

MOUNT VERNON PUBLIC LIBRARY

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BOARD OF TRUSTEES MEETING

July 17, 2013

6:30 PM

MINUTES

Na'im Tyson, who presided, called the meeting to order at 6:40 pm.

Present were: Marcia Dupree

Absent: Millie Burns and Julie Mills Worthey

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

MINUTES: Approval of the prior meeting minutes was tabled.

PERIOD OF PUBLIC EXPRESSION:

Tamara Stewart noted that trustees, Millie Burns and Winston Maharaj had not been at the last few board meetings. She asked if they were still on the board.

Na'im Tyson said that trustee Maharaj's term expired April 2013. His seat is up for election. Dr. Tyson said that he had asked the school board to put out a call to have an applicant to serve for one year, but has not heard back from them. He said that he went to the Mayor with the request, but it never happened.

Dr. Tyson said that he has not heard from trustee Burns, but he does not believe there is a policy of absenteeism in the board's charter.

He said that they wanted to have someone to replace her, but there was no response from the Mayor or the school board.

In 2014 the library plans to have four trustee seats up for election. This includes two additional candidates.

Tamara Stewart asked was the board currently legally constituted if they have less than five members.

Na'im Tyson said yes, if they don't actively replace trustee, Burns we still have four and have a quorum.

Ms. Stewart asked could you get a quorum with three out of five assuming the board is five.

Dr. Tyson said that Mayor Davis had suggested one person for the board, but they never showed up.

Tamara Stewart said that she was trying to figure out if Ms. Burns was still on the board, since she has not seen her. She said she heard there was a requirement in the past that a trustee had to attend a certain amount of meetings.

Na'im Tyson said he had to check trustee Burns attendance record. He said that the problem is having the school board give recommendation. They have not responded.

COORESPONDENCE:

Dr. Tyson received correspondence from WLS that the filtering software vote did not pass.

Na'im Tyson also received a solicitation for Redbooks Library Addition.

DIRECTORS REPORT:

Library Director, Carolyn Karwoski reported the following:

After school let out at the end of June, we have seen a dramatic jump in library usage, especially in attendance at library programming for the children. Also children's staff has registered close to 300 kids for the summer reading club. Staff has planned a varied slate of programs for the summer including, story hours at Hartley Park, crafts, movies and the very popular, "Reading Buddies" program. Come into the Children's Library during a program, and you will find large numbers of children enjoying themselves at the library! Just this past week, we had over 100 children attend a song and activity program, conducted by Scott Griffith that was very successful! We plan to continue to develop programming that brings children, tween and teens into the library.

One of the improvements made recently, was to purchase equipment to upgrade the Grace Green Baker Community Room. It is her intention to develop more film programming for all ages at the library. Using some of the CLD funds, she was able to upgrade the screen. The new screen is larger and has been mounted to the wall. It retracts so we can put it up when not in use. Also purchased was a Blu-ray player and an HDMI projector as well as a portable sound system. This will allow us to develop new film programming for all ages as well as conduct lectures, author programs and other kinds of programming that needs a microphone and speakers. The system is also portable, so it can be used in other areas of the library, if the need arises.

Carolyn Karwoski said that we have the entire movie licensing except FOX, which can be purchased very inexpensively.

Over the past few weeks, we have finally completed the needed ceiling repairs to the Staff Offices. Currently the floors, desks and shelves are being cleaned. Also staff is going through old paper records and obsolete supplies to clean out the office. Once this is finished, we will arrange the desks and work spaces and staff will be able to relocate back to the Staff Office space. Staff members cannot wait to get back into this space as it is really tight quarters in the old Director's office.

This week, the director received notification that our Charter change has been officially approved by the Board of Regents. Also she received the official copy of the charter for our files. This paves the way for us to go forward with our budget vote next April. Now the hard work lies ahead for we have much to accomplish before we can officially vote in 2013.

The other good news is that her budget for the \$50,000 Dormitory Grant was approved. All the needed paper work will be finished and we can then begin this needed work. First up will be new exterior doors as our existing doors are falling apart and need to be replaced as quickly as possible. Also this grant will cover the restoration of the wood work in both foyers, the replacement of some interior doors as well as a restoration of the wood stairs in both the 1st Avenue and 2nd Avenue foyers.

She said that she had a quote from Hickey doors. They project eight weeks ordered and in for the doors. She said that an attorney is needed to write an opinion of counsel letter.

Mrs. Karwoski met with U.S. Security Associates and gave Juan Isales and 2 other managers an in-depth tour of the library. Juan has sent her a proposal from his company to address the needs of the library. She also met with Bill Stump from NJB Security. They had a productive meeting and he will be providing us

with a proposal that will better address our security needs. We need to make a decision soon, so that we can have a better security plan in place for the fall.

Gary Newman and Carolyn Karwoski conducted 5 interviews for a part-time Librarian 1 for the adult department. We need to address our technology needs and bring down the costs of hiring outside computer class instructors. To that end, this new part-time librarian will help to design and offer a more diverse line-up of computer classes that address the needs of our patrons. We have made an offer and are waiting on a decision by the applicant. Her hope is to have someone in place for August, so that we can begin planning classes for the fall. She said she is hoping when the budget goes out for vote, more part-time people can be hired.

The director had the pleasure this month of meeting with Yvonne Gordon to discuss the upcoming Ben Gordon Week in Mount Vernon. Mrs. Gordon wanted to make sure that the library was included as a venue for Ben, during that week. Wednesday, August 21 is Community Outreach Day and Ben will be appearing at the library at 3 PM in the Grace Green Baker Community Room. He will share stories with the children and will hand out the summer reading club certificates. His foundation will provide refreshments and the library will be promoting his appearance at the library. We expect that we will have a large attendance at the event.

At the end of June, she attended the American Library Conference in Chicago, Illinois. The theme, “Transforming Libraries and Ourselves”. To this end there were over 500 learning sessions as well as lectures, addresses and of course a huge exhibit space filled with exhibitors from all over the U.S. and Canada as well as an International Pavilion. The exhibit hall also included author stages, cooking demos and a Graphic Novel/Gaming Stage. The size of McCormick Place Convention center was daunting. Mrs. Karwoski was told by a cab driver that it is the largest in the world. She doesn’t know how true that is but it is certainly at the top in size. The conference only used one portion of the space. Across the street was another building just as large. It was exhausting to walk the miles necessary to get around but worth the effort. One of the highlights of her experience was to attend the Auditorium Speaker series which featured many well-known authors, including a talk and reading by Alice Walker, which she greatly enjoyed. She also had the opportunity to have her book signed by her. It was the first time she had the chance to hear her speak and to have a book signed. It was a real pleasure to meet her. She also had the opportunity to meet Congressman John Lewis on the exhibit floor. He just came up to them and shook their hands. That was a real honor to have that brief chance to meet such a distinguished man. It was an exciting conference that gave her a chance to meet librarians from all over, to network and to attend valuable learning sessions on the profession as well as a chance to talk and to learn about new technologies and new standards to serve the public in our communities.

Carolyn Karwoski said that she also met some vendors to talk about shelving. She said that she is going to put together a plan to replace the shelving.

Marcia Dupree said that she is excited to hear about the three hundred kids registered for the Summer Reading Program.

Carolyn Karwoski said that we are slowly getting people to come back to the library.

There is an adult reading club with three books to be read over the summer.

Na'im Tyson asked if the HDMI projector is compatible with laptops.

Dr. Tyson asked who repaired the ceiling and what was the cost?

Carolyn Karwoski said that she was going to include the invoices with a letter to the Mayor.

Na'im Tyson asked could the contractor give a write off that it is safe to return to the office where the ceiling fell.

Carolyn Karwoski said that everything had been checked. An insurance adjuster came and gave an estimate. The library has too high of a deductible to be covered.

She said that pieces of ceiling in the main library have been pulled down because they looked unsafe. The children's room emergency exit door needs to be repaired.

Dr. Tyson said that the letter to the Mayor should remind him of the punch list.

Carolyn Karwoski said there are also concerns about plaster and books on broken shelving. An architect has come through to view the building and said it was safe.

Dr. Tyson asked if Carolyn Karwoski has spoken to the department of buildings about an inspection. She said that Commissioner, Curtis Woods had come to the library in May.

There is one area of the building where water is still coming in.

Na'im Tyson asked if the Mrs. Karwoski was going to hold off on putting anyone in the old director's office until the roof was fixed.

He asked if the dormitory grant needed a lawyer who specialized in contract law.

Carolyn Karwoski said yes, an opinion of counsel letter was needed. She said that Brian Johnson said he could not give the library legal advice, since he was not our attorney.

Dr. Tyson asked about getting a recommendation from the library's labor counsel.

Na'im Tyson asked if there were plans for the digital librarian to give training to the staff.

Carolyn Karwoski said that the staff is not comfortable downloading digital media. She said that she wants them to get comfortable with it.

PRESIDENT'S REPORT:

Na'im Tyson said that he had phone contact with J.P. Morgan Chase Bank about the changes to the library's accounts.

Dr. Tyson said that he had discussions with Redbooks which is a reference tool for job seekers. There will be a demo in August.

TREASURER'S REPORT:

Na'im Tyson asked had the billing for dental insurance been received.

Juan Jaramillo said that Debra Harris is working with the comptroller's office. The library has not received a dental bill for two years.

The records have been searched to see who was employed at that time.

Dr. Tyson asked if we would be billed for the two years. Juan Jaramillo said yes.

Dr. Tyson asked if Mr. Jaramillo could work out some kind of payment installment. He said they cannot expect us to pay for two years at one time.

He suggested that Juan search the old MAS 90 records from 2010 to see what the billing amount looks like.

Juan Jaramillo said that he would like to start preparing a detailed general ledger for each year.

Dr. Tyson asked about the line item for worker's compensation.

Mr. Jaramillo said that there was a payment in April for \$2,700.

There was a refund posted of \$840.00 which was probably the result of the audit.

Na'im Tyson asked about a notation to the unemployment insurance bill that was paid in 2013, but was from the 2012 budget.

Juan Jaramillo said that when the bill came in we had already been audited. That is why the amount cannot be posted in 2012.

Carolyn Karwoski said that we also had the same problem with the magazine subscriptions. The bill was not marked for 2012.

Dr. Tyson asked if a footnote could be put in the report in case it is questioned.

Na'im Tyson asked about the MTA tax bill and were we still being charged. Juan Jaramillo said that we had just received a refund.

Dr. Tyson questioned the decrease in the terminal maintenance bill. He asked why no bill was received in January.

Carolyn Karwoski said that the bills are received in January and June. She said that the January bill was probably received in December and paid in January.

Na'im Tyson asked Mr. Jaramillo to research the cost for summer weekends.

Carolyn Karwoski they are having problems getting the formula for Saturdays.

Dr. Tyson said even after receiving security updates, we will have to consider using two different companies at different hours.

Carolyn Karwoski said that NJB Security wants another chance.

Juan Jaramillo said that he needed authorization to use positive pay online.

Na'im Tyson said that the administrator would have to give him access.

Carolyn Karwoski said that Mr. Jaramillo has to upload the positive pay files. There is a process of getting rid of the old account that has to do with the city.

OLD BUSINESS:

The new circulation and cyber corner rules were discussed.

Carolyn Karwoski said that the library will issue guest passes to patrons who do not have Westchester county library cards.

Dr. Tyson asked how many per patron and how long would they last. Mrs. Karwoski said just for the day.

Mrs. Karwoski said that the rules would be put on the computers and the patron would be asked to accept them before they could use it.

Carolyn Karwoski said that right now a patron has only one hour to use the computer. If they want to extend the time, they can ask at the desk and if there is no wait it can be extended. The maximum time is three hours.

She said that there are not many changes to the Cyber Corner rules, but she is trying to give people more opportunities.

Marcia Dupree asked how the time would be monitored. Mrs. Karwoski said the time is monitored with Envisionware software.

Tamara Stewart asked would there be any stipulation on people using laptops. She asked would they be subject to the same rules. She said if they were using the library's wireless they probably would still have to accept the agreement.

Dr. Tyson asked if this agreement would also apply to the computer lab. Mrs. Karwoski said yes.

Carolyn Karwoski said as far as borrowing is concerned most policies are similar to before. They are loosening up. A patron can pick up reserves for another person, but they cannot out check out books on that card. The family member has to be present to checkout the books. This is to discourage use of others cards.

Carolyn Karwoski said that there are sixteen laptops with no software that people could be using. She said that the laptops are going to be used for training to the public. David Cambillo is researching what they can be used for and checking to see if each computer works. Discount software can be gotten with a 501C3.

Mrs. Karwoski said that PAC terminals have to be added around the library. We are evaluating what can be used for PAC's
She said she is waiting for Gary Newman to say how he wants them arranged. She said that she wants the PAC's and database computers up by the fall.
The children's room computers need to be reconfigured.

Na'im Tyson said that there are some computers in the basement that are part of the Gates computer grant. We have to find out what the disposal method is.

Carolyn Karwoski said that we need another wireless component. Dr. Tyson said we need discussion on how to pay for it. He said in terms of radius we may have to speak to Leroy Lea.

Carolyn Karwoski said that software can be gotten for the point of sale cash register that may better indicate what is collected.

Dr. Tyson said that the computer techs need to come up with a price list for backup software.

Na'im Tyson said that the telephone system handsets will reach their end of life by the end of this year. Support for them will not be continued thereafter. He said that he went to Avaya to get a quote.. The telephone line rack also needs to be updated. Lightpath has a plan for voiceover IP.

The planned system changes will be confirmed with Andy and Avaya who will make them.
Dr. Tyson said that some budget line items may have to be shifted.

Carolyn Karwoski said that she will compare the security company proposals.

Carolyn Karwoski said that she is working on the library budget vote process. She will get in touch with Judith Johnson at the school district.
Dr. Tyson said that trustee, Worthey thinks that the petition has to be filed with the school board.
Mrs. Karwoski said that she would check with the school board.

Carolyn Karwoski said that the new summer hours have been put in a press release.
Na'im Tyson suggested calling the radio station to make an announcement.

NEW BUSINESS:

Carolyn Karwoski said that she has reached out to marketing consultant Libby Post, but has not heard back. Dr. Tyson suggested she speak with Barbara Lilley about the status of Libby Post.

Mrs. Karwoski said that the State had allocated money in 2014 for library construction. The poverty level of 14% in Mount Vernon meets the criteria for the grant.

The grant could be used for the elevator and the children's bathroom.
The elevator does not work sometimes and it makes the library inaccessible. The children's bathroom is also inaccessible to anyone with a disability.

The grant is through WLS who decides what percentage amount of the grant we would receive.
The library is not obligated to use the entire amount. We can do part of a project and the rest of the money can be turned back.
The application is due in by August 28th.

Carolyn Karwoski said she is looking at contractors to do the work.

The board will approve the director to apply for the construction grant, provided she follow the competitive bidding laws of New York State.

Carolyn Karwoski said that she needs to know what the costs are so she knows how much money to ask for in the grant.

Na'im Tyson said that the unemployment office is sending job applications to the library and Redbooks allows certain things in the job area.
The circulation and reference staff can be trained to use it.

He said he wanted to try it and asked could it be set up somewhere for August.

Carolyn Karwoski said that the job search computers are coming out of JIC and could be used.


Dr. Tyson said once it is set up, the unemployment office can be called.

Carolyn Karwoski asked about the cost of Redbooks.

Dr. Tyson said that he did not know, but they were supposed to do a presentation at this meeting.

ADJOURNMENT:

The meeting ended at 8:17 pm.

Respectfully

Secretary