

BOARD OF TRUSTEES MEETING

January 28, 2009

6:30 pm

MINUTES

CALL TO ORDER: Chris Hansen who presided called the meeting to order at 6:41 pm.

Present were: Susan Capeci, Arlene Roberts-Grant, Rodney Reynolds and Danna Wood-Webb, Trustees.

Also present were: Cheryl Thomas, and Scott Griffith; Library Staff; Opal Brown Lindsay, Director; Willie Lou Gayles, Chief Account Clerk.

MINUTES:

The Minutes of the meeting of December 17, 2008 were approved without exception.

OFFICIAL DESIGNATIONS:

The Board adopted the official designations for 2009 as listed in the January agenda.

PERIOD OF PUBLIC EXPRESSION:

Cheryl Thomas expressed her concern about the recurrence of leaks in the library and possible exposure to mold.

There is a crack in the roof that needs to be repaired as soon as possible. A number of books have been lost because of this leak.

WLS FOUNDATION:

The Foundation has reported making over \$28,000 during the October gala. A member of the foundation visited the library for an introduction to the new WLS Director.

DIRECTOR'S REPORT:

Opal Brown Lindsay reported the following:

The library held a community meeting in January with a number of local agencies. There has been positive feedback from this event.

There was concern whether the library was meeting its state obligation to keep the public informed. Mrs. Lindsay stated that this requirement was being fulfilled by brochures and other mailings that are going out to the community.

The library is working with the Bronxville Junior League to write a grant. Chris Hansen stated that he is pleased to see that the word getting out and more people are coming in to use the library.

The Mount Vernon Planning Commissioner has done a walk-through to determine the library's Capital needs. There is talk about replacing the doors to the circulation office with a glass panel. There were also thoughts of making the elevator handicapped accessible without going through the stacks.

Two transitional teams of staff personnel are working to make the changes to the library floor plans and collections.

New Rochelle Public Library has a graphic artist who may be able to help with developing the library logo.

New trial databases are being tested in the library by both staff and patrons. The staff has also participated in several Webinar demonstrations.

The process of installing the new library materials security system has begun. All new materials that are now being processed by technical services must be sensitized. There will be an increase in security personnel to monitor the system.

A final decision on the new Assistant Director is forthcoming. The selection committee has found a candidate who they feel will be an asset to the library.

The director continues to work with WLS to reflect the accurate renewal statistics.

The board unanimously agreed with the children's room suggestion that an amnesty period should be held for that department in April of 2009.

Mrs. Lindsay is considering having a staff development day as an annual event.

The collection development policy has been updated with the changes requested. The final draft will be circulated for board approval.

An archivist from Sara Lawrence College will be working with the library on cataloging the Local History Room Collection.

In considering the alternatives for the new computer purchases; the general trend is for a library to hire their own IT person. The library's budget cannot currently handle hiring this person. Opal Lindsay has contacted WLS with the suggestion of housing one of their IT people at the library. If this is done then the cost to Mount Vernon should be different. This person could cover the southern end of the county.

Arlene Grant suggested that the director get a quote from the vendor that she suggested to compare prices. There is concern that purchasing computers through WLS could cost twice as much. She asked if everyone in the system was paying WLS prices and if they housed their own IT person. Mrs. Lindsay said that other libraries did pay WLS prices and that the discussions had not yet been completed.

Last month the non-union staff was given salary increases commiserate with City Hall; the rationale being that the union is not bargaining and the non union staff should not have to wait. The city comptroller called to question this decision, stating that the non-union staff should not get increases before the union staff. The board is strongly opposed to this suggestion and will adhere to their decision regarding the non-union increases. Mrs. Gayles stated that once in the past during negotiations the non-union staff had been granted increases before the union staff. The parties have been negotiating for about 9 months. A negotiation session for late January had been cancelled. If the parties cannot meet, then nothing can be done.

This is the 3rd year that the library is without a contract. A meeting has been set with the comptroller to discuss the union increases.

The director attended several community, education and staff meetings this month.

FINANCIALS:

Adjustments must be made to the year end city cash fund report to determine the balance. Mrs. Gayles said that some of the December bills would be paid in January and she is still awaiting the gift fund statement.

The library still owes the city money for prior years of budget overages. The accuracy of the budget and whether the library could repay the city was questioned.

The proposed 2009 budget must be presented at the next board meeting. Mrs. Gayles said that the salary lines for this budget must be adjusted. Certain areas in the salary line need to remain as is.

The lines for an Assistant Director and the Senior Librarian have been authorized by the Board. Additional lines for a Librarian I and a Clerk will remain.

There is an increase to the professional salary line of \$400,000.

Chris Hansen said that he did not envision the director receiving a salary increase for all three years, only the increase for 2009.

The amount of money in the salary line for 2009 was questioned. Mrs. Gayles said that there were vacant positions in the line that were not filled in 2008. Mrs. Grant requested a subtotal in the financial reports to differentiate the professional staff.

Additional information regarding the computer lines at WLS are requested for next month's meeting. There is a substantial increase in that line.

The amount budgeted for professional fees in 2008 has risen from \$60,000 to almost \$150,000. Chris Hansen said that it is hard to see how this amount can be brought down in 2009 if there is no settlement of the union contract. Mrs. Gayles said that money would have to be transferred from another line.

Mrs. Gayles will revise and balance the 2008 budget and send to the board.

Opal Lindsay said that the Local Library State Aid (LLSA) will be cut in 2009.

The December 2008 bills and Payrolls totaling \$392,483.10 properly certified by the Director and reviewed by Danna Wood Webb and Arlene Roberts Grant were approved by the Board of Trustees and requested paid.

The checks are numbered #019140-019188 (payrolls), #55574-55608 (payrolls, petty cash), and #029850-029923 (bills).

OLD BUSINESS:

Opal Lindsay said that she made an announcement at Fleetwood Neighborhood Association meeting regarding the need for additional trustees for the library board.

EXECUTIVE SESSION:

The Board entered executive session at 7:44pm. The Board returned to public session at 8:20 pm. No decisions were recorded.

ADJOURNMENT

The meeting was adjourned at 8:20 p.m. without objection.

Respectfully submitted,

Secretary