BOARD OF TRUSTEE MEETING
January 21, 2015
6:30 PM
MINUTES

The regular meeting of the Board of Trustees of the Mount Vernon Public Library was held on January 21, 2015 at the Mount Vernon Public Library, 28 South First Avenue, Mount Vernon, New York 10550. Oscar Davis who presided called the meeting to order at 6:35 PM.

ROLL CALL:

Trustees Present: Linda Bryant, Oscar Davis, Darren Morton and Na’im Tyson
Absent was: Brian Johnson

Also Present: Terry Kirchner, WLS Executive Director; Gary Newman, Head of Reference; Christine Gibson, Friends of the Mount Vernon Public Library; Thomas Keller, Lisa Mazza and Tamara Stewart, Library Patrons; Cheryl Berent, Denise Lyles and Cathy Webb, Library Staff; Carolyn Karwoski, Library Director, Jose Alvelo, Robert Half Assoc. and Mary Harper, Administrative Assistant.

MINUTES:

Upon a motion by Na’im Tyson, seconded by Linda Bryant, the prior meeting minutes were tabled until the next regular board meeting.

DIRECTOR’S REPORT:

Library Director Carolyn Karwoski reported the following:

Computer Service

Cheryl Thomas is now staffing the public computer area in the mornings with Abe Ramsey scheduled for the afternoons. The computer lab is being staffed by library aide Julian Bacquie. Mrs. Karwoski is looking to hire an additional aide to cover the evenings and Saturdays. There is still a very high demand for the public computer classes.

Library Development Solutions

The director met with Alan Burger of Library Development Solutions to discuss what needs to be accomplished moving forward. Some possible dates to meet with the Board were discussed. Mr. Burger reviewed surveys and is seeking focus groups from patrons and members of the community in order to move forward to develop a strategic plan as mandated by the Board of Regents.
Planning and Development Meeting

Carolyn Karwoski attended a meeting at City Hall. There it was revealed a possible new development of City land on 2nd Ave. at the site of the former YMCA and parking lot for a new complex for housing, retail and fitness, as well as a 58,000 square foot library building.

Amani Charter School

The director attended the ribbon cutting of the Amani Charter School and was given a tour of the building. Additional fundraising is in the works to restore the auditorium and library space. There was a large turnout for the dedication ceremony.

Volunteer Project

Former Trustee Winston Maharaj contacted the director about the possibility of a volunteer project for the library. His company, Goldman Sachs supports community involvement by their staff and supports these efforts by providing volunteers to help accomplish projects for nonprofits that benefit the community. They also provide funding for projects. Mr. Maharaj encouraged the director to submit a proposal for a grounds beautification project for the main entrance which could begin in mid May.

Volunteer Program

There are ongoing conversations about establishing the library’s volunteer program. All of the parties on the committee have been trying to meet to finalize things over the next few weeks.

Friends Meeting

At the “Friends” Board meeting it was learned that their 501C (3) application had been filed. Dawn Cancellieri was appointed Secretary of the Board and she has plans to update the “Friends” webpage.

The “Friends” are having a Black History Month concert on Saturday, February 14th featuring pianist, Roy Eaton. A large crowd is expected due to the popularity of this artist.

REFERENCE REPORT

Gary Newman reported on the duties and demands of the reference department. Mr. Newman said that he represents reference to the public, he is the federal depository coordinator and supervises all reference staff and oversees periodicals. This staff is represented by a Librarian III, one Librarian II and a Librarian I, plus there are three part-time aides to help. Cheryl Berent is responsible for the teen library and answers questions for the Local History Room. Doris Hackett from periodicals will be joining reference in the next few weeks.

Mr. Newman spoke about short staffing in the department and said that the staff needs to be doubled as much as the budget would allow. New full time professional hires would allow for flexibility in the scheduling.

Mr. Newman also spoke about physical updates to the design of the reference space.
He compared the law collection database to the actual physical books that the library used to house. He said that knowing the community that is served would be beneficial in maintaining the collection.

He recommended that the library cutback on databases and more library resources should go into print, digital and computer support staff.

Mr. Newman also spoke about the current limited budget for DVD’s which he said is the primary engine of circulation. He said that the video collection should be enhanced. This may be to no avail if a problem with the theft of video materials is not dealt with.

Gary Newman spoke about what he felt was excessive and inappropriate weeding.

There was discussion about the director’s weeding policy in conjunction with the use and age of any particular book and the conditions of the library building. The criteria for weeding and whether last copies of books should be discarded was also discussed.

CENTRAL LIBRARY BUDGET REPORT:

Terry Kirchner explained the role of the central library budget in relation to the other libraries in the system. He explained that a committee is formed to review the core information each library has submitted to determine the CLD budget.

CLD funds have not been received in two years because the central library has been under funded.

The committee decision then goes to the Public Library Directors Association (PLDA) for approval then it must be approved by the Mount Vernon Public Library Board, then WLS before going to the State for approval.

Terry Kirchner explained that CLD materials are marked in the computer circulation database for identification. He said there should be a balance in materials between research and circulation.

PERIOD OF PUBLIC EXPRESSION:

Christine Gibson spoke about the timeliness of getting out the information for the budget vote. She said that last year this time the information was already out and the people were energized. She said she thinks this is an opportunity to take things to the next level.

Lisa Mazza spoke about the lack of security for the local history room and questioned the current renovations that replaced the wood paneling and the furniture.

She felt that an appraiser should have been called before any furniture was replaced in the library. She questioned whether the old furniture could have been refinished and said that she would like to see it stay in the library. She said that an old library has historical value. Who cares if the furniture is old?

Mrs. Mazza also questioned the need for more family oriented DVD’s.

Carolyn Karwoski said that the paneling had been removed because it was not very good and nothing could be done with it. The library received a grant to refurbish that area.
Thomas Keller questioned the library’s budget and the change in the fiscal year. He asked if the library knew it would change its fiscal year when the budget was presented to the public. Mr. Keller suggested that the capital budget not be combined with the general operating budget.

Trustee Morton said there have been ongoing discussions about the budget vote. The finance team has crunched the numbers. The change in the fiscal year was made after discussions with the school district. It made sense for the library to align its fiscal year with the school district that collects the library taxes.

Trustee Morton said that the city closed its books on the library on June 30, 2014. We are part of the city audit for that time frame that money was expended. They are expecting money from the library for the recollection of some bills. He said the first year is very complicated.

Trustee Davis said if the library did not go and get the budget passed they would have lost there central library status.

Trustee Davis said that as part of the building and grounds committee he is in total agreement with restoration. He said that he was not involved in the decision to purchase new furniture and was shocked to hear furniture was put on the street.

FINANCE COMMITTEE:

Jose Avelo explained that the discrepancy in the line item for payroll was due to a re-shifting of funds from the payroll line item to maintenance.

There was discussion about the monitoring of overtime hours in the maintenance department and whether the budget projections were correct.

Resolutions

Upon a motion by Darren Morton, seconded by Oscar Davis, the Board approved resolution 00051-14. The motion carried 4 yes 0 no.

Mount Vernon Public Library
Board of Trustees
Resolution 00051-14

A RESOLUTION TO APPROVE THE PROPOSED 2014-2015 BUDGET

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that the Library approve the proposed 2014-15 Budget Proposal

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 Budget Proposal for fiscal year 2014-15.

Yea    Nay    Abstain    Trustees
√      √      √      Linda Bryant
√      √      √      Oscar Davis
      √      √      Brian G. Johnson
      √      √      Darren M. Morton
      √      √      Na’im R. Tyson

Submitted by: Carolyn Karwoski          Date: 12/17/14
Signed: ________________________________
Oscar Davis, Vice President

Upon a motion by Darren Morton, seconded by Na’im Tyson, the Board approved resolution 00002-15. The motion carried 4 yes 0 no.

MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #00002 – 15

WHEREAS: The Mount Vernon Public Library (“MVPL”) submitted a budget for the fiscal year ending June 30, 2015, 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, each dated January 9, 2015 as payment for employee’s deductions and contributions for payroll dated January 9, 2015. A listing of such checks is attached to this Resolution and includes consecutive check numbers 10201 through 10207 and totaling $3,045.38.

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 the 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: _____________________________

Approved by: _____________________________

Signed by: _____________________________ Date: __________
Oscar Davis, Vice President, Board of Trustees

Upon motion by Darren Morton, seconded by Na’im Tyson, the Board approved resolution 00003-15. The motion carried 4 yes, 0 no.
MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #00003–15

WHEREAS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2015, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.

FURTHERMORE: The Administration of the MVPL has prepared check number 10154 payable to Jackson Lewis dated November 28, 2014 as payment for legal representation matters for a total of $7414.66.

FURTHERMORE: The Library Director has reviewed the check and underlying documentation and makes the following affirmation:

I have reviewed check and related underlying documentation and certify that 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 the 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
_✓_  ___  ___  Linda Bryant
_✓_  ___  ___  Oscar Davis
    ___  ___  Brian G. Johnson
_✓_  ___  ___  Darren M. Morton
_✓_  ___  ___  Na’im R. Tyson

Submitted by: ____________________________________________

Approved by: __________________________________________

Signed by: __________________________________________Date: __________
Oscar Davis, Vice President, Board of Trustees

Upon a motion by Darren Morton, seconded by Na’im Tyson, the Board voted on resolution 00004-15. The motion was defeated 2 yes, 2 abstain.

MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #00004 –15

WHEREAS: The Mount Vernon Public Library (“MVPL”) submitted a budget for the fiscal year ending June 30, 2015, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.

FURTHERMORE: The Administration of the MVPL has prepared check number 10123 payable to Jasper Group dated November 28, 2014 as payment for furniture purchase for a total of $5,394.48.

FURTHERMORE: The Library Director has reviewed the check and underlying documentation and makes the following affirmation:

I have reviewed check and related underlying documentation and certify that 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 the Board of Trustees sign such check.

**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 check.

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Submitted by: _______________________________

Approved by: _______________________________

Signed by: _______________________________ Date: __________

Oscar Davis, Vice President, Board of Trustees

Upon a motion by Darren Morton, seconded by Na’im Tyson, the Board approved resolution 00005-15. The motion carried 4 yes 0 no.

**MOUNT VERNON PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**CHECK SIGNING RESOLUTION #00005-15**

**WHERE AS:** The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2015, 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, each dated January 10th, 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, 2015. A listing of such checks is attached to this Resolution and includes consecutive check numbers 10208 through 10250 and totaling $282,044.56. After grouping these checks according to their respective purpose, a total of $13,177.37 was for library periodicals and books, $364.25 was for NYS employee retirement reimbursement, $8,910.90 was for library security services, $3,339.74 was for building repairs and maintenance, $180.00 was for library postage, $838.02 was for audio, $2,006.89 was for library programs, $3,500.00 was for publicity and printing, $11,206.00 was for professional fees, $5,101.90 was for library utilities, $111,355.00 was for liability and general insurance, $945.00 was for legal, $50,840.01 was for health insurance, $69,752.20 was for WLS System, $527.28 was for other library supplies.

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
___  ___  ___  Linda Bryant
___  ___  ___  Oscar Davis
___  ___  ___  Brian G. Johnson
___  ___  ___  Darren M. Morton
___  ___  ___  Na’im R. Tyson

Submitted by: ____________________________

Approved by: ____________________________

Signed: ____________________________ Date: __________
Oscar Davis, Vice President Board of Trustees

The Board discussed the payments for periodicals, liability insurance and terminal maintenance.

Upon a motion by Darren Morton, seconded by Na’im Tyson, the Board approved resolution 00010-15. The motion carried 4 yes and 0 no.

Mount Vernon Public Library
Board of Trustees
Resolution 00010-15

AFFIRMATION OF POSITIVE PAY FOR HUDSON VALLEY BANK CHECKING ACCOUNT

Board of Trustees & Patrons,

Given that the Library has had a checking account with Hudson Valley Bank for several months now,

Whereas it is necessary to maintain the integrity of the checking account against fraud; therefore be it,
Resolved, that the trustees comprising the finance committee - Drs. Morton and Tyson—will sign the positive pay documents on January 21st, 2015.

Submitted by: Na’im R. Tyson, PhD

Date: 1/21/2015

Signed by ___________________________ Date: __________
Oscar Davis, Vice President

The Board discussed the protection with Positive Pay and whether the Hudson Valley Bank merge and name change would become problematic.

Trustee Morton thanked the director and the finance office for adhering to the request to get things done. He said the library is still diligently working with the school district and Albany to get things done.

NEW BUSINESS:
The Board discussed resolution 00006-15 to approve the Director’s attendance at the ALA Midwinter Conference

Trustee Tyson said the board has never approved the policy manual regarding travel and he did not feel comfortable approving it this way. There was discussion about the board reviewing the policy and submitting its changes.

Darren Morton moved to approved resolution 00006-15. The motion failed due to a lack of a second.

Code of Conduct

Upon a motion by Linda Bryant, seconded by Darren Morton, the Board agreed to table resolution 00008-15 for further discussion. The motion carried 4 yes 0 no.

Website Re-Design

There was discussion about the website redesign and whether it would be completed before the new budget vote.

OLD BUSINESS;

Trustee Davis recommended that resolution 00007-15 be amended to purchase the telephone replacement system rather than lease it. Purchasing would be a cheaper option.
Upon a motion by Na’im Tyson, seconded by Linda Bryant, the Board approved amending resolution 00007-15 from a lease cost of $265.00 a month to a purchase cost of $12,795.60. The motion carried 4 yes, 0 no.

Upon a motion by Na’im Tyson, seconded by Linda Bryant, the Board moved to adopt resolution 00007-15 as amended. The motion carried 4 yes 0 no.

Mount Vernon Public Library
Board of Trustees
Resolution 00007-15

A RESOLUTION TO APPROVE THE PROPOSAL FOR TELEPHONE REPLACEMENT OF THE LIBRARY PHONE SYSTEM PROVIDED FROM CASS BUSINESS TELEPHONE SYSTEMS.

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they approve the proposal for new phone service presented to the Board by the Technology Committee,

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 telephone replacement services provided by CASS Business Telephone Systems for the purchase cost of $12,795.60 from budget line 7901.01, furniture and equipment expenses of which $20,000 is budgeted for fiscal year 2014-2015.

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Submitted by: Carolyn Karwoiski

Date: 1/21/15

Signed:
Oscar Davis, Vice President
The Board discussed resolution 00009-15 for Board Doc’s database and whether to purchase the version with the tracking.

Upon a motion by Darren Morton, seconded by Linda Bryant, the Board agreed to postpone the vote on resolution 00009-15 until the next regular Board meeting.

Upon a motion by Darren Morton, seconded by Linda Bryant, the Board adopted resolution 00001-15. The motion carried 4 yes 0 no.

Mount Vernon Public Library
Board of Trustees
Resolution 00001-15

A RESOLUTION TO ACCEPT NEW HIRES AND TERMINATIONS

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 hire and resignation of the following people:

Approve the appointment of Melissa Glazer as part-time children’s Librarian I at an hourly rate of $23.84 per hour for 17.5 hours per week beginning Thursday, Jan. 22, 2015. Ms. Glazer is replacing part-time children’s librarian Darcy Kaye who resigned her position on 11/19/14.

Approve the hire of Susi Dugaw as part-time children’s Librarian I at an hourly rate of $23.84 per hour for 17.5 hours per week beginning Monday, Jan. 26, 2015. Ms. Dugaw is replacing part-time children’s librarian Dee Smith who resigned her position on 11/19/14.

Submitted by Carolyn Karwoski

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ADJOURNMENT:

Upon a motion by Oscar Davis, seconded by Linda Bryant the meeting was adjourned at 9:22 pm. The motion carried 4 yes, 0 no.

Respectfully submitted

[Signature]
Secretary