

# MOUNT VERNON PUBLIC LIBRARY

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## BOARD OF TRUSTEES MEETING

May 15, 2013

6:30 PM

## MINUTES

Na'im Tyson, who presided, called the meeting to order at 6:46 pm.

Absent: Millie Burns, Marcia Dupree and Julie Mills Worthey

Also present: Gary Newman, CSEA Unit President; Brent Miller and Tamara Stewart, Library Patrons; Leroy Lea, and David Cambillo, Library Staff; Carolyn Karwoski, Library Director and Mary Harper, Administrative Assistant

MINUTES: Approval of the minutes of April 17, 2013 was tabled because there was no quorum.

### PERIOD OF PUBLIC EXPRESSION:

Brent Miller stated that he was concerned about the policies of the Mount Vernon Public Library. He said that he is concerned that children are denied access unless they have a library card. Mr. Miller said that he was told by circulation that there was a problem with groups of kids roaming around and starting trouble.

Brent Miller said that his son was denied access to the library building. Mr. Miller said when he came to the library to ask for a written policy he was told there was none. There were only emails and word of mouth. He said if a policy is not written, then it is not so. This allows staff to set their own policy.

Carolyn Karwoski said that there is no written policy that prevents children from entering the library without a card.

If there is a child banned from the library, then we would get their name and try and see their parents. Mrs. Karwoski said that we don't want to permanently ban children, but if someone is causing problems, they will be banned.

Mr. Miller said that his daughter came in to use the computer and was told she could only use it if she had her own library card.

Leroy Lea said that the reason patrons are not allowed to use someone else's card is because they can do it illegally.

Carolyn Karwoski said there is also a privacy issue. If a parent is here with the child they can use the parent's card. She said there have been family disputes along these lines. If the parent is with them, then they can verify.

Mrs. Karwoski said that she is working on clearing up what is accepted to get a library card. She said that student IDs and report cards are accepted.

Mr. Miller said that he has seen porn on library computers. He asked was there no software to ban it. He asked was it a funding issue.

Carolyn Karwoski said that WLS is working on filtering software to cut down on inappropriate use.

Na'im Tyson said that public computer service is through WLS and they would have to install the software.

Carolyn Karwoski said that she is appreciative of Mr. Miller's comments and shares his concern.

Brent Miller said we need access to policies. You can't teach children or abide by policies if the library does not have them. Policies will keep problems down.

Tamara Stewart said at Ossining library, one issue with teens is that they would either lose materials or accumulate fines and lose their library card privileges

There were programs to read away your fines and amnesty policies.

Ms. Stewart said that when economics is an issue, sometimes these things will help.

#### COORESPONDENCE:

Na'im Tyson received a letter from State Librarian Barbara Margolis acknowledging they had received the library's maintenance of effort documents.

Dr. Tyson said that he had also received a WLS Trustee report from Chris Hansen.

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

This month one of the building improvement items we worked on has been to clean up the old signage around the library building, freshen up the bulletin boards and update signs that are needed at the library. She has also had staff move the free newspaper and magazines to the racks by the circulation desk as well as move some to the lobby. We have cleared off the circulation desk counter so that library posters and handouts can be displayed at this location. Mrs. Karwoski has also cleared out the old flyer displays as well as the bus schedules from the shelf opposite the check-out desk. This area is now a materials display shelf that patrons can browse and select books. On display for May is gardening books. These kinds of displays will help to improve circulation and provide our customers a look at the kinds of materials available at the library. Her intent is to continue to improve displays as well as policies for better customer service to all library patrons. These little changes are noticeable and will continue going forward.

Carolyn Karwoski has been working with Shawn Lucas-Dunnom and Cathy Webb to design a summer reading program for children, tweens and teens. Following the NY State summer reading theme, which is "Dig into Reading" for the children's program and "Beneath the Surface" for the Tweens and the Teens, staff has developed a vibrant summer reading club program. There are activities planned from crafts, and stories to movies, poetry and dance. We are very excited to offer the youth of the Mount Vernon community a variety of activities for the summer months! We will also be offering an adult program for the summer that includes book discussions and an end of summer tea featuring Jazz singer Sylvia Mims. All three programs will offer small prizes as well as a raffle.

The Friends gave the director a wonderful tour of Mount Vernon. She learned so much about the history of Mount Vernon, they took her to the National Historic site of St. Paul's church as well as past historic homes and locations including the old Stevens House. As she drives through the city, she is finally learning many of the streets and locations and this tour was very helpful for navigation around Mount Vernon.

The old reference office, located off the teen area, is now the Circulation workroom. Christopher Williams has his office in this space and there is another desk that circulation staff, who are not scheduled on desk, can work from. This should translate into a more productive staff, since trying to work at the public desk, means staff are interrupted constantly to assist patrons. Circulation is working towards a schedule for on-desk hours as well as off-desk responsibilities.

Beginning this month, the library has expanded its computer class schedule to offer basic computing, word, excel and power point. In the future she plans to expand classes to encompass other kinds of offerings including basic internet and downloading of digital materials through the library's databases. To that end the director is looking for a digital librarian who can teach classes, manage our website and social media and help staff the reference desk. Right now we are contracting out these services at great expense. Many libraries in the area have staff members conducting these valuable classes and she would like to have similar programs in place at Mount Vernon.

At the management meeting this month we have discussed the rules in place to govern Cyber Corner. We have decided to expand the amount of time that patrons can use the computer. Also Mrs. Karwoski is working with Leroy and our new computer tech, to start her plan of having computers in the reference room for database use. To that end we will be dismantling the computers in the Career section of the reference room. Then staff will be setting up 2-4 computers in the center of the reference area that can be used for word, power point, excel as well as resume writing and keyboarding lessons. Also accessible on these computers will be our online databases for periodical access.

Carolyn Karwoski is currently working with Bruckner Cash Register Company out of New Rochelle to update and expand our collection of money at the circulation desk. She has ordered a new cash register for upstairs and will update the one in use currently located there for the children's room. The new register system will have numbers assigned to all users, will need a manager to void a transaction and will track daily totals on what is collected by category. Once this is in place, we should be able to have an accurate report on what is being collected at the desks.

This month the director attended the Westchester Libraries Author Program. This program is a fundraising event for WLS and it did very well. Raising over \$10,000 for services and programs, it was a strong effort for WLS staff. She also attended the Indie Book Buzz program offered by the American Association of Publishers. This lunchtime event was held at Random House in NYC. This also included an author presentation and had presentations by various publishers for their upcoming summer and fall publishing lists. This is a very informative day and it is an opportunity to meet publishing staff as well as other librarians from all over the tri-state area.

The Friends of the Library held a reception at the library for the winners of the essay contest. They had 73 entries and the winners of the contest were invited to the library. They read the winning essays and accepted their prize of a \$25 gift card to a bookstore in Bronxville. Comptroller Maureen Walker was also present and she awarded certificates to the winners. She also mentioned how much she loved the library! The Friends reported that they made over \$800 at their spring book and bake sale.

Carolyn Karwoski introduced the new part time computer technician David Cambillo.

Mrs. Karwoski said that the Friends have worked very hard. They have dedicated their time and purchased two new banners.

Caroline Karwoski said that the cash register company will install and update the services. They can also make sure that Envisionware works with the software. She said that she is not sure of the cost of the Envisionware component, but at least we will have accurate registers.

Dr. Tyson asked about adding the computers to the cybercorner. Leroy Lea said that he and David Cambillo are working on it. Mr. Lea said that the lowest prices are in July.

Na'im Tyson said that he would need the information by the July meeting.

Dr. Tyson asked Carolyn Karwoski if she wanted to build the computers rather than get them from WLS. He said now that we have a tech crew, we have that option.

David Cambillo commented on the WLS computers at the cybercorner. If the computer breaks, you have to wait for WLS to come and fix it. He said that this does not look good to the public. WLS computers are perfect for circulation and reference.

Mr. Cambillo said that the public computers should be Mount Vernon computers.

Na'im Tyson said that the director should call Micro Center to customize the computers and build the components.

David Cambillo said that there are different options. He said that he had just ordered ten laptops for \$400 dollars apiece at White Plains.

Dr. Tyson said that Micro Center is easy and you don't have to worry about shipping. In terms of maintenance you may want to switch.

Carolyn Karwoski said that David Cambillo is going to be evaluating and updating the software to assess what is needed. She said that she wants to add two computers for quick reference. She also wants two PAC computers in the children's room.

Mrs. Karwoski said that she wants to switch out the children's room computers and use them for PAC.

Na'im Tyson asked about a mini tech plan for the summer.

Tamara Stewart asked if a book sale banner could be created and displayed early. She said that generally communication in Mount Vernon is problematic; when resources are available, people do not know.

Carolyn Karwoski said that she is working on a summer reading banner for the children's room.

#### PRESIDENT'S REPORT:

Na'im Tyson said that he had been trying to get a meeting with the Mayor, but unfortunately it was delayed. He said that he wanted to discuss the budget.

Dr. Tyson said that the documents that were sent to Albany were not approved in time for the budget vote.

He said that he wanted to make sure that the Mayor included the library in the 2014 budget. He also wanted to inform the Mayor that the budget vote would be in March 2014.

The library still has not received the building plans. We cannot create the preliminary plans for late 2014.

Na'im Tyson said that the Mayor is aware of the roofing issues, but we cannot do anything until the problem is addressed.

Dr. Tyson said that he also wanted to speak with the Mayor about the business manager position which has not been approved.

Na'im Tyson said that he got a message from the school board regarding the vacant trustee position. He said that the position cannot be for five years. It must be temporary for one year until the budget vote.

Tamara Stewart suggested that it may be easier to try and speak to the school board at one of their work sessions.

#### TREASURER'S REPORT:

Na'im Tyson said that he must go over the figures for unemployment insurance. He said that the figures are high. He said he does not know if this is a back payment, if so, it should be deducted from the 2012 budget, not 2013.

Dr. Tyson said that there is a deduction for MTA Tax. He said he does not recall signing a check for this.

Na'im Tyson said that once the changes to the summer hours are approved, we may want to change the line item expense from Sunday Service to Saturdays. He said he does not know if this is feasible.

Dr. Tyson said that there was a working session earlier this month. He said that he had some graphics statistics outlining the last ten years. The officials were invited, but they did not attend. No issues were voted on.

#### REMARKS OF THE TRUSTEES:

Na'im Tyson said that he hoped the major deliberations for the 2014 budget include the library. The maintenance of effort document is only for two years.

#### OLD BUSINESS:

The budget vote update was given in the president's report.

Barbara Lilley said that the documents would go before the Board of Regents in May.

Dr. Tyson asked if the Reader's Digest Endowment was in Chase Bank.  
Carolyn Karwoski said no. Chase is still working on it.

NEW BUSINESS:

Carolyn Karwoski said that one hour will be shifted from each day Monday through Thursday in order to have Saturday hours. The library will open at 10:00 am every day.

Mrs. Karwoski said that she had spoken with a taxpayer advocacy group in order to expedite the reinstatement of the library's 501C3.

ADJOURNMENT:

The meeting ended at 7:49 pm.

Respectfully

*Carolyn Karwoski*  
Secretary