

# MOUNT VERNON

PUBLIC LIBRARY

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## BOARD OF TRUSTEES MEETING

March 19, 2014

6:30 PM

MINUTES

Na'im Tyson, who presided, called the meeting to order at 6:37 pm.

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

Also present: Gary Newman, CSEA Unit President; Tamara Stewart, Library Patron; Carolyn Karwoski, Library Director; Juan Jaramillo, Chief Account Clerk, and Mary Harper, Administrative Assistant

### MINUTES:

The minutes of the meeting of February 19, 2014 were approved upon a motion by David Ockene seconded by Dawn Cancellieri.

The minutes of the special meeting of February 27, 2014 were approved as amended upon a motion by David Ockene, seconded by Dawn Cancellieri.

### COORESPONDENCE:

Dr. Tyson received an email from Chase Bank. He requested the token from the business office so he could access the email.

### DIRECTOR'S REPORT:

Since returning to work 2 weeks ago, she has been concentrating on the upcoming budget vote as well as working on summer programming and finalizing the 2014 budget. She has also worked on a very time consuming final report for the Muslim Grant which has been filed with the American Library Association Grant Office.

Denise and the Children's team have been designing programming and the reading program for summer of 2014. The theme is "Fizz, Boom, Read!" and staff are working to provide an innovative and exciting summer long program for children, tweens and teens. This upcoming program will be much different than past years and should be very exciting and enjoyable for participants. Denise and her staff are also doing outreach in the community. They have been attending community meetings and are participating in school programs. These community partnerships are very important for our service plan and the upcoming vote.

The upcoming budget vote and all that it entails has been an ongoing commitment of time to get all we need to complete on our time table. We have had a planning meeting with the Friends, who are our ambassadors to the community going forward. They have been distributing our posters throughout the community, asking local businesses, churches and organizations to put up the posters. So far participation has been strong and they are finding the community for the most part very supportive. She has been working with our attorney, Bob Schofield as well as Libby Post, to get our legal notices

ready to send out to the press. We are also working with Alice Patterson, who will help train Debbie Harris to handle the details of the voting process.

Also she reported that there is a real possibility that our 501©(3) status will be reinstated retroactively. There was a request from the IRS for affirmation that we filed our missing 990 forms. Since she was able to report that the forms were filed and that we will continue to file these forms to the IRS, we have an excellent chance of full restoration.

She and Juan have been working on finalizing the budget for 2014. One of the changes that you will see this evening is a change in the line items. We have removed old CLD designations since any money we will see from the central library status would be for non-fiction books only. Since we have not heard anything on the maintenance of effort waiver, we will not receive any CLD book funds for this year. Westchester Libraries has not received this money for the past 2 years and will not until the MOE waiver has been decided. We have also clarified some of the line items and added line items to have a more informed understanding of our budget. We are also working with our proposed budget amount for the upcoming budget vote. We will present our 2015 budget in April.

#### Addendum: The Strategic Plan

The Strategic Plan process is very involved and necessary to create the 21<sup>st</sup> century library in Mount Vernon. Every process of our current library mission and practice will need to be questioned. The whole point of writing a new plan is not to just have one but to actually use this plan to offer services, programs and materials to our library patrons. We will analyze library operations, library collections, programming for all ages, prioritizing library services, new service options, strengths, area of improvement and the allocation of resources to implement the plan. This plan will be researched and written over the next months and will be impacted by what happens in the budget vote. This plan will be our primary management tool for the library to accomplish our mission over the next 5 years. This means we have to examine what has been happening in our community and how this will affect needed changes to library practice. We cannot take shortcuts in writing our plan and participation is needed by the Board, staff, patrons, nonusers and if possible community leaders. Once this plan is written, we then need to discuss how we will implement the plan for success. The procedure that we will follow is contained in the book, “Strategic Planning for Results” by Sandra Nelson.

Beginning with the April Board meeting, The director will present the outline to research and write the plan. This process will be designed to include all stakeholders working together to make important decisions about service priorities, values and organizational capacity. Listed below are the steps involved:

1. Design the Planning Process
2. Start the Planning Process
3. Identify Community Needs (Focus Groups and community survey)
4. Select the service response
5. Prepare for change
6. Consider Library Values and Mission
7. Write Goals and Objectives

8. Identify Organizational competencies
9. Write the strategic plan and obtain approval from the Board
10. Communicate the results of the planning process
11. Implement the new strategic plan for results

Carolyn Karwoski said that part of the planning process was to do a survey. While we don't have the money to hire a firm; Libby Post thinks we can do it through Survey Monkey. She said that she is working out the questions for the next meeting. She is hoping once they are completed a committee can get started on the strategic plan. Mrs. Karwoski said that she would need the board input as well.

Julie Mills Worthey requested that Denise Lyles be prepared to answer questions when she gives her report on the summer programming.

Mrs. Mills Worthey said that the "Friends" have been diligent, but she has not seen any publicity about the budget vote in the neighborhood. Tamara Stewart said that Ruth Shire had done some publicity.

Carolyn Karwoski said that Food Bazaar has asked the library to have a table at their program.

Julie Mills Worthey asked about the library's eblast list. Carolyn Karwoski said that she is working on getting a new list. She said she is working with Nishan Stepak and Leroy Lea to coordinate the email blast.

Dr. Tyson asked if Mrs. Karwoski could look into email being sent to the administrator so people can sign up.

Julie Mills Worthey said that she was concerned about doing the survey when we don't have a competent list. How do we know what patrons are using other libraries.

Carolyn Karwoski said that she knows that some Mount Vernon patrons are using Bronxville. There is an issue with parking. She said that we need to get our patrons back.

Na'im Tyson said that there is a municipal parking lot between the church and YMCA on 2<sup>nd</sup> Avenue. Julie Mills Worthey asked what they would like to see in a parking lot to make it more user friendly. Dr. Tyson said automated parking.

Carolyn Karwoski said she thought perhaps she could work something out with the city for the 2nd avenue lot. Mrs. Mills Worthey said that maybe they would be willing to set aside some spaces.

Tamara Stewart asked about sharing some space in the post office parking lot, which is empty most of the day.

Carolyn Karwoski said that she was going to have dialogue with the postmaster about parking for the budget vote.

David Ockene asked about the cost of parking in the Metro North lot. Tamara Stewart said that there was free parking going south on 2<sup>nd</sup> avenue. Mrs. Karwoski said that she does not feel there will be that much free parking. Julie Mills Worthey asked if the Community Bank might give some spaces.

David Ockene asked about cuts to the non-fiction books and if we were only spending on fiction books a few months ago.

Mrs. Karwoski said there is a balance to what we are buying. We don't have money and have to be very selective. Fiction is the strongest selling item. She said we need to buy popular non-fiction.

Carolyn Karwoski said if we pass our budget, then we will get the money.

Na'im Tyson asked about the conversation about missing IRS form 990. Mrs. Karwoski said that they are not missing; we had to ascertain that we had them. She said that the IRS and the tax attorney also have them.

Dr. Tyson asked if the same time for the decision was 60 to 90 days. Mrs. Karwoski said that she would check with the tax attorney.

Na'im Tyson asked if Mrs. Karwoski had the CLD development plan for 2012-2016. She said yes.

Dr. Tyson asked about staff comments for the strategic plan. Mrs. Karwoski said that she could discuss them at the management meeting. She said she has some comments from the staff focus groups.

Mrs. Mills Worthey asked about contact with the Mayor's transition team. She asked if someone was appointed to be a liaison.

Carolyn Karwoski said that she has not had contact with the person. She said that she is not sure if the council would be willing to participate.

Dr. Tyson asked when they could get the names for the survey. Carolyn Karwoski said that she is compiling them.

Na'im Tyson said that there was a small problem with access to the Muslim Journey's online grant. Carolyn Karwoski said that she had reestablished access to the original grant and was able to file the final papers.

Dr. Tyson said that the board had the check signing schedule until the end of April. Mrs. Worthey said if no one was designated, she could come in on Friday.

Na'im Tyson asked Dawn Cancellieri to find out when the home association meetings were, so he can get the schedule.

Carolyn Karwoski said that she was working on getting someone to go to the one scheduled for Friday night.

Dr. Tyson asked about the Wartburg. Mrs. Karwoski said that she would send someone there

Dr. Tyson asked was there any discussion about busing for seniors for the vote?

Carolyn Karwoski said those who are mobile can look into busing, the others may get absentee ballots.

Na'im Tyson said that he is still looking for advanced Intuit training.

Julie Mills Worthey said there was conversation about trustee appearances for the budget vote, but can we say we are trustees.

Carolyn Karwoski said that she will check with Libby Post. She said it depends on the role the trustee is in at the time; trustee or private.

Mrs. Mills Worthey said she was thinking they could make a presentation to the board of education.

David Ockene said that he had received an email regarding the trustee nominating petitions and was told to hold off. He said the deadline is April 7<sup>th</sup>.

Dawn Cancellieri said that she understood the language would be changed and we would get new petitions

Julie Mills Worthey said if the petition forms on the website are not valid, then the public needs to know. She asked if there weren't a time issue on when the notices are going out.

Carolyn Karwoski said yes, they are going out tomorrow.

Mrs. Mills Worthey said if someone is interested in running for trustee, she cannot see two weeks as enough time for notice.

#### TREASURER'S REPORT

Juan Jaramillo said that he was concerned with the figures from the city he said they were overstated. The city put in money to cover the cost of the retirement incentive.

In the line item for library operations, a payment was made to WLS. The insurance is only paid once a year It was paid in January.

#### TRUSTEE REMARKS:

Dr. Tyson asked who does the library website. Carolyn Karwoski said that David Cambillo and Leroy Lea put up the information and Rebecca Steere does the content.

#### OLD BUSINESS:

Na'im Tyson said that there are concerns with the tax attorney. He has crafted a resolution and is not satisfied with his performance. He asked if the board wanted to wait for IRS response.

Julie Mills Worthey asked what else was there for the tax attorney to do. She said we have asked about corporate responsibilities.

Dr. Tyson said that we never had a formal resolution to fill out the 1120 forms from June 2011 to February 2012.

He said he does not know if any fines are associated with the filing.

Julie Mills Worthey asked if this were something the tax attorney was supposed to do.

Carolyn Karwoski said that Michael Weitzner suggested the account fill them out.

Dr. Tyson said that the other issue is the state liability during that time.

Mrs. Mills Worthey said that these are things the tax attorney was supposed to answer.

Dr. Tyson said that the submitting the 1120's is contingent on the retro reinstatement. The IRS reserves the right to come after you if the retro is not reinstated.

Carolyn Karwoski said that Michael Weitzner feels that the fines could be waived.

Julie Mills Worthey asked what the cost would be to be over complaint.

Carolyn Karwoski said it is going to cost. The last 990 forms filed by the accountant cost \$990 dollars.

Dr. Tyson said the purpose of the resolution is do we file tax forms.

Carolyn Karwoski said that she would talk to the tax attorney about whether we have to file and what the cost would be.

Dr. Tyson said the question is whether we do and who does it.

Na'im Tyson said that the alternative is to table the resolution to include who will do it. Table until we get more information.

David Ockene asked if we table what is likely to happen or not happen until then. Na'im Tyson said that the IRS can take weeks or months.

Julie Mills Worthey said she does not see any reason not to vote on the tax attorney resolution. She understands the director has to get more information, but it can be done before March 28<sup>th</sup>.

She said that she would like to have the outstanding questions answered. We hired an attorney. He needs to answer in writing.

Upon a motion by Julie Mills Worthey, seconded by Dawn Cancellieri the board approved the tax attorney resolution.

Mount Vernon Board of Trustees

Resolution: Budget and Finance 2014-03-19

Topic: Library Tax Attorney Status

### **Discontinuation of Library Tax Attorney Services**

Board of Trustees & Patrons,

Given that the current tax attorney for the library, Michael Weitzner, has confirmed the library's 501c3 status, but has left serious questions unanswered,

**Whereas** the attorney has not answered whether the library has any accountability to the state of New York during the period the library was without its 501c3 status, circa June 2011 through March 2012,

**Whereas** the attorney has not provided regular written correspondence to the Board of Trustees as to his progress, now, therefore be it.

**Resolved**, that the library's tax attorney, Michael Weitzner, shall discontinue his service no later than March 28<sup>th</sup>, or within a proper notification period if stipulated in the original retainer agreement.

**Further Resolved**, the library director, Carolyn Karwoski, shall deliver a letter stating the board's intent immediately, and procure all documentation from the attorney that provides detail on the library's progress with the Internal Revenue Service (IRS)

**Submitted by:** Na'im R. Tyson, PhD

**Action taken:**  In Favor  
 Against  
 Abstentions

**Date:** 3/19/2014

The board reviewed the resolution for filing corporate income tax forms. Carolyn Karwoski asked didn't they want to have a negotiation on fines and fees before the resolution.

Julie Mills Worthey said that we can't be charged fines and fees if we don't owe. She said she felt there is a willingness to comply in every respect. We don't owe any corporate tax and were never opened as a corporation. This is further evidence we are a not for profit.

Mrs. Mills Worthey said if the tax accountant is going to charge exorbitant fees, then we would reconsider.

Dawn Cancellieri said if information comes back from the attorney saying we are ready to go, we don't need this. Julie Mills Worthey said only the IRS can tell.

The board moved to table the resolution on filing corporate taxes until the next meeting.

Carolyn Karwoski said that she is scheduling a meeting with the union representative to review emergency procedures. She said she is checking the government website for bomb threats. There was a bomb threat in the library last week.

Mrs. Karwoski said that the bomb threat card from Millie Burns has some gaps. The staff meeting had a presentation by the Fire Marshall and got good input.

The forms for reimbursement for the dormitory authority grant are being handled by Juan Jaramillo. Carolyn Karwoski said that we have to wait for the door to be installed and the weather has been a factor. The entrances will be closed a week for the installation.

Na'im Tyson said that he has to be given the information on the hardware. Carolyn Karwoski said that she still has not received it.

Gary Newman said if the 1<sup>st</sup> avenue door is closed for a week, then plans should be made for the evening staff to be seen safely to the parking lot.

Julie Mills Worthey asked if security would be involved. Carolyn Karwoski said yes.

Mrs. Mills Worthey asked if security would be involved in the emergency procedure meetings. Mrs. Karwoski said yes.

Carolyn Karwoski said she was working on getting supplies through Staples and Amazon. She said she is trying to get away from Celltech which is expensive. She said she will have another conversation with Jesse Van Lew.

Dr. Tyson asked had the vendors received the letters. Mr. Jaramillo said not from his end. Na'im Tyson asked had they been called yet. Mr. Jaramillo said no.

Dr. Tyson said that the board will not sign anymore checks unless a purchase order is sent and approved according to the resolutions.

Juan Jaramillo asked was this just for maintenance issues. Na'im Tyson said everything in maintenance.

Dawn Cancellieri said that we have to make sure that the vendors have something in writing regarding the policy.

Julie Mills Worthey asked what this had to do with the maintenance uniforms.

Carolyn Karwoski said that the uniforms are costing money. Would we rather rent or buy the uniforms. The uniforms are picked up and laundered.

Julie Mills Worthey said that she would like to see a report of uniform expenses over the year for purchasing and laundering.

The Annual Report to the New York State Division of Library Development was reviewed and amended.

Carolyn Karwoski said that WLS is going to be testing the wireless in the library.

Julie Mills Worthey asked about using an extender. She asked if WLS would be willing to invest in the hardware.

Carolyn Karwoski asked if the library had to pay for it. She said she hoped in the future to do more on our own.

Upon a motion by Julie Mills Worthey, seconded by David Ockene, the board approved the Annual Report to the New York State Division of Library Development.

#### Budget Report:

Juan Jaramillo said that maintenance overtime is at 10%. Last year it was more than that.

Na'im Tyson asked about the line item for contingency. Mr. Jaramillo said it is for something extra, but can be removed.

Julie Mills Worthey asked what line contract services are coming out of.

Dr. Tyson said we may have to leave that line because of part-timers.

Juan Jaramillo said there are new budget lines in red.

Carolyn Karwoski said that there are new lines for staff professional training and new memberships. She said that the library should look into being a member of a non profit association.



She said that money has been put in for conferences. It is important that we all keep our skill up.

Mrs. Karwoski said that the line item for terminal maintenance has been changed to WLS membership. Na'im Tyson said he thought there were two separate fees, one for WLS membership and one for terminal maintenance.

Mr. Jaramillo said the line has nothing to do with electronic services.

Julie Mills Worthey asked to please confirm what is included in the WLS membership.

Dr. Tyson asked why there was \$5,000 in furniture. We just purchased new furniture.

Carolyn Karwoski said that there are still issues with staff furniture and she would like to replace some tables.

Dr. Tyson asked could they be refurbished.

Julie Mills Worthey said that Mrs. Karwoski had been extraordinarily successful in getting furniture from other libraries. She asked did she think she could look to them for furniture.

She said we still need the money. Even if we get donations, we still have to go and pick them up.

Mrs. Mills Worthey asked was the shelving used to replace the dangerous areas.

Carolyn Karwoski said it didn't go there.

Julie Mills Worthey said that she felt comfortable, because she thought we had replaced dangerous shelving. This is a priority.

Dr. Tyson asked why the line item for publicity and printing was so high. Mr. Jaramillo said it was something created for the consultant payment, but could be zeroed out.

Carolyn Karwoski said that we still may need it.

She said staff development and training should go into professional funds.

Mrs. Karwoski said she thought we could call capital funds building repairs to distinguish from building operations.

Dr. Tyson asked why it was so high. Juan Jaramillo said that it started at \$90,000.

Julie Mills Worthey said that given what was heard at the last meeting, that the budget would not support capital funds, if it were \$60,000 and stayed she would go with it.

Juan Jaramillo said that professional fees may be overstated at \$106,000. Last year it was budgeted lower and we did not go over.

David Ockene asked if the attorney for the vote was included in professional fees.

Mrs. Mills Worthey said legal advice we have to have. She said she thinks the line should stay in. Things happen throughout the year.

Dr. Tyson asked for additional reports at the next meeting.

Juan Jaramillo asked could the same format be used for the 2015 budget.

Julie Mills Worthey said that she would like to see a separate report for fines and equipment.

Mrs. Mills Worthey asked if Juan Jaramillo was responsible for reconciling the registers. Mr. Jaramillo said Debra Harris does that and gives him a report.

Julie Mills Worthey asked if the 2015 budget gave a better idea of the costs for Sunday Service

Mrs. Karwoski said that she would get the figures.

Mrs. Mills Worthey said there should be an ability to get the figures. Sometimes it seems like a major task.

Juan Jaramillo said the accounting system he is using does not give that ability. He has to take the numbers and plug them into a spreadsheet.

Mrs. Mills Worthey asked if QuickBooks did not have the ability to create custom reports.

Dr. Tyson said advanced training is needed. There are add-ons to that package.

Mrs. Mills Worthey asked if there were plug-ins you could buy that would give the reports.

She asked does QuickBooks have something comparable. She said she can't imagine with such popular software you can't design a report. It seems it loses its value when we have our professional spending time creating reports.

Juan Jaramillo said that he can create spreadsheets from QuickBooks, but it is raw data. They have something new that will allow the transfer of data.

Dr. Tyson said that Juan Jaramillo should find out how much the add-ons cost for the next meeting.

Juan Jaramillo said that retirement and hospital are reflecting the current figure.

Julie Mills Worthey asked when we usually see an increase in lines. Mr. Jaramillo said usually at the end of the year.

The Board moved to enter executive session at 8:42 PM.

The following resolution was recorded.

Mount Vernon Board of Trustees

Resolution: Labor 2014-03-19

Topic: Assistant Library Director Job Posting

### **Postponement of Assistant Library Directory Search**

Board of Trustees & Patrons,

Now that the Assistant Library Director position has been posted since February,

**Whereas** the library's Board of Trustees is heavily engaged in a campaign for its budget and trustee vote,

**Whereas** the library's current budget situation is tenuous due to the decline in contributions from the City of Mount Vernon and the impending outcome of the budget vote,

**Whereas** the Board of Trustees has had the opportunity to scrutinize the current job description and update it accordingly; now, therefore be it,

**Resolved**, that the board will not approve the hiring of an Assistant Library Director before the June board meeting.

**Submitted by:** Na'im R. Tyson, PhD

**Action taken:**  In Favor  
 Against  
 Abstentions

**Date:** 3/19/2014

Respectfully

*Carolyn Karwowski*  
Secretary