cost. So we took advantage of this and purchased the TV with the Friends for the library. Leroy manned a camera in the community room and we were able to have a live feed of the play on the flat screen. We put out 25 chairs and many were taken during the performance. After the performance we had a wonderful discussion with Delaney family members and neighbors. It was wonderful to hear these personal stories about the sisters. Overall this was a 5 star program with over 100 people in attendance. This was followed with a reception in the trustee room.

All the snow over the past few weeks caused the library to be closed. This was unfortunate but the ice and poor snow removal meant getting around the city was extremely difficult. This period also has caused us to realize that we need a more efficient way to notify staff about delays and closures. We need to improve our phone system to include a call-in line for emergency. Also she would like to see what programs are out there to offer staff text messaging. These as well as updating emergency procedures are on our upcoming list of items to work on in the next few months.

The Central Library Committee had a meeting this month. We have not met for quite some time, so it was good to get together. We want to analyze and look at the electronic resources that are purchased with Central Library Funds. Because the Maintenance of Effort waiver has not been decided, there is no central library fund for this year. Last year we had funds left from previous years. So without this budget book purchasing on the non-fiction level will be reduced. Carolyn Karwoski had a discussion with DLD and the State Librarian a few weeks ago. We talked about the upcoming budget vote and the MOE. He was going to look into the situation and see if it can be pushed along. Of course if the MOE fails, the library will lose the Central Library status, which is a large part of our history. We will have to wait and see what happens. She is hoping that it passes because we are moving ahead with the budget vote.

Also this month, she brought back to full-time status, Rebecca Steere. She is working under Nishan Stepak and her primary duties are to update and the web site as well as develop and teach computer classes and expand programming. Rebecca is a very skilled librarian and having her will alleviate some of the adult and reference staffing needs. Ultimately I hope to have her do some time with Nishan on the Cybercorner help desk. Also losing Marc Rodriguez's means we had to move Abe Ramsey to the computer lab, which leaves cybercorner unattended. We are looking to possibly adding some afternoon computer help but will have to work to see if this is possible.

Mrs. Karwoski also posted the Assistant Library Director position on the website and out on the librarian job lists sites. So far we have had a handful of applicants. I hope to begin interviewing mid-March for this position. This depends upon my return to work after my accident which resulted in my breaking my ankle which needed surgery to repair.

David Ockene asked what the maintenance of effort agreement was.

Dr. Tyson it is a requirement in New York State Law saying all libraries must be funded at 95% of the previous year's budget. If this is violated then the library must ask for maintenance of effort waiver. to show that the city cannot meet its obligation

The waiver was submitted to the deputy comptroller who completed it and sent it to WLS Director, Terry Kirchner who forwarded it to the state. The waiver has not been approved by the Division of Library Development. We do not know if we still have our central library status.

Julie Mills Worthey asked if the board could see the entire package that was sent to the State. She said there is concern with so much interest in the central library status that WLS may view this as an opportunity to obtain the status.

Dr. Tyson said that he would request the forms from Terry Kirchner. He said that he would send an email to Carolyn Karwoski to contact Barbara Lilley.

Mrs. Mills Worthey asked if former employee Marc Rodrigues assisted at the cyber corner. Dr. Tyson said he would contact the director to see what happened.

David Ockene asked who determines snow closings.

Na'im Tyson said there has been a debate. Usually if city hall closes the library closes. There is always an issue on what time that would be.

Mr. Ockene asked if there were any ties between the school system and city hall.

Julie Mills Worthey said she does not know if there is any tie between the school and the city. She said that she thinks you would hear about the school closing first.

Mr. Ockene asked is there an onus on the staff to contact the library or vice versa.

Na'im Tyson said that Mary Harper contacts the department heads.

Mrs. Mills Worthey said there is a phone tree.

Dr. Tyson said in an ideal world, we would like to have it where you could have a phone system that notifies everyone; an automated system that can be programmed to put in any type of message.

Mr. Ockene asked if the board had input into the job descriptions, especially Assistant Director.

Dr. Tyson said yes. He said that any job description has to go through civil service. They have monthly meetings and you have to get on the agenda and submit your information.

Julie Mills Worthey said that she did not know about the current submission.

Julie Mills Worthey asked what the life expectancy of the current phone system was.

Dr. Tyson said maybe another year. He said that he had received several quotes from different companies. Avaya phone system came to the library and looked at all of the handsets and hardware. They submitted a quote.

Na'im Tyson said that the surplus in the budget was not used for this. He said that he does not know how much of the surplus the city would allow us to use.

Julie Mills Worthey asked if the cost of the telephone system was anticipated in the 2015 budget.

Dr. Tyson said that he had suggested to the director that the budget figures go higher.

Julie Mills Worthey asked did we have figures for the update of the bathroom or the sprinkler system.

Na'im Tyson said that we have old quotes, but not updated figures

David Ockene asked if Carolyn Karwoski made the decision to take away purchases from non-fiction and not fiction. Dr. Tyson said that he assumes it is in conjunction with the department heads to determine where the cuts occur.

PRESIDENT'S REPORT:

Dr. Tyson said that he had received the snow removal proposal.

Dr. Tyson thanked David Ockene for giving the speech for him at the library's Open House. He said that there is a strategy meeting with the Friends on March 3rd at 3:00 pm.

The trustees questioned why they did not receive invitations to the Open House. David Ockene asked if the library was looking for the widest audience possible. Na'im Tyson said that they were promised two things, an email and a hard copy of the invitation. He said that it would have been nice for former trustees to attend. He said that there was no agenda on the postcard he reviewed.

Dr. Tyson said that the Open House was originally intended as a celebration of Carolyn Karwoski's first year, plus the budget vote kick-off.

David Ockene said that he occasionally gets email from the library about what's going on. He said you would think people on the eblast would have gotten an invitation.

Julie Mills Worthey said that she wants Libby Post to explain what process she is using. Mrs. Mills Worthey said that she no longer receives any eblasts. She said at one time we were working on the eblast list, but it does not seem like it is being used.

OLD BUSINESS:

Na'im Tyson said that David Ockene is aware that his position of trustee is only through April 2014 after which Mr. Ockene can petition to be elected for a full term.

Dr. Tyson administered the trustee oath of office to new trustee David Ockene.

Na'im Tyson said that there is snow and ice on the library roof. Juan Jaramillo was asked to find quotes for its removal. Dr. Tyson said that he would like to remove as much as possible. If the snow melts and seeps through the small cracks this could be a problem.

Dr. Tyson said that Titan contractors who were reference by Oscar had submitted a quote for \$4,700. He said that the company should be bonded and insured. He will check. Julie Mills Worthey said they also have to be licensed in Westchester County. She said lets check to see if all are licensed, bonded and insured.

Marcia Dupree asked once the snow is off the roof where does it go. Dr. Tyson said that the snow is shoveled off of the side. Maintenance must be on site to ensure safety with the snow coming down.

Julie Mills Worthey asked where we were with the roof repairs. Na'im said that we never heard back from DPW.

Mrs. Mills Worthey asked how it was that we thought DPW could do the work. Dr. Tyson said that he believes someone from there came to inspect the roof.

Julie Mills Worthey said that she is not comfortable with DPW's ability to do the work. Not only to do the repairs, but to do them so the roof warranty survives. She said whoever does the repairs must coordinate with the roof warranty company.

Dr. Tyson said that we will have to have the person from the warranty company come back and explain what is needed.

Mrs. Mills Worthey said that the roof warranty company was sold and the new company claims these repairs are not part of the warranty.

Dr. Tyson said that the Corporation Counsel called the warranty company, but they still did not comply.

David Ockene asked if the city or general counsel could enforce the warranty.

Julie Mills Worthey said that we have not been able to get the corporation counsel to act as the library counsel. She said that the library may need general counsel to enforce it.

She said she is not convinced that the repairs needed are not part of the warranty.

David Ockene asked would the change in the library's status affect its relationship with the city. Mrs. Mills Worthey said that the city may pull back a lot.

Upon a motion by Julie Mills Worthey, seconded by Marcia Dupree the board approved moving forward with the contract from Titan; with the provision that the company is licensed, bonded and insured. The vote passed 4 to 0.

Na'im Tyson said that there are issues with maintenance and the business office. He said that he thinks the proposal would go a long way to solve this.

Dr. Tyson said that the maintenance supply budget was over by \$17,000.

Julie Mills Worthey asked do we have any idea where the money is being expended. Dr. Tyson said no.

Mrs. Mills Worthey said she knows there is a need for some major equipment.

She asked if the board could get an analysis of where that money went in 2013-14. Dr. Tyson said he did not get this from Juan, only that Aramark may have some erroneous charges.

Dr. Tyson said that he does not know the reach of the problem, but certain items can be ordered through Staples.

Mrs. Mills Worthey asked if Dr. Tyson knew if the overage was from equipment. He said he does not know.

Julie Mills Worthey said that asking for reports seems to become a major project. She said that she thought the software could generate reports. The software actually tracks every invoice.

Julie Mills Worthey said that she recommend that in the spring Juan Jaramillo receive some additional training. Dr. Tyson suggested Mr. Jaramillo go to an Intuit seminar.

Marcia Dupree asked wasn't there any technical support that could be gotten over the phone.

Dr. Tyson said that he does not know if the free technical support is done and we may have to pay for individual instances. He said he is not notified as often when there are problems.

Mrs. Mills Worthey said that we need to know if Juan Jaramillo does not have the skill set what we need to do to get there

David Ockene asked if the budget supplies were for the fiscal year and is it the same as the calendar year. Dr. Tyson said yes.

Mr. Ockene asked if they were approved before they were ordered. Dr. Tyson said this is what he wants to do. He said that we need to track and approve before ordering.

David Ockene said in other words Jesse Van Lew orders without supervision

Dr. Tyson said that Carolyn Karwoski and Juan Jaramillo have tried to get Mr. Van Lew to order from Staples, but it does not work.

David Ockene asked if the proposal was to rectify that Jesse Van Lew has to get approval before ordering on his own.

Dr. Tyson said that he wants the purchase orders submitted to Carolyn Karwoski or the head of the business office. If it's approved it would go to Debbie Harris for ordering; through Staples if possible; if not go to vendor with purchase order.

Na'im Tyson said that the board has the final approval of the invoice even if Mrs. Karwoski is not here the board can approve.

Mr. Ockene asked if anything else follows this procedure Dr. Tyson said office supplies.

Julie Mills Worthey said that historically when there have been line item questions it has been about maintenance. There is a progression of steps the board has been taking over the years to get a handle on this.

Julie Mills Worthey said that she is not abandoning the concept that some of the day to day cleaning would be cheaper if contracted out.

David Ockene asked was there a comparison between Staples and WB Mason.

Dr. Tyson said that we still do some ordering with WB Mason; only with Staples some items have a cash back incentive.

The board approved the resolution for maintenance supply ordering.

Resolution

Mount Vernon Board of Trustees

Resolution: Budget 2014-02-27

Topic: Ordering of Maintenance Supplies

Proposal for Maintenance Supply Ordering

Board of Trustees & Patrons,

Concerned with the rising costs of maintenance supplies, and given that the 2013 budget for these supplies was over its limit,

Whereas the library receives significant discounts from Staples for items that have been occasionally purchased from higher priced vendors,

Whereas the Chief Account Clerk has attempted to stem costs to no avail,

Whereas the current library budget situation requires; now, therefore, be it

Resolved, that ordering of Maintenance Supplies:

1. requires purchase orders from the Maintenance Department to be submitted to the Library Director and/or Presiding Administrative Officer in the Business Office for approval;
2. requires the Presiding Administrative Officer to submit purchase orders to vendors, or use the Staples online system where appropriate;
3. requires final approval of the invoice by the Library Director or the Board of Trustees; and
4. requires that the Presiding Administrative Officer provides quarterly reports – corresponding to the library's fiscal quarters – to the Maintenance Department for their reference;

Further Resolved, all vendors of maintenance supplies shall be notified in writing that this policy will take effect on March 1st, 2014.

Submitted by: Na'im R. Tyson, PhD

Action taken: Unanimously passed

Date: 2/27/2014

Effective Time Period March 2014

ADJOURNMENT:

The meeting was adjourned at 7:35pm.

Respectfully

Carolyn Karwowski
Secretary