

BOARD OF TRUSTEE MEETING

February 18, 2015

6:30 PM

MINUTES

The regular meeting of the Board of Trustees of the Mount Vernon Public Library was held on February 18, 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 6:32 PM.

ROLL CALL:

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

Also Present: Elias Gootzeit, Mount Vernon City School District; Marvin Church, Diana Williams, Library Squared; Gary Newman, Head of Reference and Doris Hackett, Library Staff; Lisa Mazza and Tamara Stewart, Library Patrons; Carolyn Karwoski, Library Director, Jose Alvelo, Interim Treasurer, Robert Half Assoc. and Mary Harper, Administrative Assistant.

PERIOD OF PUBLIC EXPRESSION:

Doris Hackett said that she has created a collection of 100 Black Films for Black History Month and encouraged everyone to review the collection.

Tamara Stewart spoke about the library closing early on February 9th. She said that a number of people had questioned if the schools were opened and the weather was not that bad; should the library have closed.

Ms. Stewart questioned the rendering for the proposed new library and asked would it replace the existing library.

Elias Gootzeit said that the property the library sits on was donated for the sole purpose of being a library. It seems the ownership or the real estate the library sits on should remain with the library. He said the long term history of the library and the ownership should be the cost of the library's use. A new space should be one that the library benefits from.

Trustee Johnson said he agreed about the library closing and said that it was unfortunate. The actual weather rather than the forecast has to be looked at.

He said that the designers had presented the proposal to the city. There are many questions. We are in the listening stage and are not selling off the building at this stage.

DIRECTOR'S REPORT:

Library Director Carolyn Karwoski reported the following:

ALA Midwinter Conference

The Director attended the ALA Midwinter Conference from January 30 – February 3, 2015.

The conference focused on engagement, dialogue and innovation around transforming libraries.

Mrs. Karwoski reviewed products and services among the hundreds of vendors and exhibits in attendance.

She attended talks and workshops regarding library trends and attended book talks from various authors of newly published books; as well as a youth services award ceremony and the Reference USA Gala Author Tea.

Among the programs attended was the launch of the new ALA initiative “Got E-Rate?” which focused on how libraries could apply for internet discounts as part of the National E-rate program; which added 1.5 billion to its available annual funding. The changes to this program come from lobbying by ALA to reform the benefits to libraries. This program includes specific funding for wireless networks.

ALA has also received a grant of 1.5 million for the National Endowment of the Humanities. This money will be used for the grant “Latino Americans: 500 years of history”. The money will go to non-profits to hold programs related to Latino history and culture. Nishan Stepak is working on the grant application for the library.

Carolyn Karwoski tried to visit most of the exhibit booths with an emphasis on the following.

ABC-CLIO

Alexander Street Press

AWE, Inc.

BiblioCommons, Inc.

Brainfuse

Credo Reference

Gale Cengage Learning

Makerbot

Maker Media

McGraw-Hill Professional

Midwest Tape

PolicyMap

Rosen Publishing Group

Tech Logic

Tutor.com

Mrs. Karwoski participated in the Black History Month Celebration at the Doles Center on Saturday. Newflex Hoops presented a wonderful celebration with the performances of the children who are enrolled in the program. She shared a selection from the book “Brown Girl Dreaming” by Jacqueline Woodson.

Nishan Stepak went to a presentation of new books by Melville House Publishers in Brooklyn.

Gary Newman has been working on updating the needed reference print resources for the Reference Room.

Nishan Stepak is coordinating the committee to revise the Collection Development Policy.

Programming committee is set to meet next week. We will be planning programming through the summer months as well as the Summer Reading Club for all ages.

The Friends have set the spring book sale for Friday and Saturday, May 8 and 9.

Carolyn Karwoski said that she had met with TechLogic and discussed RFID technology which could eliminate the gates at circulation. She said that she would send out additional information.

Trustee Davis discussed reviewing the application from e-rate and the discrepancy in the cost associated with what the library pays for telephone service. He said that the library is not getting the full benefit.

The Technology committee will meet to review the proposal for computer change. The goal is to move away from WLS by September.

Trustee Morton said he wanted to comment on developing a plan that allows the staff to be afforded the opportunity for professional development.

Upon a motion by Darren Morton, seconded by Oscar Davis, the Board approved the Director’s Report. The motion carried 5 yes, 0 no.

LIBRARY SQUARE PRESENTATION:

The representatives from Library Square gave a presentation on a proposed new building that would include space for a new library.

The proposed site would be on South 2nd Avenue between the church and the old YMCA building; across the street from the current library. It will be a mixed use building with housing and businesses as well.

There was discussion about whether the entire current library would occupy the new space or would only part of the library move there.

The internal design of the library would be decided only when the space is purchased.

Lisa Mazza asked if the library was in a position to purchase or rent this space given the conditions of its funding right now.

Trustee Johnson said that there are many questions. This is just a conceptual plan presented to the Board.

FINANCIAL REPORT

Jose Alvelo said that he is analyzing the numbers regarding the change in the fiscal year. The entire system has to be looked at. The numbers that are presented for January are the right numbers.

The finance committee will meet with the Director and the finance office, along with technology and the treasurer.

Trustee Tyson said that the CLD budget would have to be voted on. A special meeting may have to be called.

Trustee Davis questioned resolution 00012-15 which included the 3M invoice. He requested written documentation that 3M is the only one that can fix the library gates.

Carolyn Karwoski said that we have a service agreement with 3M for the existing gates.

There was discussion about the payments to Time Warner cable and 3 M Company.

Resolutions

The Board moved to approve resolution 00012-15 with the amendment to exclude check 10286, upon a motion by Na'im Tyson, seconded by Darren Morton. The motion carried 5 yes, 0 no.

Upon a motion by Darren Morton, seconded by Oscar Davis, the Board moved to additionally exclude check number 10299. The motion carried 5 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #00012--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 26, 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 10259 through 10306, excluding check numbers 10285 and 10299 and totaling \$74,809.68. After grouping these checks according to their respective purpose, a total of \$4,338.02 was for book expense, \$1,211.39 was for audio visual, \$6,253.35 was for service contract expenses; \$170.53 was for telephone expenses, \$3,148.45

was for electricity, \$5,442.00 was repairs to building, \$207.56 was for retirement reimbursement, \$922.62 was for equipment maintenance, \$270.00 was for library programs, \$49,025.73 was for health insurance, \$1,680.00 was professional fees, \$650.00 was for postage, \$227.25 was for periodicals, \$846.78 was for custodial 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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Linda Bryant
<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"/>	Darren M. Morton
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Na'im R. Tyson

Submitted by: _____
Approved by: _____
Signed: _____ Date: _____
Brian G. Johnson, President, Board of Trustee

Upon a motion by Darren Morton, seconded by Na'im Tyson, the Board approved resolution 00013-15. The motion carried 5 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #00013 -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 February 6, 2015 as payment for employee's deductions and contributions for payroll dated February, 2015. A listing of such checks is attached to this Resolution and includes consecutive check numbers 10307 through 10313 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.

Yea	Nay	Abstain	Trustees
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Linda Bryant
<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"/>	Darren M. Morton
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Na'im R. Tyson

Submitted by: _____
 Approved by: _____
 Signed: _____ Date: _____
 Brian G. Johnson, President, Board of Trustee

Upon a motion by Darren Morton, seconded by Na'im Tyson, the Board approved resolution 00014-15. The motion carried 5 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY
 BOARD OF TRUSTEES
 FUNDS TRANSFER RESOLUTION 00014-15**

WHERE AS: The Mount Vernon Public Library (“MVPL”) maintains a money market account at Hudson Valley Bank with an account number ending in 0601 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 Hudson Valley Bank with an account number ending in 8241 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 Hudson Valley Bank MVPL Money Market account ending in 0601 into the Hudson Valley Bank MVPL Operating account ending in 8241.

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 Hudson Valley Bank MVPL Money Market account ending in 0601 into the Hudson Valley Bank MVPL Operating account ending in 8241.

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

Submitted by: _____
 Approved by: _____
 Signed: _____ Date: _____
 Brian G. Johnson, President Board of Trustees

There was discussion about sending resolutions in a timely fashion to allow for funds to operate the library.

Trustee Morton questioned the time frame for the library to receive the balance of the tax levy funds. Jose Alvelo said that the school district said the funds would be received in March.

Trustee Tyson said that the retirement payment included in resolution 00016-15 is a partial payment for the retirement bill. The bill will be paid in three payments.

Upon a motion by Darren Morton, seconded by Na'im Tyson, the Board approved resolution 00016-15

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #00016-15**

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 February 14, 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 10314 through 10341 and totaling \$174,237.95. After grouping these checks according to their respective purpose, a total of \$1,484.57 was for telephone/telecommunication, \$1,162.73 was for repairs to building, \$4,509.93 was for custodial supplies, \$267.75 was periodicals, \$95,424.84 was for retirement expenses, \$3,300.05 was for fuel, \$236.25 was for equipment maintenance, \$2,792.51 was for programs, \$125.00 was for miscellaneous expenses, \$810.18 was for new technology and computer equipment, \$675.00 was for membership expenses, \$47,793.58 was for health insurance, \$726.09 was for service contract, \$5,440.00 was for professional fees, \$1,154.86 was for supplies, \$7,745.30 was security guard expenses, \$ 589.31 was for postage.

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"/>	Linda Bryant
<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"/>	Darren M. Morton
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Na'im R. Tyson

Submitted by: _____
 Approved by: _____
 Signed: _____ Date: _____
 Brian Johnson, President Board of Trustees

Upon a motion by Darren Morton, seconded by Na'im Tyson, the Board approved resolution 00017-15. The motion carried 5 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #00017 – 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 February 20, 2015 as payment for employee’s deductions and contributions for payroll dated February 20, 2015. A listing of such checks is attached to this Resolution and includes consecutive check numbers 10342 through 10348 and totaling \$3,078.15.

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.

Yea	Nay	Abstain	Trustees
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Linda Bryant
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oscar Davis

<u> √ </u>	<u> </u>	<u> </u>	Brian G. Johnson
<u> √ </u>	<u> </u>	<u> </u>	Darren M. Morton
<u> √ </u>	<u> </u>	<u> </u>	Na'im R. Tyson

Submitted by: _____
 Approved by: _____
 Signed: _____ Date: _____
 Brian Johnson, President Board of Trustees

Upon a motion by Na'im Tyson, seconded by Darren Morton, the Board approved resolution 00004-15. The motion carried 3yes, 2 abstentions.

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

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: _____
Brian G. Johnson, President, Board of Trustees

The Board reviewed Resolution 00015-15.

Trustee Davis questioned whether there was funding in place for new hires. Upon a motion by Oscar Davis, seconded by Na'im Tyson, the Board moved to table resolution 00015-15 until the next Board meeting. The motion was defeated 3 to 2.

There was discussion about whether part-time positions have to go through committee and if the director has the authority to hire part time staff. Carolyn Karwoski said that the position is a replacement one to avoid a gap in the circulation department.

The Board discussed the consultant that was hired to evaluate the library's needs. There was also discussion regarding balancing the library's fiduciary responsibility with prudence, due diligence and supporting the director in this request.

Upon a motion by Na'im Tyson, seconded by Darren Morton, the Board moved to approve resolution 00015-15. The motion carried 3yes, 2 abstentions.

Mount Vernon Public Library
Resolution 00015-15

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 promotion of the following person:

Debbie Baker to part-time Circulation Clerk at the salary of \$16.41 per hour for up to 17.5 hours per week. Ms. Baker is currently a part-time library aide. She will replace Sheila Jones, who has become a full-time circulation clerk.

The resignation of Rebecca Newman as part-time librarian, effective Friday, Jan. 23, 2015.

Submitted by: Carolyn Karwoski

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

Signed by _____ Date: _____
Brian G. Johnson, President, Board of Trustees

Upon a motion by Darren Morton, seconded by Oscar Davis the Board moved to approve resolution 00006-15. The motion failed 2 yes 3 abstentions.

**Mount Vernon Public Library
Board of Trustees
Resolution 00006-15**

A RESOLUTION TO APPROVE THE DIRECTOR'S ATTENDANCE AT THE AMERICAN LIBRARY ASSOCIATION MIDWINTER MEETING & CONFERENCE

WHEREAS, the Director of the Mount Vernon Public Library requests approval to attend the American Library Association Midwinter Meeting & Conference from Friday, 1/31/15-2/3/15 in Chicago, Il,

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

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 for the American Library Association Conference at a cost of \$1052.00 coming from the conference budget line, 5940.04 of which, \$6000 is budgeted for 2014-2015 and \$5358.00 remains.

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

Submitted by: Carolyn Karwoski

Date: 2/18/15

Signed:

Brian G. Johnson, President

Trustee Johnson reiterated the Board's priorities over the next four months. He said that the Board should continue to review the proposed by-laws.

Proposals for the library website should be reviewed and a presentation will be given at the March meeting.

The financial policy is needed by the March meeting; there are certain key areas that need to be addressed.

Trustee Davis said that the website committee had gotten the proposals, but they were needed in a more timely fashion to be considered at this meeting.

Carolyn Karwoski spoke about the need to have the staff's input for the design of the website. She said she has asked for a new logo design to go along with the website.

Trustee Johnson said that the website is an essential marketing tool for taking the budget out to vote.

The financial policies have to be reviewed for the next meeting; as well as the proposed revised 2015-2016 budget and the CLD budget.

MINUTES:

Upon a motion by Na'im Tyson, seconded by Linda Bryant, the Board approved the prior meeting minutes of November 10, 2014; November 19, 2014; December 8, 2014 and December 17, 2014. the motion carried 5 yes, 0 no.

Upon a motion by Darren Morton, seconded by Linda Bryant, the Board approved the minutes of the meeting of January 12, 2015. The motion carried 5 yeas, 0 no.

Upon a motion by Darren Morton, seconded by Linda Bryant, the Board approved the minutes of the meeting of January 21, 2015. The motion carried 4 yes, 1 abstention.

ADJOURNMENT:

Upon a motion by Darren Morton, seconded by Oscar Davis the meeting was adjourned at 9:30 pm. The motion carried 5 yes, 0 no.

Respectfully submitted

Secretary