

# MOUNT VERNON

PUBLIC LIBRARY

the CENTRAL LIBRARY OF WESTCHESTER

28 South First Avenue, Mount Vernon, New York 10550 • Phone: 914-668-1840 • Fax: 914-668-1018

BOARD OF TRUSTEES MEETING

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

January 15, 2014

6:30 PM

MINUTES

Na'im Tyson, who presided, called the meeting to order at 6:45 pm.

Present were: Dawn Cancellieri, Marcia Dupree, and Julie Mills Worthey

Also present: Don Partrick, CSEA Labor Relations Specialist; Gary Newman, CSEA Unit President; Patricia Hansen, Deborah Ramsey and Tamara Stewart, Library Patrons; Scott Griffith, Denise Lyles and Cheryl Thomas, Library Staff; Carolyn Karwoski, Library Director, Juan Jaramillo, Chief Account Clerk, and Mary Harper, Administrative Assistant

## CORRESPONDENCE:

Dr. Tyson received correspondence about a bank holiday from Chase Bank.

## DIRECTOR'S REPORT:

Library Director Carolyn Karwoski reported the following:

During December the Children's Department scheduled many craft and movie programs. Leading up to Christmas there was all kinds of holiday crafting going on including a program that inspired the kids to become fashion designers with Craft-Dee, a/k/a Dee Smith. The children then modeled their creations in a first of its kind, "Library Fashion Show". This show inspired lots of laughter and fun for all the participants! We also had a slate of movie programs for the week after Christmas for the children. These were shown in the community room using our Blue-ray player. Films shown were new titles and our hope is to build attendance for our movie programs. Children's staff did an excellent job in planning programs for vacation time especially since the schools were on a 2-week hiatus.

On a more somber note, our request for a budget of \$3.7 million for 2014, was slowly dismantled and brought back to our original budget of \$3.35. Then this was further cut to support the library for only 9 months with the expectation that the budget vote will be a success and can cover the last few months of the year. She learned about the budget when she and Libby met with Mayor Davis on December 19<sup>th</sup>. At the meeting she was told that the cut would be \$1 million and that \$2.3 million should cover us until the end of June, when the belief was we would receive our money from the vote. That was erroneous and Libby pointed out that money would not be received until sometime in the fall. That was when \$500,000 was put back in our budget. This means things will be lean this year but we will look towards winning the vote and bringing financial stability back to the library.

Mrs. Karwoski attended the Board of Estimates meeting on Friday, January 10<sup>th</sup>. It was a very contentious meeting but she did talk about the importance of the library and the gains we have made this year. She asked all members of the Board to support the budget of \$2.8 million so that the library can continue to make improvements in collections, services and the facility. She has not heard that the budget was approved yet but hopefully that will happen this evening at a council session with the Mayor.

This month she also met with Steve Lawrence, who is the Development Director for the city. They spoke of finding partnerships for the library as well as other kinds of funding opportunities available in the county and state. These will be outlets we will take advantage of once we receive the reinstatement of

our 501©(3). We are still working with the tax attorney to provide the paperwork he needs to present to the IRS. Also Mr. Weitzner has informed us that there are now new IRS regulations that just went in effect this month. These regulations have a direct impact on our effort to obtain our reinstatement of our tax status. He is currently evaluating these regulations to see how they apply to our case directly.

Mrs. Karwoski and the staff have been working to update and redesign the website. This is something she hopes to have done before the kick-off for the vote campaign on February 24. They have put up the new design change and are currently working on the content on the site. There will be more changes coming as we go forward. Also there will be professionally designed graphics for the site. Currently some are already up but more will be coming. These graphics will advertise programs and services for the library and community.

Plans for marketing our budget vote has been advancing. On Jan. 30 & 31<sup>st</sup>, John Rizzo will be here to take photos of various library supporters and community leaders to be used in our publicity for our campaign. Libby will be here to assist with this effort and to help plan out our kick-off event, which will be on Monday, Feb. 24<sup>th</sup>. The community will be invited to come in to see the library, the changes that have been made and to support our efforts to win the vote.

One of the topics discussed in management meeting is keeping our materials on the shelf and getting them returned. So as part of our determination to increase returns of outstanding materials, Libby has designed a campaign called “Grandma says”. There is a series of cleverly designed posters which we will be placing around the library. Also in the works is bookmarks that will be inserted in materials being checked out that will remind patrons that they can renew on line or by phone to avoid paying late fines. Grandma also reminds users to help keep the bathrooms clean and to be careful of spills and stains on library materials. One Grandma reminds computer users to take care in what they view online. She has high hopes that this will encourage patrons to return or renew items! We will see what happens.

Julie Mills Worthey asked about the schedule for petitions for the library trustee elections. Carolyn Karwoski said that she will check with Libby Post who is working with the attorney on the timeline.

Mrs. Mills Worthey said that the petitions are time sensitive and said maybe there is a calendar of the time lines.

Na'im Tyson said that perhaps Ms. Post could give the timeline before the meeting.

Marcia Dupree said that she noticed that the time for board meetings was not posted on the website. She said that she knows it is being worked on. She also noted that her middle initial was incorrect and should be changed.

Mrs. Karwoski said that the web site's trustee page is being updated.

Mrs. Mills Worthey said that she understood we have the Mayor's commitment.

She asked what the timeframe was for collection of funds.

Carolyn Karwoski said that according to Libby Post it is in September.

Na'im Tyson said that Carolyn Karwoski may want to update her director's report to include a second meeting with the Mayor.

Mrs. Karwoski said that the first meeting was with the Mayor and other officials.

Dr. Tyson said that Mrs. Karwoski should check with the tax attorney to see if another 990 form is required.

Carolyn Karwoski said that a 990 was filed, but the attorney does not believe we need it at all. He believes that we are a school district library and we should not have had our status removed. She said that the tax accountant is looking into the filing the state forms.

Na'im Tyson asked about a flyer for the marketing campaign.

Mrs. Karwoski said that we are going to ask the community, the city council, Mayor and patrons. People may be able to sign up on line.

Dr. Tyson asked about a WEB update. Carolyn Karwoski said that she had a professional designer; a graphics person who is creating jpegs that are given to Leroy Lea to change the site. She said that the content on the old site needed to be updated.

#### MINUTES:

The minutes of the meeting of December 18, 2013 were approved .

The minutes of the special meeting of September 5, 2013 were approved upon a motion by Julie Mills Worthey, seconded by Marcia Dupree. The motion carried 3 yes, 1 abstention.

The minutes of the meeting of September 18, 2013 were approved upon a motion by Julie Mills Worthey, seconded by Marcia Dupree. The motion carried 3 yes, 1 abstention.

The minutes of the meeting of October 16, 2013 were approved upon a motion by Julie Mills Worthey, seconded by Marcia Dupree. The motion carried 3yes, 1 abstention.

#### PRESIDENT'S REPORT:

Na'im Tyson said that there are a lot of end of the year checks. There is furniture, acquisitions and the doors.

He asked if Carolyn Karwoski got in touch with the trustees. Mrs. Karwoski said yes and one is interested.

#### TREASURER'S REPORT:

Juan Jaramillo said that he had made changes to the budget presentation reports. He said that the report will be changed monthly as we go along.

Mr. Jaramillo said that the line for building operations was overdrawn by \$35,000. There is a retirement bill for \$252,000 which was paid out of the 2013 budget. The line for hospital and medical is overstated.

Dr. Tyson asked if the maintenance foreman had been contacted about the Con Ed. bills and verifies if someone comes to read the meter. He said he is concerned that the meter is not being read.

Julie Mills Worthey said that she thought a system was in place to have access to the meter.

Dr. Tyson asked about the proposal from Tyco. Carolyn Karwoski said that she did receive it and she had to review it. She said it was for about \$14,000.

Julie Mills Worthey asked about the building insurance. Mrs. Karwoski said that the bill had been received. She said that she had met with the library's broker and he will see if he can bring down the co-pay.

Juan Jaramillo said that the check had not been issued yet, he said that he needed all of the invoices for the \$112,000 total.

Julie Mills Worthey asked if the insurer was comfortable about out status with the upgrades. Mrs. Karwoski said that it was not mentioned. They only seemed concerned about the book values. She said that they did not mention other things. The library had a previous evaluation, but it was out of date. She said that they were given a formula of \$25.00 per volume. Na'im asked about the local history room. Carolyn Karwoski said that they did not mention it. They were only talking about the volumes and materials that were irreplaceable.

Marcia Dupree asked if Carolyn Karwoski talked to the Fire Marshall. She said that she was working on it.

#### TRUSTEE REMARKS:

Dawn Cancellieri said as part of the "Friends" outreach she had attended their executive meeting. To make herself visible as a liaison to the "Friends"

#### OLD BUSINESS:

Na'im Tyson said that he wishes the tax attorney could speed up the time frame Carolyn Karwoski said he would send a letter to the IRS.

Mrs. Karwoski said that she is working on the draft of the fire policy. She said that she would also call the Fire Marshall. Julie Mills Worthey said that Millie Burns had worked on an emergency plan while she was here. Carolyn Karwoski said that it would be incorporated into the plan.

Carolyn Karwoski said that all materials for the raspberry pi had been received except for the SB cards. David Cambillo examined the computer that had been stolen and everything had been cleaned out. He tried a flash card and was able to run it.

Julie Mills Worthey said in terms of the report. It needs to be made clear that there was an attempted burglary.

Carolyn Karwoski said that we will be able to see what we can do with the PAC terminals without spending a lot of money.

Mrs. Karwoski said that there is new furniture in the works for the business office and it should be delivered by the end of January. There is also a desk on order for the spare office. She said that the signage should be up in February.

Na'im Tyson asked if they could take away the old furniture. He said getting the city to pick it up is hard. Carolyn Karwoski said that she could ask.

Carolyn Karwoski said that the DASNY grant is close to completion, but more guidelines were received. The most recent one was about form 990. Then it goes to the DASNY attorneys for release. She said that she is hoping the stair treads will be installed by open house.

Mrs. Karwoski said that she is meeting with Pat Hickey regarding the doors. She said that there is a six to eight week time frame for installation of the doors. The inner door will be restored to update it. The children's room door will also be restored.

Dr. Tyson asked if she had been informed about the warranty on the door parts.

Carolyn Karwoski said down the road we will look at updating the handicap door. Another plan is the restoration of the wood in the foyer.

Julie Mills Worthey said a public notice must be issued and petitions must be filed for the trustee elections. Dr. Tyson asked if the clerk had to sign off on them. Mrs. Mills Worthey said that the clerk has to sign off, but the library has to issue the notice.

Julie Mills Worthey said that she is concerned, because it was her understanding that the petitions had a January time frame.

#### NEW BUSINESS:

Na'im Tyson said that we need a summary budget pie chart to present to the public. He said he does not know if we have the software to support this. Dr. Tyson asked Juan Jaramillo to look into the software. Mr. Jaramillo said that we may be able to do it in Excel.

Carolyn Karwoski said that she is working on expanding the budget report. There will be changes to line items in 2014. Dr. Tyson said that trustees can send emails regarding any categories they want.

Na'im Tyson said that two charts are needed, one for 2013 and one for 2014.

Julie Mills Worthey said that she thinks it is important that expenses are broken down so people can see. She said we could have a fact sheet with a couple of different breakouts to compare what is in the slice of pie.

It was suggested that the local history room could be opened a couple of days a week. Carolyn Karwoski said there are still staffing issues. If the room is opened a lot of stuff has to be put away. There is a lot of stuff that has to be inventoried and evaluated.

Mrs. Karwoski said that there are preservation grants that can be gotten.

She said these things should be done prior to opening the room.

The best we can offer now is appointments and have a librarian work with the person.

Mrs. Karwoski said that professional staff is needed in the room and she cannot spare the librarians.

Joe Parisi of the MV Inquirer wants to come and take photographs.

Dr. Tyson asked if there was a summarized draft of the strategic plan. Carolyn Karwoski said no, the management staff is working on it. She said that she will try each month to give a summary. She will send the board the reports. She said that she attended a five day class and has the notes and books.

Mrs. Karwoski said the idea is once the plan is in place to implement it; probably over a five year period. The plan has to be written with an idea that you are going to follow what you are writing.

Julie Mills Worthey asked if the Board had to approve the plan. Carolyn Karwoski said yes the board has input and also has to approve it.

Mrs. Mills Worthey asked if this included the local history room. Mrs. Karwoski said yes. The plan will cover all services. Everybody has to buy into the plan.

Na'im Tyson asked if Carolyn Karwoski was going to query the Mayor and city council about the plan. She said yes. That is part of the reason for the focus groups.

Julie Mills Worthey asked what about the school district. Mrs. Karwoski said that they are an important part of the plan. She said there was a poor response at the focus groups.

Carolyn Karwoski introduced the new Youth Services Coordinator, Denise Lyles. Ms. Lyles comes to Mount Vernon from New York Public Library.

Denise Lyles said that she plans more outreach to get people in the library. There is more programming in the mornings and she is working on the afternoons and collection development.

#### EXECUTIVE SESSION

Upon a motion by Julie Mills Worthey, seconded by Marcia Dupree, the board entered executive session at 7:47 pm.

Respectfully

*Carolyn Karwoski*  
Secretary