


MOUNT  VERNON  
PUBLIC LIBRARY

the CENTRAL LIBRARY OF WESTCHESTER

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[WWW.MTVPL.ORG](http://WWW.MTVPL.ORG)

BOARD OF TRUSTEE MEETING

September 16, 2015

6:30 PM

MINUTES

The regular meeting of the Board of Trustees of the Mount Vernon Public Library was held on September 16, 2015 at the Mount Vernon Public Library, 28 South First Avenue, Mount Vernon, New York 10550. Na'im Tyson who presided called the meeting to order at 6:40 PM.

ROLL CALL:

Trustees Present, Oscar Davis, Brian Johnson, Sean McIntyre, Darren Morton, and Na'im Tyson  
Trustees McIntyre and Davis arrived late. Trustee McIntyre left at 8:00 PM.

Also Present: Roxanne Neilson, RM Neilson Associates; Ted D'Amore, D'Amore Designs; Doug Emilio, Pamela Jerome and Brian Hiler, Architectural Preservation Studio, PC; Judy Williams and Maureen Wilson, Mount Vernon Arts Council; Joanne Mongelli, Arts Westchester; Don Partrick, CSEA Labor Relations Specialist; Gary Newman, CSEA Unit President; Chelsea Hamlett, Deborah Ramsey and Tamara Stewart, Library Patrons; Cheryl Berent, Scott Griffith and Cheryl Thomas, Library Staff; Carolyn Karwoski, Library Director; Elaine Braithwaite, Assistant Library Director; Jose Alvelo, Treasurer, and Mary Harper, Administrative Assistant.

APPROVAL OF THE PRIOR MEETING MINUTES

Upon a motion by Brian Johnson, seconded by Oscar Davis, the minutes of August 19 and August 24, 2015 were tabled until the October meeting. The motion carried 3 yes, 0 no.

PERIOD OF PUBLIC EXPRESSION:

Judy Williams spoke about developing a permanent relationship between the library and the Mount Vernon Arts Council.

Cheryl Thomas spoke about staff issues.

Tamara Stewart spoke about library participation at Arts on Third and library amnesty.

COORSPONDENCE:

The library received a letter from the Mount Vernon Arts Council regarding Ms. Williams statements..

DIRECTOR'S REPORT:

Library Director Carolyn Karwoski reported the following:

Director's Report  
September 16, 2015

I am very disturbed about the recent restrictions on our ability to update the library's collections. I believe that a weeding moratorium is unnecessary, restrictive and hampers the administrative staff's ability to provide the best library services possible to our community. The goal of collection management in public libraries is to provide exceptional collections of materials in a variety of formats for our users as outlined in our mission statement and is defined by standard, 21<sup>st</sup> century public library practice. Trends in public library practice is the move to digital collections, e-materials including e-books are extremely popular. So popular in fact, that WLS cannot adequately meet the demand due to budgetary constraints. Print collections are slowly shrinking, so that libraries can provide areas for more computers, meeting space, innovation centers and computer and technology classes. The demand for these services continues to grow. To meet those demands, space as to be reallocated which means that print shelving areas continue to be reduced and librarians are faced with housing those materials that patrons use on a fairly regular basis. The following statement explains why weeding is important. "Weeding is an essential component of library collection management. Weeding is necessary to remain relevant to our users and true to our missions. Most libraries simply do not have unlimited space, and we must continually make room for new materials. Remember – unless your library exists to archive and preserve materials for the ages, we are not in the business of collecting physical things. We collect information and provide access to information. We love books as much as anyone else and sometimes hard decisions have to be made."

There is an expectation that our public library is held to the highest standards in delivering library services to the community. We have an obligation to make sure that the information available from our library is the best it can possible be, as up-to-date as possible and that erroneous materials that are dated, obsolete, incorrect, inaccurate, and in poor condition are removed from our collections. This process of collection management and evaluation is a process that should be done by librarians on a consistent and regular basis. This means the professional in charge of the collection reads reviews and evaluates those materials purchased for the collection. It also means that when new editions of books are purchased and received, the old edition is pulled from the collection. Librarians also evaluate what is on the shelves; is the item still a valid source, what is the condition of the item, is the binding broken, missing pages, yellowed, written in, highlighted etc. Those items that fall into this category would be removed, accessed for replacement and discarded. This is standard procedure and practice because it keeps library collections valid and current. Books wear out, become obsolete or just need replacement. This process of weeding is an important practice especially in public libraries. It not only keeps everything current it releases space to newer items in the collection. The ability to do collection management takes training, skill and professional knowledge. Some of the parameters for this process is outlined in the CREW manual and discussed on the blog, <http://awfullibrarybooks.net/why-weed/>. Unfortunately this practice, standard and advocated for by ALA, has not been in use over the past 20 years in any consistent manner by this library. Because this has not been done with any regularity, we are left with a collection that is too large, in some instances in very bad condition, extremely out-of-date, obsolete and that overflows our space.

Space is a problem for our library. We own too many print books, many in very poor condition. We own many print books that are extremely outdated, have been superseded or revised editions currently exist in print. All our professional staff must have the ability to remove these items from the collection. We need to be able to do our jobs and having a moratorium on weeding and discarding ties our hands, inhibits collection management and creates more work in the long run for staff. It also means that our patrons are not being served with excellence and serving our users is the number one priority for this library. Change is difficult, hard to embrace, and in the long run it is much easier to just keep the status quo. However without the changes that are badly needed in library services here, this library will not grow and develop to become the 21<sup>st</sup> century library that it should be. In fact our library patrons are the big losers in all of this because they are not being provided the best information and current materials as possible.

I suggest a compromise in the weeding issue. Allow us to discard the books in poor or damaged condition, superseded editions and those obsolete materials. This will allow us to create space for all our new books. In turn we will not weed according to last transaction date, which is what we did this past summer. Weeding by last transaction date looks to see when a book was last used by library patrons. Many of our books have not been out in at least 5 years; many have not been used in 20 years. Most public libraries do not retain books that are not being used by their patrons. Also books that are not in use are taking up valuable space, space that is needed for more computers, an innovation space, meeting areas and a whole host of new initiatives that our users want to see but the library needs to create the space to house.

There is a perspective that our library is an extraordinary library because of its storied history as Central Library of Westchester. Or that we are a noted research library. We are not a research library. That is our history dictating our present. We need to leave our history in the past and forge forward to create the 21<sup>st</sup> century public library that is so needed by our community. This library now, after winning the budget vote, can become an extraordinary library but many changes need to happen for us to realize that designation. In your packets you will find an article that talks about the measurements needed to become a star library, a designation from Library Journal Magazine. There are over 7000 star libraries in the United States, 36 of which are located in New York. Mount Vernon Library is not among this select group of libraries. I have been in some star libraries, here in New York and in Connecticut. They are amazing libraries, well supported by their communities, facilities that are in good repair, brightly lit, comfortable furniture and seating, banks of computers, innovation space, computer classes, many open hours, professional staff and many other programs and services. These libraries are very well used by their patrons, which shows in their statistics and surprisingly not all have big budgets. I urge all of you to read this article and to visit some of these star libraries. Sarasota Springs in New York, Greenwich, Darien and Westport in Connecticut. I would recommend that you look at their book collections, their programs, space for meetings, children's space and the reference and technology areas. It will give you a very good idea what needs to happen in Mount Vernon to provide that level of service to our users and supporters. Also I have attached a new article, written by White Plains Library Director Brian Kenney, on reference service in libraries. It is very illuminating and I hope you all take the time to read it as it talks about the shrinking reference department in libraries over the past decade.

Attached to this report is also a statistical look at the activity here at Mount Vernon Library compared to our neighboring libraries. It provides a sobering view of the activity at our library. I would like to briefly review the statistics.

In closing, I would ask that the Board of this Library, let the staff do the jobs they are supposed to do, without unbearable rules that hamper our ability to do the job and ultimately hampers and impedes those services needed by the residents of the city. Our goal is to serve our users with authority and excellence. Elaine and I and staff are committed to this working towards this goal as it should be our top priority.

The Library received a donation by Mr. and Mrs. Andre Wallace of a new, smart TV for the children's library. Staff are very excited by this gift and we know our kids will enjoy using the TV.

The Library has received notification that Westcon Group, Tarrytown, NY will be donating 24 new computers to the library. I have sent a letter to the company acknowledging the gift. We have not received any of the machines as of yet, but should begin to receive the machines in the next few weeks. I was told that 4 computers should be ready to ship shortly. The rest will follow as they are assembled.

Carolyn Karwoski  
9/16/15

There was a discussion about NY State law and the policies and procedures for accepting gifts and donations for the library.

**PRESENTATIONS:**

Roxanne Neilson is working with the library to take advantage of grant opportunities. She arranged for two presentations for renovation of the children's room bathroom and repair of the roof.

**D'Amore Designs**

Ted D'Amore explained the current schematic design that he created for the children's bathroom renovation and his plans for completion.

**Architectural Preservation Studio**

Roxanne Neilson and Rand Engineering, along with Doug Emilio have inspected the roof. A proposal was requested.

Doug Emilio gave a presentation for repair of the library roof and doors; as well as renovation of the children's room bathrooms using the current schematic design.

**OLD BUSINESS**

**Resolution 00082-15**

The Board adopted resolution 00082-15, upon a motion by Brian Johnson, seconded by Oscar Davis. The motion carried 3 yes, 0 no.

Mount Vernon Public Library

Board of Trustees

Resolution # 00082-15

**A RESOLUTION FOR THE NYS CONSTRUCTION GRANT PROGRAM  
APPLICATION**

**WHEREAS**, the Director of the Mount Vernon Public Library recommends to the Board the approval of resolutions to allow for the filing of the NYS Library Construction Grants for the Elevator Renovation Project,

**WHEREAS**, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

**WHEREAS**, funds coming for the project will come from Budget Line 6650.01 Building Repairs, at a cost not to exceed \$180,506.

**NOW, THEREFORE**, be it

**RESOLVED**, that an application be completed including all necessary documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations §90.12 was read and duly

adopted by the Board of Trustees of The Mount Vernon Public Library at a legal meeting on September 16, 2015.

Yea	Nay	Abstain	Trustees
<u>  √  </u>	_____	_____	Oscar Davis
<u>  √  </u>	_____	_____	Brian G. Johnson
<u>  √  </u>	_____	_____	Sean McIntyre
_____	_____	_____	Darren M. Morton
_____	_____	_____	Na'im Tyson

Signed: Na'im Tyson Date 09/16/15

Na'im Tyson, President – Board of Trustees

Submitted by: Carolyn Karwoski

**Resolution 00090-15**

Upon a motion by Brian Johnson, seconded by Oscar Davis the Board moved to table resolution 00090-15. The motion carried 3 yes, 0 no. The resolution must include the not to exceed amount.

**Resolution 00081-15**

Upon a motion by Brian Johnson, seconded by Oscar Davis, the Board moved to table resolution 00081-15. The motion carried 3 yes, 0 no.

**Totem Art Project**

The totem art project which was awarded to the library from an ArtsWestchester grant was discussed. Joanne Mongelli explained the ownership, material make-up of the piece and general maintenance.

This project will go to committee for review.

**BOARD TREASURER OATH OF OFFICE**

Interim Treasurer Jose Alvelo was given the oath of office as the Treasurer of the Mount Vernon Public Library Board of Trustees.

**Website Progress**

The design of the new website is almost complete. David Cambillo will be the webmaster.

**Resolution 00077-15**

Brian Johnson moved to table resolution 00077-15. The motion failed for lack of a second.

**Resolution 00041-15**

Resolution 00041-15 was reviewed. Back-up documentation for this resolution was requested. There was no motion for this resolution.

**Resolution 00092-15**

The board discussed resolution 00092-15 for the CBS contract. There was no motion on this resolution.

NEW BUSINESS;

**Resolution 00083-15**

Resolution 00083-15 was discussed. Brian Johnson moved to table the resolution. The motion failed for lack of a second.

**Resolution 00086-15**

Upon a motion by Brian Johnson, seconded by Oscar Davis, the Board approved resolution 00086-15. The motion passed 4 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
FUNDS TRANSFER RESOLUTION 00086-15**

**WHERE AS:** The Mount Vernon Public Library (“MVPL”) maintains a money market account at Sterling National Bank with an account number ending in 0601 for the purpose of depositing and holding the tax levy money remitted by the citizens of Mount Vernon via the Mount Vernon School District.

**FURTHERMORE:** The Mount Vernon Public Library (“MVPL”) maintains an operating account at Sterling National Bank with an account number ending in 8241 for the purpose of dispersing various amounts in the ordinary course of business to both employees for payroll and related costs and various amounts to third party vendors for expenses incurred each in accordance with the approved budget.

**FURTHERMORE:** Checks have been duly prepared by the Chief Account Clerk for the purposes described above which aggregate approximately \$500,000, which checks need to be issued as soon as possible. Once issued, these checks will only be valid once the funds are transferred from the Money Market Account into the Operating Account.

**THEREFORE:** It is the recommendation of the Management of the MVPL that the Board of Trustees authorize the transfer of exactly \$500,000.00 (five hundred thousand dollars) from the Sterling National Bank MVPL Money Market account ending in 0601 into the Sterling National Bank MVPL Operating account ending in 8241.

**BE IT RESOLVED:** The Board of Trustees of the Mount Vernon Public Library ("MVPL") hereby authorizes the transfer of \$500,000 (five hundred thousand dollars) from the Sterling National Bank MVPL Money Market account ending in 0601 into the Sterling National Bank MVPL Operating account ending in 8241.

Yea	Nay	Abstain	Trustees
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oscar Davis
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brian G. Johnson
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sean McIntyre
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Darren M. Morton
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Na'im R. Tyson

Submitted by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Signed: Na'im R. Tyson Date: \_\_\_\_\_

Na'im R. Tyson, President Board of Trustees

**Resolution 00087-15**

The Board reviewed resolution 00087-15 and questioned several line item invoices based on contract details and approval.

Oscar Davis moved to amend resolution 00087-15, eliminating check #10934 and adjusting the balance. The motion failed due to lack of a second.

Upon a motion by Darren Morton, seconded by Brian Johnson, the Board approved resolution 00087-15. The motion carried 3 yes, 1 no.

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
CHECK SIGNING RESOLUTION #00087 –15**

**WHERE AS:** The Mount Vernon Public Library (“MVPL”) submitted a budget for the fiscal year ending June 30, 2016, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.

**FURTHERMORE:** The Administration of the MVPL has prepared various checks to various third parties, dated September 10, 2015 as payment for goods and/or services duly received by the MVPL in the ordinary course of business, which are within the approved budget for the fiscal year ended June 30, 2016. A listing of such checks is attached to this Resolution and includes consecutive check numbers 10888 through 10973 and totaling \$184,953.33. After grouping these checks according to their respective purpose, a total of \$26.95 was for refunds-books, \$19,231.60 was for books expense, \$4,602.76 was for audio visual, \$430.75 was for periodicals, \$2,500.00 was for new technology, \$6,368.71 was for programs expense, \$12,436.94 was for supplies expense, \$746.95 was for telephone-telecommunications expense, \$582.50 was for office expense, \$337.50 was publicity and print expense, \$595.90 was for conferences, \$2,227.40 was for equipment maintenance expense, \$38,664.14 was for professional fees expense, \$4,783.82 was for electricity expense, \$155.28 was for fuel expense, \$824.25 was for custodial supply expense, \$11,947.24 was for repairs to building expense, \$8,694.30 was for security guard expense, \$1,444.33 was for service contract expense, \$1,280.00 was for miscellaneous building expense, \$9,755.70 was for hospital and medical retiree reimbursement, \$55,254.02 was for hospital and medical insurance expense, \$2,062.29 was for dental expense.

**FURTHERMORE:** The Library Director has reviewed the checks and underlying documentation and makes the following affirmation:

*I have reviewed each check and related underlying documentation and certify that each check has been prepared in accordance with such documentation, for the amount of the*



**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
CHECK SIGNING RESOLUTION #00087 –15**

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**FURTHERMORE:** The Library Director has reviewed the checks and underlying documentation and makes the following affirmation:

*I have reviewed each check and related underlying documentation and certify that each check has been prepared in accordance with such documentation, for the amount of the*

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*related invoice and matching purchase order and that such expenditure is solely for Library purposes and is within the annual budget amount for the particular budget line item.*

**THEREFORE:** It is the recommendation of the Administration of the MVPL that two signers on Board of Trustees sign all such checks.

**BE IT RESOLVED:** The Board of Trustees of the Mount Vernon Public Library (“MVPL”) hereby authorizes and empowers either one of the Trustees authorized to sign checks, to sign each of the checks delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Library Director.

Yea	Nay	Abstain	Trustees
—	—√—	—	Oscar Davis
—√—	—	—	Brian G. Johnson
—	—	—	Sean McIntyre
—√—	—	—	Darren M. Morton
—√—	—	—	Na'im R. Tyson

Submitted by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Signed: Na'im R. Tyson Date: \_\_\_\_\_

Na'im R. Tyson, President - Board of Trustees

**Resolution 00088-15**

Upon a motion by Brian Johnson, seconded by Darren Morton, the Board approved resolution 00088-15. The motion carried 4 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
CHECK SIGNING RESOLUTION #00088-15**

**WHERE AS:** The Mount Vernon Public Library (“MVPL”) submitted a budget for the fiscal year ending June 30, 2015, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.

**FURTHERMORE:** The Administration of the MVPL has prepared check numbers 10621 and 10622 payable to U.S. Security Associates dated June 12, 2015 as payment for service contracts for a total of \$8,774.60.

**FURTHERMORE:** The Library Director has reviewed the check and underlying documentation and makes the following affirmation:

*I have reviewed check and related underlying documentation and certify that check has been prepared in accordance with such documentation, for the amount of the related invoice and matching purchase order and that such expenditure is solely for Library purposes and is within the annual budget amount for the particular budget line item.*

**THEREFORE:** It is the recommendation of the Administration of the MVPL that two signers on the Board of Trustees sign all such checks.

**BE IT RESOLVED:** The Board of Trustees of the Mount Vernon Public Library (“MVPL”) hereby authorizes and empowers either one of the Trustees authorized to sign checks, to sign each of the checks delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Library Director.

Yea	Nay	Abstain	Trustees
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oscar Davis
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brian G. Johnson
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sean McIntyre
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Darren M. Morton
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Na'im R. Tyson

Submitted by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Signed by: Naim R. Tyson Date: \_\_\_\_\_  
Na'im R. Tyson, President, Board of Trustees

**Resolution 00091-15**

Upon a motion by Brian Johnson, seconded by Darren Morton, the Board approved resolution 00091- 15. The motion carried 4 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
CHECK SIGNING RESOLUTION #00091-15**

**WHERE AS:** The Mount Vernon Public Library (“MVPL”) submitted a budget for the fiscal year ending June 30, 2016, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.

**FURTHERMORE:** The Administration of the MVPL has prepared check number 10974 payable to Ella Spagnolo dated September 16, 2015 as payment for program expenses for a total of \$475.00.

**FURTHERMORE:** The Library Director has reviewed the check and underlying documentation and makes the following affirmation:

*I have reviewed check and related underlying documentation and certify that check has been prepared in accordance with such documentation, for the amount of the related invoice and matching purchase order and that such expenditure is solely for Library purposes and is within the annual budget amount for the particular budget line item.*

**THEREFORE:** It is the recommendation of the Administration of the MVPL that two signers on the Board of Trustees sign all such checks.

**BE IT RESOLVED:** The Board of Trustees of the Mount Vernon Public Library (“MVPL”) hereby authorizes and empowers either one of the Trustees authorized to sign checks, to sign each of the checks

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delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Library Director.

Yea	Nay	Abstain	Trustees
<u>  √  </u>	—	—	Oscar Davis
<u>  √  </u>	—	—	Brian G. Johnson
—	—	—	Sean McIntyre
<u>  √  </u>	—	—	Darren M. Morton
<u>  √  </u>	—	—	Na'im R. Tyson

Submitted by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Signed by: Na'im R. Tyson Date: \_\_\_\_\_  
Na'im Tyson, President Board of Trustees

ADJOURNMENT:

Upon a motion by Brian Johnson, seconded by Oscar Davis, the board adjourned to executive session at 10:35 PM to discuss union and personnel items.

Respectfully submitted,

*Carolyn Karwowski*  
Secretary