



WORKING SESSION BOARD OF TRUSTEES  
Monday September 12, 2016  
6:30 PM  
MINUTES

The working meeting of the Board of Trustees of the Mount Vernon Public Library was held on Monday September 12, 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 6:44 PM on Monday September 12, 2016.

**ROLL CALL**

Trustees Present: Oscar Davis, Cathlin Gleason (absent), Brian Johnson, Darren Morton, and Trustee Na'im Tyson (absent).

Also present were: Jose Alvelo, and Doreen McQueen Administrative Assistant.

**ACCEPTANCE OF THE AGENDA**

Upon a motion made by Oscar Davis, seconded by Brian Johnson, seconded the Board approved the agenda for the working session meeting for September 12, 2016. The motion carried 3 yes, 0 no.

**OLD BUSINESS**

The Board requested that the minutes be emailed to the Trustees to review and approve at the next regular Board meeting scheduled September 21, 2016.

The Board review the Treasurer resolution #00071-16. The resolution must be rewritten to reflect 28 hours as discussed instead of 35 hours. Documentation must be provided for any time over the 21 hours.

The ADP resolution# 00084-16 should be reference to the original resolution # 0009-16.

**NEW BUSINESS**

The Board cancelled the special meeting and will call another special meeting to review the PERB resolution and will inquire if there are any penalties that may apply.

The Board reviewed and discussed the following resolutions.

WLS system free direct access plan for 2017-2021 resolution# 00076-16, more information must be provided before the Board will vote.

MVPL Foundation donation Resolution# 00073-16, the Board is requesting information on how the funds will be spent.

NYLA Conference Resolution # 00077-16, the Board will address at next month regular scheduled Board meeting.

### **TREASURER**

Resolution #00072-16 the Longevity Bonus the Board will vote on at the regular September Board meeting.

### **PERSONNEL**

Resolution #00074-16 Susan Dugaw and Resolution #00075-16 Rebecca Steere, the Board will vote on at the regular September Board meeting.

Resolution #00078-16 Christopher Francis, Resolution # 00079-16 Deborah Nelson the Board would like to view the offer letters and the Board will address at the regular September Board meeting.

Resolutions # 00080-16 Tashawna Isaac, and resolution #00083-16 Lisa Caputo, the Director must verify are they replacing personnel. Were these positions added to the budget?

Trustee Morton expressed that there needs to be a process for the treasurer. Any Changes to the budget lines should be sign off and have supported documents to explain the changes. Jose should prepare a resolution to move the funds.

Trustee Johnson has presented documents to hire HR Consultant, Rosalind Clay Carter to conduct and evaluate claims made against the Board. Administration must prepare a Resolution for the regular scheduled Board meeting of September.

Trustee Johnson has presented documents to change the specs of the treasurer for the Library, Director and Chief accountant. The purpose are to streamline the financial arm of the Library. The Treasurer will report directly to the Board, and will supervise the chief accountant clerk. There are three changes highlighted in each job description.

Resolution is needed to reflect the changes made by Civil Service on August 17, 2016.

Resolution of the Board to ratify the adoption of the following job descriptions; treasurer chief account clerk, and the Director of the Library as adopted by the Civil Service dated August 17, 2016. The Board will like to advertising for the treasurer position.

Trustee Davis request that Doreen reviews and give her report in regards to Board docs by Wednesday regular board meeting. Trustee Davis also shared concern about our data being stored with WLS and what protection is in place. The Technology committee will address at their upcoming meeting.

### **ADJOURNMENT**

Upon a motion by Oscar Davis, Jr., seconded by Brian Johnson, the Board meeting adjourned at 7:47 p.m. The motion carried 3yes, 0 no.