

MOUNT VERNON

PUBLIC LIBRARY

the CENTRAL LIBRARY OF WESTCHESTER

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BOARD OF TRUSTEE MEETING

June 17, 2015

6:30 PM

MINUTES

The regular meeting of the Board of Trustees of the Mount Vernon Public Library was held on June 17, 2015 at the Mount Vernon Public Library, 28 South First Avenue, Mount Vernon, New York 10550. Brian Johnson who presided called the meeting to order at 6:34 PM.

ROLL CALL:

Trustees Present: Linda Bryant, Oscar Davis, Brian Johnson, Darren Morton and Na'im Tyson

Also Present: Sean McIntyre, Trustee Elect; Gary Newman, Doris Summers and Cheryl Thomas, Library Staff; Brenda Johnson and Tamara Stewart, Library Patrons; Carolyn Karwoski, Library Director; Elaine Braithwaite, Assistant Library Director; Jose Alvelo, Interim Treasurer, and Mary Harper, Administrative Assistant.

MINUTES:

The minutes of the meetings of March 9, 18 and 26; April 2, 7, 13 and 15 and May 26th were tabled.

Trustee Davis asked that the draft minutes be put on the website until they were approved.

Trustee Johnson said that he was not in favor and asked that the board make a commitment to read all past minutes and vote at the next meeting.

Upon a motion by Oscar Davis, seconded by Linda Bryant, the board approved posting the draft minutes of March, April and May 2016 on the library website. The motion carried 3 yes, 1 no.

PERIOD OF PUBLIC EXPRESSION:

Cheryl Thomas spoke about being on the election committee and her displeasure that the board had changed the day of the vote after the hard work by the committee.

Doris Summers spoke about the change in the date of the vote and the effect it had on the pole workers. She spoke about the inexperience of some of the pole workers and suggested that the committee should be able to choose its own workers.

Brenda Johnson spoke about her experience as a pole worker. She stated she felt she and her son were unfairly removed by the police from the library's polling site due to an incident with another pole worker.

Tamara Stewart took issue with a trustee not wanting the draft minutes to be placed on the website. She said that the library has consistently failed to post the minutes in a timely fashion.

Tamara Stewart said there should have been no issues with the library budget vote; if the suggestions of last year had been followed. She said that she had been assured that the election would be improved this year

Ms. Stewart said that the voter turn-out was one-third of last year and stated that many people did not know about the election. The information was not communicated and people did not receive the information until after the election. She said she thought there were too many inspectors and that there is a rift between the library and the Mount Vernon Inquirer.

Tamara Stewart urged the library to reach out to Dr. Larry Spruill and Donna Jackson regarding the library's local history room and the preservation of the collection. Ms. Stewart feels that the collection is very fragile and trained staff is needed.

Gary Newman said that someone not knowing what happened would think the budget vote failed. He said that the budget passed by a wide margin. All's well that ends well.

Trustee Johnson stated that his colleagues wanted to put the draft minutes on the web and he voted no. He said that he thinks it's better to put the finalized minutes up.

He spoke about the four special meetings that were called in order to finalize the budget and make it more transparent.

Trustee Johnson said that the last thing he wanted to do was change the date of the vote.

Trustee Johnson also discussed the line items in the budget and the difficulties with the library's transition and budget clarity.

Gary Newman asked about the budget being passed and if there would be money for hiring and salary increases.

Trustee Johnson spoke about the election committee he established with Trustee Davis and whether they were consulted.

He said that it was the library's responsibility to make the community aware of the vote and we will do better.

Trustee Johnson discussed the incident with Brenda Johnson and her son. Trustee Johnson indicated that he did not have time to figure out who was responsible for the incident on the morning of the election. He said his larger responsibility was to everyone in the room and making sure that the voters were coming to a safe environment. He said that he called the police for everyone's safety; including her son. The other people who were involved in the incident were also asked to leave.

COORESPONDENCE:

The Board received correspondence from DJH Mechanical about a revision to the contract when additional HVAC units were discovered.

A letter was read from Trustee Davis regarding the practice of out-of-title pay for part-time employees and the need to discontinue this practice until it is further investigated.

Patron, Hafeezah Basir sent a letter regarding the poor voter participation for the June 2nd budget vote; and the lack of notification to the community.

Elaine Braithwaite said that she had spoken to DJH who insisted they were not shown the additional units. They agreed to prorate the cost of the additional units by \$833.00.

Trustee Davis recommended that the director reach out to the two other vendors who submitted proposals for the HVAC to see if we could get a better price.

Carolyn Karwoski discussed the concerns about the local history room. She said that she and the Assistant Director will meet with Donna Jackson and volunteers. She will also reach out to the Westchester Historical Society. She said that she is working to see who can evaluate the collection.

DIRECTOR'S REPORT

Carolyn Karwoski reported the following:

I want to take this opportunity to welcome Elaine Braithwaite as our new Assistant Director. Elaine comes to the library from West Haven, CT and has fit right into our routine in the administrative offices. Elaine will supervise all the supervisors of the library and is currently working to establish procedures for the department supervisors as well as beginning staff training programs. She will give the managers an introduction to our new service, Hoopla at Friday's management meeting.

Circulation staff is currently struggling to cover the desks on the main floor of the library and in children's. With one person out because of an accident and the need to cover 57 open hours, this is becoming more and more of a problem. Elaine and I are currently working on a staffing recommendation report and we must seek some substitutes to help out at the desks as well as librarians. This library has been understaffed for too long a time and it is up to us to put into place a way of increasing staff in this library within the confines of our personnel budget. This is necessary to improve services to our public who support our budget each year. Libraries in Westchester, with similar budgets, have at least 20 more staff members than we currently have right now.

I am very pleased to announce that Mount Vernon Public Library has won a National Endowment for the Humanities/American Library Association grant. *Latino Americans: 500 Years of History*, a public exploration of the rich and varied experiences of Latinos, who have helped shape the United States over the last five centuries and who have become, with more than 50 million people, the country's largest minority group. The library will receive:

- A "Latino Americans" DVD set with public performance rights
- A cash grant of \$3,000 to hold public film screenings, discussion groups, oral history initiatives, local history exhibitions, multi-media projects, performances and other programs about Latino history and culture
- Access to additional programming and humanities resources developed by national project scholars, librarian advisors and outreach experts
- Promotional materials to support local outreach

We are very excited about this opportunity. We are the only public library in Westchester to receive the grant and I view this as a wonderful opportunity to do outreach to the Latino community in Mount Vernon.

At the end of May, I attended the Library Journal Day of Dialog at New York University. The day of dialog brings together about 300 librarians from all over the country to discuss relevant issues of the day, to hear from publishers and authors and generally prepare for the release of major books this fall. I was also able to attend Bookexpo America at the Javit's Center. This trade show has been a long standing show for the American Publishing Association. With the advent

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of e-materials and the trend away from independent bookstores, it has developed into an all-inclusive trade show that includes libraries and librarians.

Summer Reading Club activities will kick-off for all ages on Saturday, June 20, with Superhero Saturday. There will be events all day in the library and will be a good launch of our reading clubs for summer. The theme is of course, is superheroes, and staff have planned many exciting events here at the library all summer long! According to the American Library Association, the benefits to readers in a summer reading program include: encouragement that reading become a lifelong habit, reluctant readers can be drawn in by the activities, reading over the summer helps children keep their skills up, and it generates interest in the library and books. We are working for high participation rate in all our clubs and outreach has been done to the schools and other organizations. We also will begin Reading Buddies in mid-July and are preparing for having enough copies of the summer reading list book recommendations for all ages of readers. Please consider participation in the program on one of the Thursday mornings in the Children's Library. Invitations will be sent shortly to other community leaders, inviting their participation as well.

Elaine just received a wonderful thank-you letter from Keith Gonzales who is the Creative Program Director with Media Magic, EVTED. He thanked Elaine as well as Nishan Stepak for all their help in locating information needed by their students in the work of creating a documentary about the Dolles Center in Mount Vernon. Media Magic partnered with the Mayor's Office in 2013, to provide media training opportunities, career exposure, motivation and development for at-risk disadvantaged students via hands-on, on-the-job exposure. The production on the Dolles Center will continue through this year and most of 2016.

The Mount Vernon Foundation has begun work on their upcoming fundraising gala event taking place on August 26 at the VIP Club in New Rochelle. Shortly there will be flyers publicizing the event and through all their hard work and efforts I believe this fundraiser will be very successful.

I am also pleased to report about the classes I recently attended that were offered by the New York Library Association. The mini-workshops were on leadership training, public library law and strategic planning. Interesting enough, Leslie Burger, who the library is working with on our strategic initiative, taught the strategic planning class. It was a look at strategic planning in a nutshell and was very informative. The full day class on law for libraries was extremely informative and helpful. Taught by the Mid-Hudson Library system, Sustainability Director, this was a very practical and informative program especially as it pertains to public libraries.

The library survey concluded and you can view the results at the following link, <https://www.surveymonkey.com/results/SM-992GV5P7/>. Nishan Stepak, who is chair of our committee and Elaine Braithwaite met with Alan Burger last week to formulate the plan going forward and will make a report to the Board shortly. We will also be planning an evening meeting with Alan Burger to move this process further along. This will probably be scheduled after July 4th because the Burgers will be attending the ALA conference beginning next week.

ABC Mouse is a new early childhood database that is now available without cost to public libraries and is limited to in-house use only. WLS has added it to our database list and Denise and her staff are working to promote this new service of the library. ABCMouse.com helps children build a strong foundation for future academic success by providing a comprehensive and engaging inline curriculum to greatly assist early learners to succeed in pre-K, kindergarten, and early elementary school programs.

There was discussion about the Latino Americas grant and how it would be promoted

There was discussion about the staffing difference at Mount Vernon and other libraries with comparable budgets. Several reasons for the difference were discussed including budget and attrition.

A categorical analysis of part time positions and hours was discussed.

There were suggestions for advertising the summer reading program and the new ABC Mouse program.

Carolyn Karwoski said that Terry Kirchner is working on the maintenance of effort letter for 2013. The one for 2012 was denied and the library did not receive the money.

FINANCE COMMITTEE:

Resolution 00056-15

The Board expressed concerns about the inability to receive the past daily tour reports from US Security. There was discussion about the company's contract and what was included. US Security should be sent a letter about the library's displeasure with not being able to receive the past reports.

Upon a motion by Na'im Tyson, seconded by Darren Morton, the Board moved to approve resolution 00056-15. The motion failed 1 yes, 1 no, 3 abstentions.

Resolution 00057-15

The Board discussed some of the line items for resolution 00057-15 including publicity and printing and the technician for the election; which should go to the election committee for a follow-up. They also discussed the payment to Dell Marketing for computers.

Upon a motion by Darren Morton, seconded by Na'im Tyson the Board approved resolution 00057-15. The motion passed 4 yes, 1 abstention.

MOUNT VERNON PUBLIC LIBRARY BOARD OF TRUSTEES CHECK SIGNING RESOLUTION #00057 –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 various checks to various third parties, dated June 12, 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, 2015. A listing of such checks is attached to this Resolution and includes consecutive check numbers 10623 through 10734 and totaling \$131,891.75. After grouping these checks according to their respective purpose, a total of \$75.00 was for payroll taxes and deductions, \$7,124.00 books expense, \$12,094.81 audio visual, \$231.75 was for periodicals, \$4,694.72 was for new technology, \$850.00 was for programs, \$1,290.51 was for supplies, \$837.28 was for telephone-telecommunications, \$138.88 was for postage, \$550.00 was for office expense, \$12,517.00 was for publicity and print, \$1,889.61 was for equipment maintenance, \$43.60 was for miscellaneous expense, \$5,760.00 was for professional fees, \$3,575.52 was for electricity, \$104.19 was for fuel expense, \$1,944.25 was for repairs to building, \$7,102.90 was for security guard, \$6,792.51 was for service contracts, \$50,713.00 was for workers compensation expense, \$10,070.40 was for hospital and medical insurance retiree reimbursement, \$3,491.82 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 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
—	—	<u> √ </u>	Linda Bryant
<u> √ </u>	—	—	Oscar Davis
<u> √ </u>	—	—	Brian G. Johnson
<u> √ </u>	—	—	Darren M. Morton
<u> √ </u>	—	—	Na'im R. Tyson

Submitted by: _____

Approved by: _____

Signed: Brian G. Johnson Date: 05/17/15

Brian G. Johnson, President - Board of Trustees

Resolution 00059-15

Upon a motion by Darren Morton, seconded by Na'im Tyson, the Board approved resolution 00059-15. The motion carried 5 yes, 0 no.

FINANCE REPORT;

Jose Alvelo said that the library should receive the final tax levy balance from the school district soon.

Mr. Alvelo discussed the line items for salaries, new technology, the telephone system and professional fees, which had an unfavorable balance. A resolution to move money from one line item to another to cover the unfavorable balance was discussed.

An auditor is needed to come in and close the books within 90 days of the end of the fiscal year.

OLD BUSINESS:

Resolution 00058-15

The Board discussed the work done by RM Nielson at New Rochelle Public Library.

Upon a motion by Oscar Davis, seconded by Darren Morton, the Board approved resolution 00058-15. the motion carried 4 yes, 1 abstention.

**Mount Vernon
Board of Trustees
Resolution 00058 -15**

**A RESOLUTION TO ACCEPT THE SERVICE AGREEMENT FOR
RMNEILSON & ASSOCIATES**

WHEREAS, the Director of the Mount Vernon Public Library recommends the acceptance of the RMNeilson & Associates proposal for Clerk of the Works/Project Manager for the children’s bathroom renovation,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve the proposal from RMNeilson & Associates,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the acceptance of the RMNeilson & Associates proposal at a cost of \$37,160 as contract Upset Amount. Fee schedule is attached to this resolution. The funds are available from line 6650.01- Building Repairs.

Yea	Nay	Abstained	Trustees
—	—	—	Linda Bryant
—	—	—	Oscar Davis
—	—	—	Brian G. Johnson
—	—	—	Darren M. Morton
—	—	—	Na'im R. Tyson

Brian G. Johnson Date: 6/17/15
Brian G. Johnson
President

Resolution 00060-15

There was discussion about the need for additional on call librarians, since the current ones cannot give enough hours or have moved on to full-time jobs.

Upon a motion by Na'im Tyson, seconded by Darren Morton, the Board approved resolution 00060-15. The motion carried 3yes, 1 no, 1 abstention.

Mount Vernon Public Library
Resolution # 00060-15

A RESOLUTION TO ACCEPT NEW HIRE

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

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

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the hire of:

Lisa Sutorius as part-time substitute librarian beginning on June 18, 2015 at \$23.84 per hour. Ms. Sutorius will not work on a regular basis but as needed to fill vacancies on the public service desk and is not guaranteed hours each week. Part-time librarians can work up to 17.5 hours per week.

Yea	Nay	Abstain	Trustees
_____	_____	_____	Linda Bryant
_____	_____	_____	Oscar Davis
_____	_____	_____	Brian G. Johnson
_____	_____	_____	Darren M. Morton
_____	_____	_____	Na'im R. Tyson

Signed: Brian G. Johnson Date 06/17/15
Brian G. Johnson, President – Board of Trustees

Submitted by: Elaine Braithwaite

Resolution 00061-15

The Board discussed the part-time clerks and the selection process for promoting someone to fill a position temporarily due to a long term absence.

Upon a motion by Na'im Tyson, seconded by Darren Morton, the Board moved to adopt resolution 00061-15. The motion carried 3yes, 2 abstentions.

There was discussion about amending the resolution due to missing information.

Darren Morton, seconded by Na'im Tyson moved to reconsider resolution 000661-15. The motion carried 5yes, 0 no. The resolution was tabled.

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The Annual Meeting is scheduled for July.

The board will have a meeting for policy review once trustee elect McIntyre is sworn in.

Trustee Morton inquired about the Medicare reimbursement checks and whether they could be eliminated. The checks are mandated, since the retirement system continues to automatically deduct the payments from the retirees.

ADJOURNMENT:

Upon a motion by Na'im Tyson, seconded by Oscar Davis, the meeting was adjourned at 9:03 PM. The motion carried 5 yes, 0 no.

Respectfully submitted,
Carolyn Karwoski
Secretary