

# 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 TRUSTEE MEETING

January 20, 2015

6:30 PM

MINUTES

The regular meeting of the Board of Trustees of the Mount Vernon Public Library was held on January 20, 2016 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 6:34 PM.

### ROLL CALL:

Trustees Present, Oscar Davis, Brian Johnson, Darren Morton (arrived at 7:05) and Na'im Tyson.  
Trustee Absent: Sean McIntyre.

Also Present: Brenda Crump, Sherrette Morrison, and Tamara Stewart Library Patrons; Scott Griffith, Gary Newman, Nishan Stepak and Cheryl Thomas, Library Staff; Carolyn Karwoski, Library Director, Elaine Braithwaite, Assistant Library Director, Jose Alvelo, Treasurer, and Mary Harper, Administrative Assistant.

### ADOPTION OF THE AGENDA

Upon a motion by Oscar Davis, seconded by Brian Johnson, the Board adopted the agenda for the meeting of January 20, 2016.

### APPROVAL OF PRIOR MEETING MINUTES:

The minutes of the meeting of November 23, 2015 were approved upon a motion by Oscar Davis, seconded by Brian Johnson. The motion carried 3 yes, 0 no.

The minutes of the meetings of December 14, 2015 and December 16, 2015 were approved upon a motion by Oscar Davis, seconded by Brian Johnson. The motion carried 3 yes, 0 no.

### PERIOD OF PUBLIC EXPRESSION:

Sherrette Morrison spoke about her group Young People Matter and their initiative with the Youth Bureau.

Cheryl Thomas spoke about safety issues in the staff parking lot.

Brenda Crump spoke about several library issues including the date of the library budget vote, the board docs computer program, live streaming of board meetings as well as board meeting dates on the website. Ms. Crump requested an update on the library square project.

**COORESPONDENCE:**

An email copy of a text message regarding the library's museum pass policy was read. (see attached)

**DIRECTOR'S REPORT:**

Library Director, Carolyn Karwoski reported the following:

Mount Vernon Public Library  
Director's Report  
January 20, 2016

During December several staff trainings were scheduled including a SIRSI training held by the WLS Trainer for the circulation and reference staff. All staff members were invited to attend an ALA sponsored Webinar, "How to Respond to a Security Incident at your Library." This event was well-attended and prompted much interest and feedback from staff. Staff were also trained on our new legal database, WestlawNext. We will be continuing to develop new training opportunities for staff so that skills can be improved and better customer service can be provided to all our users.

The Collection Development Committee finished their draft of the Collection Development Policy, for review by the Policy & Governance Committee and the Library Board of Trustees. It is on the agenda for a vote tonight.

Holiday events – including the Annual Christmas Tree Lighting, Hanukkah Cooking Demonstration and Celebration, and Kwanzaa Celebration – were the highlights of the month. Additionally, our Maker Space Pillowcase Project, led by Maxine Grandison, displayed forty-two beautifully decorated pillowcases that were donated to the Maria Fareri Children's Hospital in Valhalla, New York.

The library launched its newly designed website on December 21, 2015. The site has been well-received. There are new pages for Children and Teens. In the near future, Patrons will be able to reserve museum passes and sign up for library programs through the new site.

Librarians have been tasked with creating resource guides that reflect the available materials and databases from our collections. These resource guides not only will be available in the library but also used when we participate in events throughout the community. Currently being printed is the Notable Mount Vernon People, health resources, job information and legal assistance. We will continue to add topics to the guides and believe that our users will benefit from the guides. We are also updating the Welcome Brochure as well as the children's library resource guide.

All department heads have been tasked with writing and updating all department procedures for review. This will help staff in better serving the public. We expect that this will be finished in early February and will be reviewed at management meeting.

20, Jan. 16- 3-

The homework help program in the Children's Library has been extremely popular. That has resumed again this month with support from the Friend's. They will be providing snacks for the students. This is a joint project with WLS, who has been providing interns to help the children. The snack and chat book club had an end of year pizza party in December. The Friend's also provided the pizza and refreshments for the participants. We are also offering a new graphic novel book club and continue to have films on the 2<sup>nd</sup> Saturday of the month. The films have attracted a steady audience and there were 23 in attendance to watch, "Minions" in December.

Doug Emilio from Architectural Preservation has been at the library to work on the drawing for the children's bathroom project as well as the new community room doors. Elaine and I meet with him the morning that he began the work to discuss options for what would fit into the budget of the grant. He has created a drawing for the washroom that has been presented to the Building and Grounds committee for review. Once it is reviewed, engineering will come into the library to continue to develop the plans.

The library received \$7600 from WLS as part of the new pilot finance model for the net borrowers/net lenders program. This money is to develop our collection and can be used for print, audio as well as DVD titles for the collection. We received this collection money because our library is considered a net lender. The previous model, allowed for fees to be paid to the library from the net borrowers libraries. Now the net borrowers will be using the fees they used to pay to WLS to develop their popular collections. The idea that owning more of the in demand titles in their system will put less stress on the net lenders collections. It also allows for collection development funds from WLS to the net lender libraries. All items purchased for the library from this fund of money will be paid by WLS. All invoices will be sent to WLS for payment.

The Friend's of the Library have received a donation of \$200 to be used for a program in the Children's Library. They have contacted Denise to work on a program for the spring months. They are also sponsoring a Black History Month program, Folk First: Black roots music will take place on the first Saturday of February

The new garage door will be installed on Friday morning.

This month I also attended the ALA Midwinter conference in Boston, MA. I was able to attend sessions, hear from different speakers as well as spend time on the floor of exhibits to meet with various vendors. There were also some excellent author programs and many opportunities to network with other library directors and professionals. Some highlights of the conference were:

- Genealogy workshop provided by the New England Historic Genealogy Society
- Opening author event that featured Ken Burns
- Publisher's presentation of new spring and summer titles at the Boston Public Library  
Measuring the Future: understanding your spaces that can make your library better for everyone. Using Google analytics style dashboard, the use of libraries physical space can be defined without the loss of privacy. Data from this project can be viewed at <http://measurethefuture.net>

- Sustainability presented by Rebekkah Smith Aldrich, Director of Sustainability from the Mid-Hudson Library System in NY. She talked about how libraries must take an active, visible role in building sustainable, resilient and regenerative communities.
- Urban libraries who adopted and adapted the “turning outward” approach advocated by the Harwood Institute for Public Innovation.
- Auditorium series speaker featuring Senator Cory Booker from New Jersey
- On the exhibit floor met with self-check vendors, looked at microfilm-scanner machines that would enable our users to email or download information from microfilm or microfiche, spoke with vendor about scanning our city directories as well as our school year books
- Media awards were announced including the Newberry, the Caldecott and the Andrew Carnegie award books
- Library Transform update: ALA’s President, Sara Feldman’s initiative to focus on the importance of what libraries around the country do to serve their patrons. Will be displaying some of the poster’s within the library

Carolyn Karwoski  
1/20/16

The Board reviewed and discussed the director’s report

## OLD BUSINESS

### **By-Laws**

The Board reviewed and approved the requested changes to its by-laws.

Upon motion by Brian Johnson, seconded by Darren Morton, the Board approved the by-laws with the changes. The motion carried 3 yes, 1 abstention.

### **Collection Development Policy**

The administration is working on updating the collection development policy.

Upon a motion by Brian Johnson, seconded by Darren Morton, the board agreed to table resolution 00003-16. The motion carried 4 yes, 0 no.

## NEW BUSINESS

### **Budget Vote Calendar**

The Board reviewed and discussed the 2016 budget vote calendar and its resolution.

Upon a motion by Darren Morton, seconded by Brian Johnson, the Board approved resolution 00005-16. The motion carried 4 yes, 0 no.

Mount Vernon Public Library  
Board of Trustees  
Resolution 00005-16

**A RESOLUTION TO APPROVE THE INTERNAL BUDGET VOTE CALENDAR**

**WHEREAS**, the Director of the Mount Vernon Public Library recommends to the Board that they approve the internal budget vote calendar for the 2016 election,

**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 acceptance of the proposed internal budget vote calendar for 2016.

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: Carolyn Karwoski

Date: 01/20/16

Signed: Na'im Tyson  
Na'im Tyson, President

**PLA Conference**

Darren Morton moved to adopt resolution 00001-16. the motion carried 3 yes, 0 no.

**Mount Vernon  
Board of Trustees  
Resolution # 00001-16**

**A RESOLUTION TO ACCEPT PLA CONFERENCE ATTENDANCE**

**WHEREAS**, the Director of the Mount Vernon Public Library recommends the approval of the attendance of the Assistant Director to PLA Public Library Association Conference taking place in Denver Colorado on April 5-9, 2016,

**WHEREAS**, Board of Trustees for the Mount Vernon Public Library must approve their attendance at the conference,

**NOW, THEREFORE**, be it

**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the attendance of the Assistant Director at to attend the PLA Conference at an approximate cost not to exceed \$2000. The breakdown of approximate costs are as follows: Registration, \$300.00; Roundtrip Flight, \$416.20; Hotel, \$780.00; Ground Transportation, \$100; Meals, \$400.00. This will come from budget line 5940.04, where \$2,500.00 is available to cover the costs.

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

Signed: Na'im Tyson Date 01/20/16

Na'im R. Tyson, President – Board of Trustees  
Submitted by: Carolyn Karwoski

**Resolution 00002-16**

Upon a motion by Brian Johnson, seconded by Oscar Davis, the Board approved resolution 00002-16. the motion carried 4 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
FUNDS TRANSFER RESOLUTION 00002-16**

**WHERE AS:** The Mount Vernon Public Library (“MVPL”) maintains a money market account at Sterling National Bank with an account number ending in 8241 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 0601 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 8241 into the Sterling National Bank MVPL Operating account ending in 0601.

**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 8241 into the Sterling National Bank MVPL Operating account ending in 0601.

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: Na'im Tyson Date: 01/20/16

Na'im R. Tyson, President Board of Trustees

**Resolution 00004-16**

Upon a motion by Darren Morton, seconded by Brian Johnson, the Board approved resolution 00004-16. The motion carried 4 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
CHECK SIGNING RESOLUTION #00004-16**

**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 January 16, 2016 and 1 additional check dated January 4, 2016 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 11234-11250, 11252-11276, 11278-11291 and totaling \$436,244.02. After grouping these checks according to their respective purpose, a total of \$110,488.87 was for Prepaid Insurance \$75.00 was Payroll Taxes & Deductions (reimbursement to Jovanna Easterling), \$15,485.98 was for book expenses, \$3,567.05 was for audio visual, \$3,924.02 was for periodicals, \$1,680.00 was for new technology, \$768.35 was for programs expense, \$3,722.65 was for supplies expense, \$14,901.46 was for computer equipment expense, \$3,000 was for computer software & supply expense, \$911.13 was for telephone-telecommunications expense, \$60,677.82 was for WLS Terminal Expense, \$2,080.00 was for postage expense, \$277.00 was for office expense, \$278.59 was for conferences, \$74.49 was for staff training & development, \$1,445.65 was for equipment maintenance expense, \$18,472.50 was for professional fees expense, \$1,412.15 was for fuel expense, \$961.48 was for custodial supply expense, \$1862.32 was for repairs to building expense \$11,993.90 was for security guard expense, \$799.37 was for service contract expense, \$210.00 was for miscellaneous building expense, \$124,860.00 was for Retirement expense, \$50,251.95 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 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
<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 Tyson Date: \_\_\_\_\_

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

**Resolution 00004.01-16**

The Board reviewed and discussed resolution 00004-16.

Upon a motion by Darren Morton, seconded by Brian Johnson, the board approved resolution 00004.01-16 with the understanding that the administration and the buildings and grounds committee will seek recommendations for other security monitoring. The motion carried 3 yes, 1 no.

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
CHECK SIGNING RESOLUTION #00004.01-16**

**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 a check to Tyco Integrated Security LLC, dated January 16, 2016 as payment for quarterly billing of service contract (Fire & Inspection, maintenance and monitoring) 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 check is attached to this Resolution listed as check number 11277 and totaling \$2,568.46. The purpose of this check was for Service Contract 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
___	_ <input checked="" type="checkbox"/> _	___	Oscar Davis
_ <input checked="" type="checkbox"/> _	___	___	Brian G. Johnson
___	___	___	Sean McIntyre
_ <input checked="" type="checkbox"/> _	___	___	Darren M. Morton
_ <input checked="" type="checkbox"/> _	___	___	Na'im R. Tyson

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

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

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

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

**Resolution #00004.02-16**

Upon a motion by Darren Morton, seconded by, Brian Johnson, the Board approved resolution #00004.02-16 with the understanding that the administration and the buildings and grounds committee will seek recommendations for other security monitoring. The motion carried 3 yes, 1 no.

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
CHECK SIGNING RESOLUTION #00004.02-16**

**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 a check to District Central Station LLC, dated January 16, 2016 as payment for service period 01/01/2016 thru 06/30/2016 (Monitoring Fees 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"/> _	___	Oscar Davis
_ <input checked="" type="checkbox"/> _	___	___	Brian G. Johnson
___	___	___	Sean McIntyre
_ <input checked="" type="checkbox"/> _	___	___	Darren M. Morton
_ <input checked="" type="checkbox"/> _	___	___	Na'im R. Tyson

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

**Resolution #00004.02-16**

Upon a motion by Darren Morton, seconded by, Brian Johnson, the Board approved resolution #00004.02-16 with the understanding that the administration and the buildings and grounds committee will seek recommendations for other security monitoring. The motion carried 3 yes, 1 no.

**MOUNT VERNON PUBLIC LIBRARY  
 BOARD OF TRUSTEES  
 CHECK SIGNING RESOLUTION #00004.02-16**

**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 a check to District Central Station LLC, dated January 16, 2016 as payment for service period 01/01/2016 thru 06/30/2016 (Monitoring Fees of the

security system) 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 check is attached to this Resolution listed as check number 11251 and totaling \$2,100.00. The purpose of this check was for Service Contract 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
___	_ <input checked="" type="checkbox"/> _	___	Oscar Davis
_ <input checked="" type="checkbox"/> _	___	___	Brian G. Johnson
___	___	___	Sean McIntyre
_ <input checked="" type="checkbox"/> _	___	___	Darren M. Morton
_ <input checked="" type="checkbox"/> _	___	___	Na'im R. Tyson

20, Jan. 16, - 14-

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

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

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

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

#### BUDGET REPORT

Jose Alvelo reported on the budget changes over the last six months. The budget line increase for the 2016-2017 budget was also discussed. Line items will be reviewed for correct classifications.

The outstanding library fines and fees were discussed.

#### WLS MOU

The director will contact WLS to change the language of the proposed WLS MOU.

Upon a motion by Oscar Davis, seconded by Brian Johnson, the WLS MOU was tabled. The motion carried 4 yes, 0 no.

#### EXECUTIVE SESSION:

Upon a motion by Brian Johnson, seconded by Darren Morton, the Board entered executive session at 8:38 PM. The motion carried 4 yes, 0 no.

Respectfully submitted,

*Carolyn Karwoski*  
Secretary