

MOUNT VERNON

PUBLIC LIBRARY

the CENTRAL LIBRARY OF WESTCHESTER

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SPECIAL MEETING BOARD OF TRUSTEES

November 23, 2015

6:30 PM

A special meeting of the Board of Trustees of the Mount Vernon Public Library was held on November 23, 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 6:32 PM.

ROLL CALL

Trustees Present: Oscar Davis (arrived 6:36 pm) Brian Johnson, Darren Morton, Sean McIntyre and Na'im Tyson

Also Present: Carolyn Karwoski, Library Director, Elaine Braithwaite, Assistant Director, Jose Alvelo, Treasurer and Mary Harper, Administrative Assistant.

MINUTES:

The minutes of the meeting of October 21, 2015 were approved, upon a motion by Brian Johnson, seconded by Sean McIntyre. The motion carried 4 yes, 0 no.

OLD BUSINESS

Budget Report

Jose Alvelo explained the budget report and the changes in the various line items.

Resolution #00120-15

Upon a motion by Brian Johnson, seconded by Sean McIntyre, the Board approved resolution # 00120-15. The motion carried 5 yes, 0 no.

MOUNT VERNON PUBLIC LIBRARY

BOARD OF TRUSTEES

CHECK SIGNING RESOLUTION #00120 –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 November 13, 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 11075-11119 and totaling \$217,526.73. After grouping these checks according to their respective purpose, a total of \$105,223.81 was for accrued expense retirement, \$6,976.93 was for books expense, \$2,568.17 was for audio visual, \$220.50 was for periodicals, \$5,789.34 was for new technology, \$4,207.37 was for programs expense, \$2,876.46 was for supplies expense, \$167.70 was for telephone-telecommunications expense, \$36.27 was for postage expense, \$19.65 was for travel expense. \$1,168.20 was for conference expense, \$3,642.98 was for equipment maintenance, \$27.72 was for miscellaneous expense, \$10,650.67 was for professional fees expense, \$298.16 was for fuel expense, \$2,662.91 was for custodial supply expense, \$12,264.50 was for repairs to building expense, \$7,161.30 was for security guard expense, \$448.60 was for service contract expense, \$170.00 was for miscellaneous building expense, \$48,284.20 was for hospital and medical insurance expense, \$2,062.29 was for dental expense, \$599.00 was for furniture and equipment 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 checked="" 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: 11/23/15

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

Resolution #00110-15

The Board discussed resolution #00110-15.

Upon a motion by Sean McIntyre, seconded by Brian Johnson, the Board approved resolution #00110-15. The motion carried 3 yes, 1 no, 1 abstention.

**Mount Vernon
Board of Trustees**

Resolution 00110-15

A RESOLUTION TO ACCEPT ALA MIDWINTER CONFERENCE ATTENDANCE

WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the attendance of the Director to ALA Midwinter Library Association Conference taking place in Boston, MA on Jan. 8-12, 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 Director at to attend the ALA Midwinter Conference at an approximate cost of \$1100. This will come from budget line 5940.04, where \$ 4,952.00 is available to cover the costs.

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

Na'im Tyson

Na'im Tyson
President

Resolution #00112-15

The Board discussed resolution #00112-15 and the installation of the art totem. Upon a motion by Oscar Davis, seconded by Brian Johnson, the Board approved resolution #00112-15. The motion carried 3 yes, 1 no, 1 abstention.

Mount Vernon Public Library

Board of Trustees

Resolution 00112-15

**A RESOLUTION TO ACCEPT THE DONATION AND INSTALLATION OF THE
OUTDOOR SCULPTURE FROM ARTSWESTCHESTER**

WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the installation of the outdoor sculpture from ArtsWestchester,

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

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 outdoor sculpture from ArtsWestchester at a value of \$60,000 to be installed on MV City property located on the 2nd Ave. side of the building. The City of MV will handle the installation of the sculpture pieces.

Yea	Nay	Abstained	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sean McIntyre
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Darren M. Morton
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Na'im R. Tyson

Na'im Tyson
Na'im R. Tyson, President
President

WLS MOU

The WLS Memorandum of Understanding was discussed and will be tabled until the December meeting.

EXECUTIVE SESSION:

Upon a motion by Brian Johnson, seconded by Sean McIntyre, the Board moved to executive session at 7:30 pm.

The Board returned to public session and recorded these decisions; approved resolutions #s (00116-15, 00118-15, 00123-15 and 00124-15)

Mount Vernon Public Library
Board of Trustees
Resolution # 00116-15

A RESOLUTION TO ACCEPT REMOVAL FROM PAYROLL

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

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 following personnel change:

The removal of Danielle Barden (termination) from payroll as of November 16, 2015.

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

Signed: Na'im Tyson Date 11/23/15

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

Submitted by: Carolyn Karwoski

Mount Vernon Public Library
Board of Trustees
Resolution # 00118-15

A RESOLUTION TO ACCEPT PERSONNEL CHANGES

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

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 following personnel change:

Jillian Guy (promotion) to Library Clerk, Step I beginning on 11/16/15, part-time up to 17.5 hours per week at a salary of \$16.14 per hour. Her salary will be paid out of the account 4550.01 Salaries – Non-Professional.

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

Signed: Na'im Tyson Date 11/23/15

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

Submitted by: Carolyn Karwoski

Mount Vernon Public Library
Board of Trustees
Resolution #00123-15

A RESOLUTION TO ACCEPT NEW HIRE

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

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 following personnel change:

Nutashe I Henry (new hire) to Library Clerk, Step I beginning on 11/30/15, part-time up to 17.5 hours per week at a salary of \$16.14 per hour. Her salary will be paid out of the account 4550.01 Salaries – Non-Professional.

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

Signed: Na'im Tyson Date 11/23/15

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

Submitted by: Carolyn Karwoski

Resolution # 00124-15

A RESOLUTION TO ACCEPT NEW HIRE

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

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 following personnel change:

Tisha S. Blackman (new hire) to Library Clerk, Step I beginning on 11/30/15, part-time up to 17.5 hours per week at a salary of \$16.14 per hour. Her salary will be paid out of the account 4550.01 Salaries – Non-Professional.

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

Signed: Na'im Tyson Date 11/23/15

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

Submitted by: Carolyn Karwoski

ADJOURNMENT:

The meeting was adjourned at 7:45 pm.

Respectfully submitted

Carolyn Karwowski

Secretary