SPECIAL MEETING BOARD OF TRUSTEES  
February 22, 2016  
6:30 PM

A special meeting of the Board of Trustees of the Mount Vernon Public Library was held on February 22, 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 6:31 PM.

ROLL CALL
Trustees Present: Oscar Davis Brian Johnson, Darren Morton, and Na’im Tyson  
Trustee Absent: Sean McIntyre

Also Present: Maureen Wilson, Mount Vernon Arts Council, Tamara Stewart, Library Patron;  
Nishan Stepak and Cheryl Thomas, Library Staff; Carolyn Karwoski, Library Director, Elaine Braithwaite, Assistant Director, Jose Alvelo, Treasurer and Mary Harper, Administrative Assistant.

APPROVAL OF THE AGENDA

Darren Morton moved to adopt the agenda of February 22, 2016. The motion was seconded by Brian Johnson. The motion carried 4 yes, 0 no.

MINUTES:

The minutes of the meeting of January 11, 2016 were approved upon a motion by Brian Johnson, seconded by Darren Morton. The motion carried 4 yes, 0 no.
The minutes of the meeting of January 20, 2015 were approved upon a motion by Darren Morton, seconded by Brian Johnson. The motion carried 4 yes, 0 no.

PERIOD OF PUBLIC EXPRESSION:

Maureen Wilson spoke about the MOU between the library and the Mount Vernon Arts Council.

Tamara Stewart spoke about issues with the new library website and the transition from the old website.

Cheryl Thomas spoke about the library code of conduct and staff interactions with problem patrons.

Nishan Stepak spoke about library material loss prevention and the library weeding policy.
CORRESPONDENCE

Trustee Tyson received notification about the 2016 NYLA Trustee Institute.

The Board received notification from the Census Bureau of the upcoming 2016 Census.

DIRECTOR’S REPORT:
Library Director Carolyn Karwoski reported the following:

Director’s Report
February 2016

January saw the first blizzard of the season which happened on a Saturday. The decision was made late on Friday afternoon to close the library on Saturday. Turned out this was a good decision as the blizzard hit Westchester especially hard with over 18 inches of snow. The other side of the blizzard is the new leak in the ceiling over the reference desk. This area is part of the scope of the work being evaluated by our architect Doug Emilio from Architectural Preservation and happened in a vulnerable area of the library building. We met with Mr. Emilio recently as he presented his report on the roof at the recent Building and Grounds meeting. It is a long report, over 70 pages, and I have emailed this to the Board for review. Also almost complete is the proposal for the door replacement and refurbishment that needs to be completed for DASNY grant for door replacement. This is the final part of the grant and we need to complete the work in early 2017. The remaining money of the grant is $8000 that will be applied to the door replacement. It is not enough for the whole cost, but we are obligated to complete the scope of the project. The new garage door installed has been installed. The steel door has given the front of the building, an improved view and replaced the old wood door that was very dangerous to operate. The installers said that we replaced the door just in time because they felt the old door was ready for collapse. The elevator proposal for the construction grant that should be awarded in August is currently being reviewed by our attorney. Once that is approved it is ready to be signed. The children’s bathroom design is progressing and should be complete shortly. The architect will be providing a mounted look at the new bathroom and change to the foyer area in time for the budget vote. I have been contacted by the state to make sure we have begun the work on the bathrooms and have responded on the progress so far.

Elaine and I invited Katie Hite from Westchester Historical Society and Donna Jackson to a luncheon meeting with where we discussed possible ideas for the preservation of the local history room materials. There is a possibility that a partnership with the Scarsdale Historical Society can be formed that might result in some of the preservation work that needs to be done with the collection. We will be meeting in the next few weeks to discuss with two members of the Scarsdale Historical Society these possibilities. Trustee Johnson will be in attendance at this meeting.
I reached out to the collection agency—Unique Management to discuss our accounts. Enclosed in your packets you can review the activity of what has been recovered over this past year. I also spoke with them about using their small account recovery system. This will cost $2.95 per month but they have good return on this collection activity with these smaller accounts. These fees are passed on to the patron and would be collected in addition to any replacement costs and fines. One thing that should be stressed is that we are more interested in having our materials returned than having to replace these items. The cost of replacement for missing and long overdue items add up but often these items that are overdue are high demand items with holds and requests by our patrons. Ultimately we are forced to replace these items to serve our users.

We will begin holding monthly orientation meetings for the TASC exam. This exam replaced the GED exam. On the first Saturday of the month the orientation will take place in the Trustee room. We will also be using our study room or table space for those users who want to be tutored to take the exam. This is being done through WLS outreach. We will be receiving flyers soon advertising this new service shortly.

There will be discussion at tomorrow’s PLDA meeting over the disbursement of the Central Library funds next year. Currently it looks like book materials for non-fiction print will be reduced by $10,000. I will report on what happens at the next board meeting in March.

The library has renewed its membership in Nonprofit Westchester Association and we have also purchased access to Grants Station through Techsoup for about $100 for the year.

The Friends met this afternoon and will be holding their spring book sale May 6-7 in the community room. They will have a clean out sale on Monday, May 9th but will not advertise this widely until the afternoon on the 7th. They also will be providing volunteers to handle our registration day for the budget vote.

Elaine and I with Denise and Cathy are beginning to work on plans for an expanded teen space on the main floor of the library. This space will offer computers for teens and assistance after school for homework and research.

Strategic Planning committee met with Alan and Leslie Berger to go over the outline for the strategic plan. They should have a draft copy of the plan for board review, in the next few weeks.

Mary Harper will retire on April 1, 2016 although she will be leaving the library March 25th. There will be a party on March 9th in the staff room at 3:30.

Carolyn Karwoski
2/17/16

OLD BUSINESS

Resolution 00012-16

The Board reviewed and discussed resolution #00012-16.
Upon a motion by Darren Morton, seconded by Brian Johnson, the Board approved resolution #00012-16. The motion carried 4 yes, 0 no.

Board of Trustees
Resolution 00012-16

A RESOLUTION TO ACCEPT THE MOUNT VERNON ARTS COUNCIL MOU

WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the Memo of Understanding (MOU) between the Mount Vernon Arts Council and the library,

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

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 MOU between the library and Mount Vernon Arts Council.

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Trustees
Oscar Davis
Brian G. Johnson
Sean McIntyre
Darren M. Morton
Na'im R. Tyson

Na'im Tyson, President

President

Resolution 00011-16

Upon a motion by Brian Johnson, seconded by Darren Morton, the board adopted resolution 00011-16. The motion carried 4 yes, 0 no.
A RESOLUTION TO ACCEPT THE REVISION OF THE LIBRARY'S COLLECTION DEVELOPMENT POLICY

WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the revised Collection Development Policy,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve the Collection Development Policy,

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 revision of the Collection Development Policy.

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Na’im Tyson
Na’im R. Tyson, President
President

NEW BUSINESS:
Committee Reports

Budget and Finance

Jose Alvelo reported on the auditing process and what was needed for the 2014-2015 audit.

Buildings and Grounds
Trustee Davis reported on various areas of the library facility that needed maintenance attention, including the parking lot, bathrooms and computer lab.

The progress on the art totem project was discussed as well as the presentation of the outside library space and its importance.

**Technology**

The e-rate funding grant is 95% completed. The committee is discussing moving all public computers to library ownership rather than WLS.

**Strategic Planning**

The mission, vision and core values of the library will be part of the development of the overall strategic plan.

**BOARD TREASURER APPOINTMENT:**
Upon a motion by Brian Johnson, seconded by Darren Morton, the Board accepted the appointment of Jose Alvelo as Board Treasurer from February 22, 2016 to April 20, 2016.

Jose Alvelo was administered the oath of office.

**Resolution 00009-16**

Upon a motion by Brian Johnson, seconded by Oscar Davis, the Board approved resolution #0009-16. The motion carried 4 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**RESOLUTION #00009-16**

**RESOLUTION FOR ADP TIME AND ATTENDANCE**

_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, $71.96 per month for a total monthly cost of $226.90 per month, and a one-time $75.00 set-up fee, 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.

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Signed: Na’im Tyson Date 02/22/16

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

Resolution 00007-16

Upon a motion by Brian Johnson, seconded by Darren Morton, the Board approved resolution #000716. The motion carried 4 yes, 0 no.

MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
RESOLUTION for NYS & Local Retirement System
Providing Section 41 j – (an allowance of unused sick leave credits)

WHEREAS, the Director of Mount Vernon Public Library recommends to the Board the approval of resolution to adopt Section 41-j (an allowance of unused sick leave credits)
WHEREAS, the purpose of section 41- j is to allow employees at the time of retirement to convert sick leave accruals into service credits.

FURTHERMORE: The annual cost is a percentage of the salaries of employees who already are members or who become members of the system. The estimated annual cost for participating in section 41j of the retirement system is .02% of annual salaries. The current agreement between Library and CSEA – Sick leave is a maximum accumulation of one hundred and sixty-five (165) days.

BE IT RESOLVED: That we must file a Participation Resolution and Affidavit. Benefit adoption cannot become effective until the resolution and affidavit are filed with the Retirement System.

FURTHER RESOLVED: That the officers of the Mount Vernon Public Library are, and each acting alone is, hereby authorized and directed to take such further action as may be necessary, appropriate or advisable to implement this resolution and amendment and any such prior actions are hereby ratified.

Yea  Nay  Abstain  Trustees

√   √   √     Oscar Davis

√   √   √     Brian G. Johnson

   √   √   √     Sean McIntyre

√   √   √     Darren M. Morton

   √   √   √     Na’im R. Tyson

Submitted by: Jose Alvelo

Approved by: 

Signed: Na’im Tyson Date: 02/22/16

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

Carolyn Karwoski

Director

Resolution #00006-16

Upon a motion by Darren Morton, seconded by Brian Johnson, the Board approved resolution #00006-16. The motion carried 4 yes, 0 no.
MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
APPRaisal SERVICES RESOLUTION #00006-16

WHEREAS, the Director of Mount Vernon Public Library recommends to the Board the approval of resolution to allow Industrial Appraisal Company, to provide an appraisal for the Mount Vernon Public Library for fixed asset accounting control and insurance valuation purposes.

WHEREAS, The purpose of the appraisal services and reports are to consist of on-site consultation, data collection, inventory, valuation, and cost analysis of the fixed assets of the Mount Vernon Public Library for purpose of preparing a tabulated schedule of fixed assets including a depreciation study related to actual or estimated year of acquisition and acquisition cost. The Governmental Accounting Standards Board Statements No. 34 – requires that fixed asset records must be maintained in a complete, accurate and detailed manner and that libraries report all capital assets with the consideration of depreciation, including infrastructure assets and “historical treasures.”

FURTHERMORE, GASB No.34 requires the fixed asset accounting system be updated for all additions, retirements and transfers during the fiscal year. The fee to provide valuation services by “IAC” for the fiscal year ending 6/30/2015 is $2,910. Fee is inclusive of all expenses. A separate fee consideration of $125.00 will be required under option 1 for research necessary to include land data. And under Option 2 an additional fee of $550.00 is required if “IAC” provides tags and movable equipment assets having a replacement cost of $1,000. A maximum cost of $3,585 if additional options are executed. This will be charged to line item 6800.01, Miscellaneous Building Expense, with an available budget balance of $5,622.

BE IT RESOLVED, that Industrial Appraisal Company is hereby appointed to the Mount Vernon Public Library for the purpose of conducting the Appraisal, preparations of required disclosures, and preparations of a comprehensive fixed asset Accounting System report, and explanation of the results of the report.

FURTHER RESOLVED, that the officers of the Mount Vernon Public Library are, and each acting alone is, hereby authorized and directed to take such further action as may be necessary, appropriate or advisable to implement this resolution and amendment and any such prior actions are hereby ratified.

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Submitted by: Jose Alvelo

Approved by: 

Signed: Na’im Tyson Date: 2/22/16

Na’im R. Tyson, President - Board of Trustees
Director Carolyn Karwoski

FINANCE

Resolution #00008-16

Upon a motion by Darren Morton, seconded by Brian Johnson, the Board approved resolution #00008-16. The motion carried 4 yes, 0 no.

MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
FUNDS TRANSFER RESOLUTION #00008-16

WHEREAS: 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.

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Submitted by:  Darren Morton

Approved by:  

Signed:  Na’im Tyson  Date:  2/22/16
Resolution #00010-16

Upon a motion by Darren Morton, seconded by Brian Johnson, the Board approved resolution #00010-16. The motion carried 4 yes, 0 no.

MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #00010-16

WHEREAS: 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 February 17, 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 11306-11310, 11312-11346 and totaling $118,858.88. After grouping these checks according to their respective purpose, a total of $11,887.12 was for book expenses, $2,666.31 was for audio visual, $361.49 was for periodicals, $4,300.00 was for new technology, $1,610.24 was for marketing expense, $1,186.95 was for supplies expense, $475.24 was for computer equipment expense, $351.11 was for telephone-telecommunications expense, $856.42 was for office expense, $771.65 was for equipment maintenance expense, $675.00 was for membership expense, $9,082.50 was for professional fees expense, $5,268.84 was for electricity expense, $2,488.02 was for fuel expense, $1,307.10 was for custodial supply expense, $12,527.94 was for repairs to building expense, $8,227.10 was for security guard expense, $472.60 was for service contract expense, $170.00 was for miscellaneous building expense, $51,906.01 was for hospital and medical insurance expense, $2,062.29 was for dental expense, $204.95 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.

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Submitted by: _____ Darren Morton

Approved by: ______________________________

Signed: _____ Na’im Tyson Date: 2/22/16

Na’im R. Tyson, President - Board of Trustees
BUDGET REPORT

Jose Alvelo reported on the budget line items including variances in retirement benefits.

Additional funds have been received by the school district.

ADJOURNMENT:

Upon a motion by Brian Johnson, seconded by Darren Morton, the Board adjourned to executive session at 8:25 PM.

Respectfully submitted

Carolyn Karowski
Secretary