

MOUNT VERNON PUBLIC LIBRARY

28 South First Avenue

Mount Vernon, NY 10550

Tel: (914) 668-1840

Fax: (914) 668-1018

BOARD OF TRUSTEES MEETING

April 17, 2013

6:30 PM

MINUTES

Na'im Tyson, who presided, called the meeting to order at 6:36 pm.

Present were: Julie Mills Worthey, and Marcia Dupree

Absent: Millie Burns and Winston Maharaj

Also present: Gary Newman, CSEA Unit President; Troy Muhammad and Tamara Stewart, Library Patrons; Scott Griffith, Leroy Lea, Rebecca Newman and Cheryl Thomas, Library Staff; Carolyn Karwoski, Library Director and Mary Harper, Administrative Assistant

MINUTES: The minutes of the meeting of March 20, 2013 were approved upon a motion by Julie Mills Worthey seconded by, Marcia Dupree.

PERIOD OF PUBLIC EXPRESSION:

Tamara Stewart said that she wished to thank Director, Carolyn Karwoski for the brief email exchange they had. She said that Mrs. Karwoski had been both thoughtful and helpful.

DIRECTORS REPORT: Library Director, Carolyn Karwoski reported the following:

The past few weeks have been very hectic and extremely intense. She has been working to build a team with staff so that they can work together smoothly and efficiently to increase services and programs to the people of Mount Vernon. To this end, she and managers have been meeting every two weeks to discuss issues and services so that they can improve our core services and introduce over time, new initiatives. Also managers will be providing her with a monthly report of activities in their departments. This will be very helpful to managing the day to day issues.

Carolyn Karwoski spent some time with Rob Calouri from WLS. They walked through the building to evaluate our computer services and to develop a plan to improve computer access for our users. He has submitted a plan and we will begin to implement some of the ideas and to replace our online catalog in various areas of the library. She also met with him and representatives from the WLS video service to discuss the placement of video screens at different locations in the library. These screens can be used to publicize programs and services of the library. This is something that we will need to do in the future and one of the possibilities of funding it would be grants, especially green grants because these monitors will reduce the need to print stacks of flyers and brochures. This is why getting back our IRS 501 (c) (3) status is so imperative. We need it to write grants and to fundraise.

Topaz Sommerville from Westhab met with the director to discuss the possibility of working together to provide volunteer opportunities for Westhab clients who are looking to rebuild their resumes and go on to find new jobs. This might be a very good opportunity for the library to have volunteer shelving help

as well as do other tasks that can free up the staff. Right now the library does not have enough staff and this cooperative effort might be very beneficial to the library.

Attached to your packet is the quote from the camera company to install three new cameras inside the library. We need this for security as well as to prevent theft of any kind. Mrs. Karwoski is also working with WLS to use our Envisionware software to accept payments. This software is what we are currently using to log on to our computers in cyber corner.

You will also notice that we are working to improve our website. Leroy has added a flash scroll to the site with upcoming programs and services. We are continuing to add content to the site and soon you will see other improvements to what we are offering our patrons online.

Allied-Barton Security services approached the director about considering their company for our security needs. To that end we have done a tour of the library facility and talked about what we expect from our security guards. Also attached is their quote for security services at our library. She believes that this company will handle all our concerns with professionalism as well as targeting our needs to provide a safe environment for the public as well as staff members.

Staff, especially maintenance workers and the director have been working on cleaning up the facility. They have been emptying closets and disposing of broken and unfixable equipment as well as lots of old paper and outmoded library supplies. All the old and worn out signage has been removed and replaced with the library's updated Code of Conduct as well as new versions of the older signs. Her goal is to make the facility professional as well as updated. The circulation displays will focus on library materials and signage. All free handouts that we receive by the box full are now displayed in the lobby. Interesting enough it moves out of the library quickly in this location. We have also condensed the Friends book sale and replaced their signs with new ones reflecting their change of prices. There is now a book display on the shelves opposite the check-out area instead of piles of free newspapers. A real improvement, one that is very noticeable. She is also working on improving the staff room. We have now put up a small bookcase, in excellent condition, that was found in one of the closets. This case holds review copies of upcoming books as well as new magazines that staff are bringing in to share. Jesse will be going to the Habitat for Humanity retail store to see if we can find some cabinets and a new sink for the staff room kitchen so that it is usable. Right now it probably should be condemned, it is so bad. In fact the fridge is never used because of its condition and age. This is something else we need to address.

During this past month the director has attended the Friends executive board meeting, which has given her a chance to meet the members and work with them on their plans for the next few months. She also suggested that they try to attend the performance showcase at the White Plains Library for a look at the different ways to bring new programming to the Mount Vernon Library. She attended the Foundation Center's workshop also at the White Plains Library. This workshop has given her an opportunity to see what fundraising and grant opportunities are available for the library. This will enable the library to prepare to seek out grant money for a whole host of new projects and services. Of course this is contingent on getting our IRS status restored.

Carolyn Karwoski is also working on restoring Saturday hours to the library. Her plan is to open summer Saturdays from 9-1 in July and August. In this way we will be able to offer programs,

computers and materials to the youth of Mount Vernon. We are finalizing our summer reading club plans and having the library open on Saturdays will make a big difference to what we can offer and bring our patrons back to the library.

One of her goals is to reach out to the community to possibly provide more programming and more opportunity for the library. Community connections are something we need to foster. To that end she is working with the Department of Emergency Services to offer a 7 week workshop on preparing for emergencies. Right now Chief Royster has 12 people interested and we can accommodate about 30 in the community room. The workshop will take place on Monday evenings from 6-8 PM.

Carolyn Karwoski said that she wants to rearrange the computer terminals. She said that the wireless was tested and it is good in the main area, but weak in the children's room. Mrs. Karwoski said that the WiFi may have to be upgraded. She said that Rob Calouri will send a review of the costs for the video service.

Carolyn Karwoski said that she is working with the Library Ambassadors which will mean more money for the summer reading.

Julie Mills Worthey said that she loved the idea of the collaborative relationship with Westhab. She asked had Carolyn Karwoski communicated with the union to make sure there were no conflicts with the jobs.

Mrs. Mills Worthey asked was the calendar available.

Mrs. Karwoski said that the calendar was online, but she would get a paper copy.

Carolyn Karwoski said that she is working with a graphic designer who will design the calendar, welcome to the library brochures and the Friends website.

Julie Mills Worthey asked if Carolyn Karwoski had the eblast list. Mrs. Karwoski said that she had a list for organizations given to her by trustee, Burns. She said she is not sure about the patron list.

Na'im Tyson asked if we still had the account for the eblast list. Leroy Lea said that he had 1,500 names for eblast.

Dr. Tyson said that he has an old quote for the Envisionware software that he got from Donna Hurwitz. He said it does not look like the WLS one.

Leroy Lea said that the quote Donna Hurwitz gave was for offline computers that were not owned by WLS

Dr. Tyson said that he had sent Mrs. Karwoski the information about the WiFi and she may want to check with Rob Calouri regarding the fees.

Na'im Tyson asked how the Americrop workers played into the summer reading program.

Carolyn Karwoski said that the workers change every few months. The library is switching from young adult to a teen collection and the Americorp workers are helping.

PRESIDENT'S REPORT:

President Tyson said that there is no new information on the status of the 501C3. The tax consultant has not heard anything either. Dr. Tyson said that he thinks it is time to call the IRS as the sixty day limit is approaching.

Na'im Tyson said that he received an email from Terry Kirchner regarding the maintenance of effort document. He said that Mr. Kirchner wanted the original documents from the city's finance office. Carolyn Karwoski said that she had the document to give to Terry Kirchner.

Mrs. Karwoski said that she has spoken with Barbara Lilley who wants the notarized documents to change the library charter.

Carolyn Karwoski said that she had given latitude of five to fifteen for the number of trustee positions. The positions must be staggered in five year terms.

Julie Mills Worthey asked had Barbara Lilley drafted the petition to amend the charter. She said that this was different from the resolution to amend the charter.

Mrs. Mills Worthey said she did not see where the resolution and charter amendment addressed the need to vote on the library budget.

Na'im Tyson said that he had received notification about the filing of the 2012 IRS 990 form. He said that in the past the city's audited report was used. Dr. Tyson said that the library can file the form now and amend it in August once the audit is complete or file for an extension.

Julie Mills Worthey asked was there any fiscal implications for filing the extension.

Carolyn Karwoski said no, but the 990 form must be filed by May 16th. The extension could be for six months.

Mrs. Mills Worthey asked how much reconciliation the city would need to do. Na'im Tyson said that the city finances are on an accrual basis and the library is on a cash basis.

Julie Mills Worthey said that it may be more cost effective to file for an extension.

The board resolved to approve the application for an extension for filing the 2012 IRS 990 form.

REMARKS OF THE TRUSTEES:

Na'im Tyson said that Trustee Winston Maharaj was not able to be at the meeting due to another commitment.

Dr. Tyson said that he would like to acknowledge the service, professionalism and attention to details that trustee Maharaj has shown during his tenure on the board

OLD BUSINESS:

Julie Mills Worthey said that she has not been able to get anyone to agree to meeting with the Board for the budget vote.

Na'im Tyson said that he had sent an email to the Mayor's office.

Julie Mills Worthey asked Carolyn Karwoski if the library could proceed with the budget vote.

Carolyn Karwoski said that the information must get to the state by Friday.

Mrs. Karwoski said that she understood from Barbara Lilley the best time for the budget to go out to vote is early May. If the vote fails then you have the option of sixty days to hold a second vote.

Julie Mills Worthey said that because it seems impossible to hit these marks she would propose that we begin our calendar in May and consider March 2014 as the date for the election.

Na'im Tyson said that the problem is that we must go back to the Mayor, the city council and community groups again.

Dr. Tyson said that the feeling he gets from the city is why do they have to continue to support the library.

Na'im Tyson said that we need to begin our campaign in order not to be cut. The waiver from the state is only good for this year.

Julie Mills Worthey said there is so much commentary and opinion about what we should be doing, yet no conversation with us.

Mrs. Mills Worthey said that she believes we cannot move forward without having a conversation with the major stakeholders. The changes to the charter only address the four trustees, but do not address the issue of the public vote.

Julie Mills Worthey said unless the Board of Regents gives us a letter that we do not have to address the budget vote in the charter change; she does not see how we can move forward.

Julie Mills Worthey said that there is no change in the rotation of trustees. The problem is we are not going to be able to elect four trustees in 2013.

Carolyn Karwoski said that Barbara Lilley said you can appoint someone to an unexpired term until the position is voted on.

Mrs. Mills Worthey said the problem is the possibility to create an election in 2013.

Na'im Tyson said that he thinks it can be changed to 2014. There is no problem with the resolution; the years just need to be changed.

The board agreed to approve the resolution to amend the library's charter (see attached) upon a motion by Julie Mills Worthey and seconded by Marcia Dupree.

Na'im Tyson discussed the possibility of putting the non zero expenditures online. He said the problem is getting a watermark large enough to cover the entire page.

Upon a motion by Marcia Dupree, seconded by Julie Mills Worthey, the board agreed to put the non-zero expenditures online after they are approved by the director and the board president.

Dr. Tyson said that we may want to post them monthly in accordance with the board meetings.

Na'im Tyson said that he could only find a better rate of 1.05% at GE Capital Financial Bank for the Reader's Digest CD. He said that he does not know if the library must have an account with them.

Julie Mills Worthey said that municipal credit unions have the best rates at over 1%.

Carolyn Karwoski said that the CD has been dormant at Capital One Bank. A signed letter from the board to the bank is required to transfer the CD.

Carolyn Karwoski said that she must update the budget for the Dormitory Authority grant. She said that she had heard from the door company today.

The original budget for the grant did not specify the stairs which is a really expensive process.

Julie Mills Worthey asked if the cost of any one project was over \$10,000. Mrs. Karwoski said that she has a bid, but is not happy with it. The cost of new hardware is eight to nine thousand dollars.

Mrs. Mills Worthey said that probably at least three quotes would be needed.

Carolyn Karwoski said that the price of the stairs is below ten thousand dollars. The price of the doors is higher. She said that she must redo the entire budget and resubmit it.

Mrs. Karwoski said that a quote of \$8,600 was given for both sets of stairs to be painted and restored to match the original woodwork.

NEW BUSINESS:

The board approved the Assurance section 12.41 of the Annual Report to the New York State Division of Library Development upon a motion by Julie Mills Worthey, seconded by Marcia Dupree.

Julie Mills Worthey asked that the director pay particular attention to the summer reading program. Carolyn Karwoski said that there are two aspects of the program, the schools and running the club. Mrs. Karwoski said that she has met with children's Coordinator Shawn Dunnom and with Cathy Webb, of Teen Programming. She said last year the schools gave away books.

Rebecca Newman said that last summer the schools gave out back packs with books for summer reading. Scott Griffith said that Mrs. Dunnom had come up with a plan for summer reading.

Carolyn Karwoski said that she had been talking with the staff on developing a summer reading program. She said that we will be ready.

Dr. Tyson said that he would send a message to Councilman Rich Thomas about the budget vote meeting.

Julie Mills Worthey said that her recommendation is to plan a forum and that the key people are invited to attend.

Mrs. Mills Worthey said that we have to start the process; probably first a program to educate the community about the process for the vote.

She said the plan was to sit down with the city and update them about the calendar and plans to move forward.

Julie Mills Worthey said that her recommendation is to make it a public event. She said that she recommends that a work session be planned before the public meeting.

Na'im Tyson suggested the first Saturday in May.

Mrs. Mills Worthey said that part of the work session would be to set the date for the public forum.

Julie Mills Worthey said that when she attended the last school board meeting, the topic of communication came up.

She said she recommends that the communications go through the school board clerk who would directly give the information to the school board president.

Mrs. Mills Worthey said that they should plan the work session and the agenda. They should plan a public forum and work on the calendar and what can be done in light of the state requirements.

Julie Mills Worthey said that she had no problem inviting Councilman Rich Thomas and the school board president. She said we should also invite the same officials as proposed before.

Na'im Tyson said that he would send out the agenda.

ADJOURNMENT:

Upon a motion by Julie Mills Worthey, seconded by Marcia Dupree, the meeting adjourned at 7:46 pm to discuss personnel matters.

Respectfully

Carolyn Karwasky
Secretary