



SPECIAL SESSION BOARD OF TRUSTEES
Thursday September 22, 2016
5:30 PM
MINUTES

The special meeting of the Board of Trustees of the Mount Vernon Public Library was held on Thursday September 22, 2016 at the Mount Vernon Public Library, 28 South First Avenue, Mount Vernon, New York 10550.

President Oscar Davis, Jr. who presided called the meeting to order at 5:30 P.M. on Thursday September 22, 2016.

ROLL CALL

Trustees Present: Oscar Davis, Cathlin Gleason, Na'im Tyson, Brian Johnson arrived at 5:40 and Darren Morton absent.

Also present were: Scott Griffith, Gary Newman, Christopher Francis; library staff, Jose Alvelo, and Doreen McQueen Administrative Assistant.

ACCEPTANCE OF THE AGENDA

Upon a motion made by Na'im Tyson, seconded by Cathlin Gleason, the Board approved the agenda for the special session meeting for September 22, 2016. The motion carried 3 yes, 0 no.

APPROVAL OF PRIOR MEETING MINUTES

Motion to accept prior was withdrawn by Trustee Cathlin Gleason needed opportunity to better review.

OLD BUSINESS

RESOLUTION # 0071-16

Resolution #0071-16 extend the hours of the library board treasurer, upon a motion by Na'im Tyson, and seconded by Brian Johnson the Board has tabled this resolution until next regular Board meeting. Trustee Gleason would like to review the SOW pertaining to the agreement.

RESOLUTION # 0084-16

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approve resolution #0084-16, the motion carried 4 yes 0 no.

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
RESOLUTION #00084-16**

**RESOLUTION FOR ADP TIME AND ATTENDANCE AMENDMENT OF
RESOLUTION #0009-16**

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following additions to ADP payroll services,

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

WHEREAS, ADP Time and Attendance is an all-inclusive solution for tracking employee hours, scheduled vacations and PTO accruals via time clock or online and compatible with current payroll systems,

WHEREAS, the monthly cost for these non-contractual services \$154.94 per month for software; biometric or card swipe time clock, \$71.25 per month for a total monthly cost of \$226.19 per month, which will be paid from budget line 6300.00 Payroll Processing Fees, of which \$5,200.00 is available to cover the cost.

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the addition of ADP Time and Attendance to the library’s payroll services.

Yea	Nay	Abstain	Trustees
√ _____	_____	_____	Oscar Davis, Jr.
√ _____	_____	_____	Cathlin Gleason
√ _____	_____	_____	Brian G. Johnson
_____	_____	_____	Darren M. Morton
√ _____	_____	_____	Na'im R. Tyson

Signed: Oscar Davis Jr.
Oscar Davis, Jr., President

Date: 9/22/16

Board Docs

Doreen reviewed Board Docs vs. Google Docs. Board Docs offers a cleaner system to store and retrieve files. The cost for the program is a base price of 3,000.00 per year, with unlimited training and tech support help.

NEW BUSINESS

COMMITTEE REPORTS

Finance Committee – Cathlin Gleason reported their meeting went well.

Personnel Committee – Brian Johnson reported the PERB agreement was reviewed and the Board will move to vote. Trustee Johnson also made a recommendation for a treasurer. Oscar Davis states we need a full time tech person on staff during library the day.

Na'im Tyson met with Director to present the strategic plan, Trustee Tyson would also like to reschedule the Technology meetings so he can attend. The technology committee agreed to change their meeting to 6:30p.m.

Policy & Governance -The committee has not met yet and will meet next Thursday September 29th they will confirm the time.

Technology Committee- Oscar Davis completed research in regards to WLS. Although WLS has help us make changes, they make no mention of working with us in their reports. This shows a disconnect between the library and them. Partnership with the post office to launch a passport event at the library coming up April 2017.

Building & Grounds – Oscar Davis reports the building looks nice, however he would like the trees to be trimmed. Brian Johnson mentioned hanging wires from the wall in the children room and would like maintenance to investigate.

The community has notice the up keeping of the library.

PRESENTATION

Beth from Fields-goods, explains their company has been around for 5 years. Produce products come from local farms within the Hudson valley. Each week the harvest goods are different. Fields goods offer 4 different sized bags of products to cater to your family size. There is a one (1) dollar donation made as a fundraiser incentive that goes towards the museum passes. The idea is to draw patrons back into the libraries to reconnect.

Resolution #0082-16

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved resolution #0082-16, the vote carried 4 yes, 0 no.

Mount Vernon Public Library

Resolution # 00082-16

A RESOLUTION TO ACCEPT THE PERB AGREEMENT

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they accept the agreement by and between the library and CSEA Local 860, Unit 9166-01 as attached,

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

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the labor agreement between the union and the library to settle the PERB complaint.

Yea	Nay	Abstain	Trustees
√___	___	___	Oscar Davis, Jr.
√___	___	___	Cathlin Gleason
√___	___	___	Brian G. Johnson
___	___	___	Darren M. Morton
√___	___	___	Na'im R. Tyson

Signed: Oscar Davis Jr
Oscar Davis, Jr., President

Date: 9/22/16

Submitted by: Carolyn Karwoski

RESOLUTION #0076-16

Resolution # 0076-16, the Westchester Library system free direct access, Terry Kirchner must provide more information.

RESOLUTION #0073-16

Resolution #0073-16, the MVPL Foundation Donation has been tabled until next month, October 2016 regular meeting.

RESOLUTION #0087-16

Resolution #0087-16, the resolution to accept changes in the civil service job titles has been tabled until next meeting.

RESOLUTION #0085-16

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved resolution #0082-16, the vote carried 3 yes, 1 abstained.

Mount Vernon Public Library

Resolution # 0085-16

A RESOLUTION TO HIRE AN HR CONSULTANT

WHEREAS, the Personnel Committee of the Board of Trustees recommend that a HR Consultant is retained to conduct an investigation into personnel matters,

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 HRC Consultants of New Rochelle, to provide human resources consulting support as outlined in the attached documents. The cost will be \$2625.00 which will come from budget line professional fees, line 6150.01.

Yea	Nay	Abstain	Trustees
√___	___	___	Oscar Davis, Jr.
√___	___	___	Cathlin Gleason
√___	___	___	Brian G. Johnson
___	___	___	Darren M. Morton
___	___	√___	Na'im R. Tyson

Signed: Oscar Davis Jr.

Date: 9/22/16

Oscar Davis, Jr., President

Submitted by: Carolyn Karwoski

RESOLUTION #0070-16

Upon a motion made by Cathlin Gleason, seconded by Na'im Tyson, the Board approved resolution #0090-16, the vote carried 4 yes,0 no.

MOUNT VERNON PUBLIC LIBRARY

BOARD OF TRUSTEES

CHECK SIGNING RESOLUTION #00070-16

WHERE AS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2017, 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 September 21, 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, 2017. A listing of such checks is attached to this Resolution and includes consecutive check numbers 11858-11901 totaling \$53,206.90. After grouping these checks according to their respective purpose, a total of \$63.90 was for Lost Books & Materials, \$1,386.98 was for Book expenses, \$1,221.45 was for Audio Visual expenses, \$265.00 was for Periodicals expenses, \$2,160.00 was for New Technology, \$3,933.10 was for Programs expenses, \$417.64 was for Marketing expense, \$1,048.49 was for Supplies expense, \$2,663.60 was for Computer Equip. Exp.- MV, \$528.59 Computer software & exp. MV, \$3,070.00 was for Telephone Telecommunications Exp., \$310.80 was for WLS Terminal Exp.MV, \$932.74 was for Office expense, \$705.85 was for Publicity & Print expense-MV, \$255.00 Staff Training & Dev. Exp.-MV, \$1,311.03 was for Equipment expenses, \$6,320.00 was for Professional Fees, \$4,589.64 was for Electricity expenses, \$70.84 was for Fuel expenses, \$12,447.12 was for Repairs to the

Building , \$6,810.90 was for Security Guard expenses, \$345.20 was for Service contract expense, \$345.90 was for Misc. Building expenses, \$2,003.13 was for Dental expenses.

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
√____	____	____	Oscar Davis, Jr.
√____	____	____	Cathlin Gleason
√____	____	____	Brian G. Johnson
____	____	____	Darren M. Morton
√____	____	____	Na'im R. Tyson

Signed: _____

Date: 9/22/16

Oscar Davis, Jr., President

Submitted by: Carolyn Karwoski

RESOLUTION #0081-16

Upon a motion made by Cathlin Gleason, seconded by Na'im Tyson, the Board approved resolution #0081-16, the vote carried 4 yes,0 no.

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
FUNDS TRANSFER RESOLUTION 000081-16**

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
√___	___	___	Oscar Davis, Jr.
√___	___	___	Cathlin Gleason
√___	___	___	Brian G. Johnson
___	___	___	Darren M. Morton
√___	___	___	Na'im R. Tyson

Signed: Oscar Davis Jr.

Date: 9/22/2016

Oscar Davis, Jr., President

Submitted by: Carolyn Karwoski

RESOLUTION# 0072-16

Upon a motion made by Cathlin Gleason, seconded by Na'im Tyson, the Board approved resolution#0072-16. The vote carried 4 yes, 0 no.

Mount Vernon Public Library

Resolution # 00072-16

A RESOLUTION TO CHANGE HOW LONGEVITY BONUS IS PAID TO FULL-TIME STAFF MEMBERS

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following change in how longevity bonuses are paid to staff who qualify for the bonus,

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 payment of longevity bonuses to staff members as a one-time payment, paid to the employee on their anniversary date of hire each year. This change will take place beginning on January 1, 2017.

Yea	Nay	Abstain	Trustees
√___	___	___	Oscar Davis, Jr.
√___	___	___	Cathlin Gleason
√___	___	___	Brian G. Johnson
___	___	___	Darren M. Morton
√___	___	___	Na'im R. Tyson

Signed: Oscar Davis

Date: 9/22/2016

Oscar Davis, Jr., President

Submitted by: Carolyn Karwoski

RESOLUTION# 0074-16

Upon a motion made by Cathlin Gleason, seconded by Na'im Tyson, the Board approved resolution#0074-16. The vote carried 3 yes, 1 abstain.

Mount Vernon Public Library

Resolution # 00074-16

A RESOLUTION TO EXTEND TEMPORARY FULL-TIME LIBRARIAN

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 appointment of:

Susi Dugaw, Part-time Librarian 1 to Full-Time Temporary Librarian 1 for the period September 21, 2016 to Dec. 21, 2016 to fill a vacancy in the Children’s Department. Her rate of pay, which will come from expense account 4501.01 Salaries –Professional, will be \$28.89 as per the current annual wage for Full-time, Librarian I, step 1.

Yea	Nay	Abstain	Trustees
_____	_____	√_____	Oscar Davis, Jr.
√_____	_____	_____	Cathlin Gleason
√_____	_____	_____	Brian G. Johnson
_____	_____	_____	Darren M. Morton
√_____	_____	_____	Na’im R. Tyson

Signed: Oscar Davis, Jr.

Date: 9/22/2016

Oscar Davis, Jr., President

Submitted by: Carolyn Karwoski

RESOLUTION#0075-16

Upon a motion made by Cathlin Gleason, seconded by Na’im Tyson, the Board approved resolution#0075-16. The vote carried 3 yes, 0 no.

Mount Vernon Public Library

Resolution # 00075-16

A RESOLUTION TO ACCEPT EMPLOYEE RESIGNATION

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 accepted the resignation of:

Rebecca Steere, Full-time, Librarian One from the Collection & Digital Services Department as of August 19, 2016.

Yea	Nay	Abstain	Trustees
√___	___	___	Oscar Davis, Jr.
√___	___	___	Cathlin Gleason
√___	___	___	Brian G. Johnson
___	___	___	Darren M. Morton
√___	___	___	Na'im R. Tyson

Signed: Oscar Davis, Jr.

Date: 9/22/2016

Oscar Davis, Jr., President

Submitted by: Carolyn Karwoski

RESOLUTION #0078-16

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson the Board approved resolution#0078-16. The vote carried 4 yes, 0 no.

Mount Vernon Public Library

Resolution # 00078-16

**A RESOLUTION TO APPOINT A FULL-TIME FOREMAN FOR THE
MAINTENANCE DEPARTMENT**

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 appointment of:

Christopher Francis, Full-time Library Foreman for the maintenance department to fill a vacancy. His rate of pay, which will come from expense account 4650.01 Salaries Maintenance, will be \$55,591 as per the current yearly wage for full-time, Maintenance Foreman. He will begin work on Sept. 26, 2016. He has been certified by Mount Vernon Civil Service on the Foreman List where he finished in 1st position.

Yea	Nay	Abstain	Trustees
√___	___	___	Oscar Davis, Jr.
√___	___	___	Cathlin Gleason
√___	___	___	Brian G. Johnson
___	___	___	Darren M. Morton
√___	___	___	Na'im R. Tyson

Signed: Oscar Davis, Jr.

Date: 9/22/2016

Oscar Davis, Jr., President

Submitted by: Carolyn Karwoski

RESOLUTION #0079-16

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson the Board approved resolution#0079-16. The vote carried 4 yes, 0 no.

Mount Vernon Public Library

Resolution # 00079-16

A RESOLUTION TO APPOINT PART-TIME CHILDREN’S/TEEN LIBRARIAN ONE

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 appointment of:

Deborah Nelson as part-time children’s/teen librarian at \$23.84 per hour. This will come from the professional staff budget line, 4501.01. This is a non-competitive civil service position. Ms. Nelson will work up to 17.5 hours per week. She is replacing Melissa Glazer, who resigned.

Yea	Nay	Abstain	Trustees
√___	___	___	Oscar Davis, Jr.
√___	___	___	Cathlin Gleason
___	___	___	Brian G. Johnson
___	___	___	Darren M. Morton
√___	___	___	Na’im R. Tyson

Signed: Oscar Davis, Jr.

Date: 9/22/2016

Oscar Davis, Jr., President

Submitted by: Carolyn Karwoski

RESOLUTION#0080-16

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson the Board approved resolution#0080-16. The vote carried 3 yes, 0 no.

Mount Vernon Public Library

Resolution # 00080-16

A RESOLUTION TO APPOINT A PART-TIME LIBRARY CLERK

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 appointment of:

Tashawna Isaacs, Part-time Library Aide to Part-Time Library Clerk 1 to fill a vacancy. Her rate of pay, which will come from expense account 4550.01 Salaries Non–Professional, will be \$16.62 as per the current hourly wage for Part-time, Library Clerk 1, step 1. Ms. Isaacs has been certified by MV Civil Service for this appointment.

Yea	Nay	Abstain	Trustees
√___	___	___	Oscar Davis, Jr.
√___	___	___	Cathlin Gleason
√___	___	___	Brian G. Johnson
___	___	___	Darren M. Morton
√___	___	___	Na'im R. Tyson

Signed: Oscar Davis, Jr.

Date: 9/22/2016

Oscar Davis, Jr., President

Submitted by: Carolyn Karwoski

RESOLUTION #0083-16

Resolution#0083-16 the appointment of part-time librarian I Lisa Caputo tabled, it must be revised to provisional based on civil service test requirement. The vote carried 4 yes, 0 no.

RESOLUTION#0086-16

Upon a motion made by Brian Johnson, seconded by Na'im Tyson the Board approved resolution # 0086-16. The vote carried 3 yes, 0 no.

Mount Vernon Public Library

Resolution # 0086-16

A RESOLUTION TO APPOINT A PART-TIME CLEANER

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 appointment of:

Thomas Redahan, as part-time employee for the maintenance department to fill a vacancy, at a rate of \$18.07 per hour for up to 17.5 hours per week. This salary will come from budget line, 4650.01, maintenance. Mr. Redahan will begin working Monday, Oct. 1, 2016.

Yea	Nay	Abstain	Trustees
√___	___	___	Oscar Davis, Jr.
___	___	___	Cathlin Gleason
√___	___	___	Brian G. Johnson
___	___	___	Darren M. Morton
√___	___	___	Na'im R. Tyson

Signed: Oscar Davis Jr.

Date: 9/22/2016

Oscar Davis, Jr., President

Submitted by: Carolyn Karwoski

ADJOURNMENT

Upon a motion by Brian Johnson, seconded by Na'im Tyson, the special meeting of the Board at 7:39p.m.