



BOARD OF TRUSTEES MEETING
MINUTES
March 16, 2016
6:30 PM

The regular meeting of the Mount Vernon Public Library Board of Trustees was held on March 16, 2016 at 28 South First Avenue, Mount Vernon, New York 10550.

Oscar Davis who presided called the meeting to order at 6:30 PM

Present were: Oscar Davis, Brian Johnson, Cathlin Gleason, Darren Morton and Na'im Tyson

Also present: Joanne Mongelli, ArtsWestchester; Shawn Price, Sr., Shawn Price Jr., and Tamara Stewart, Library Patrons; Cheryl Berent, Maxine Grandison, Denise Lyles, Doreen McQueen, Gary Newman, Nishan Stepak, Cheryl Thomas and Christopher Williams, Library Staff; Carolyn Karwoski, Director; Elaine Braithwaite, Assistant Library Director; Jose Alvelo, Treasurer and Mary Harper, Administrative Assistant.

ACCEPTANCE OF AGENDA

Upon a motion by Cathlin Gleason, seconded by Brian Johnson, the Board approved the amended agenda of the March 16th meeting. The motion carried 5 yes, 0 no.

MINUTES:

Upon a motion by Brian Johnson, seconded by Darren Morton, the Board approved the minutes of the meeting of February 22, 2016. The motion carried 4 yes, 1 abstention.

PERIOD OF PUBLIC EXPRESSION

Gary Newman responded to the Board's previous statements regarding wage parity with the city.

Shawn Price spoke about Boy Scout Troop 40 and the Life Scout planting project planned for the library in honor of former troop leader and former library trustee Linda Bryant.

Nishan Stepak spoke about what he feels is the depersonalization of staff and the reduction of the professional status of staff.

Chris Williams and Cheryl Thomas spoke about the dwindling full time staff and the need for positions to be filled.

Trustee Morton clarified his statements regarding the library staff's demands for wage parity with the city,

COORESPONDENCE



The Board received a thank you card from Administrative Assistant Mary Harper. The Board presented Ms. Harper with a plaque upon her retirement and thanked her for her years of service to the library.

DIRECTOR.S REPORT

Library Director Carolyn Karwoski reported the following:

Director's Report

March 16, 2016

Now that the Budget vote amount has been decided, we now focus all our energies in preparing all materials and documents needed for the vote. Tashawna Isaacs is our Clerk of the Works and will be directed by Debbie Harris through the lists of items on the priority list. Currently we are working on the Trustee packets and they will be ready for pickup on Friday afternoon. Cathy Webb is working on the marketing for the budget vote as well as setting up time for our photographer to take head shots for posters, advertising our vote. The MVPL Foundation will be supporting our Open House and plans are underway to have another successful library showcase.

A meeting with the Strategic Plan Committee was held on February 16th. We are awaiting notes and a draft from our consultants so that we can move into the final phase of drafting our strategic plan. Once the plan has been completed we will be working on promotional pieces to inform the public of our new plan of service for the next 5 years.

Recently we had a get together of staff and community people to discuss how we can coordinate our marketing efforts for more results. We do want to make sure we reach a broader audience for library news and some of the ideas discussed were doable to a certain degree. We will meet again to formulate a more focused plan on where we want to begin. Our hope is that we can put some steps in action for big results.

Elaine and I have been meeting and discussing how we can reach more of our users on our online e-resources. One of the concerns is the very long wait for e-books and the difficulty in learning how to check out items through the Overdrive site. In the past year there have been 7 local Westchester Libraries that have become a small group to provide e-materials using a different platform. The platform is the 3M cloud library and the group of libraries include New Rochelle, White Plains, Scarsdale and Mamaroneck. This group of libraries have created what is called a small cloud library. We will be joining this cloud library on the 3M platform beginning sometime in July. One of the nice parts of this is that 3M will be moving all our advantage titles to the cloud. We will be sharing materials but also will be able to create our own cloud titles that are only available to Mount Vernon users. This smaller cloud will contain all those titles that the



publishers will not let consortium purchase, so this will allow us to have items such as the new James Patterson books which the publisher, Hachette, will not release to consortium libraries. 3M Cloud Library is also much easier to use as you can access it very quickly online or through an app on a tablet and smartphone.

We also will be adding a new vendor for library materials. The vendor is Brodart, they only work with libraries, and they give the same discounts on materials. They also offer on kinds of products including furniture, supplies for tech programs and other support services. Brodart will also be supplying processing for our print resources. Processing includes barcode, plastic covers and spine labels. When books arrive at the library they are easily added to the collection and can be shelf ready very quickly. Brodart joins Ingram and Baker and Taylor as vendors for our materials.

Another change you might notice is that we are moving our barcodes from the inside of books to the outside back jacket. This is being done for 2 reasons. One it helps to cut down on repetitive motion injuries to staff and it means our materials will be ready when we add self-checkout to the library services.

Staff is currently working on updating our welcome brochure, continuing to develop new resource brochures as well as our new museum pass informational flyer. Our museum passes will be moving from the adult department to the children's department and Denise Lyles will be in-charge of the service. We are developing new holders for the passes and also working with staff and Friends to improve our offerings. Museum passes are very attractive to our users and this expanded service should be bringing more users into the library.

Elaine and Denise will begin training on our new time management system from ADP on Friday. Once this system is set up our part-time staff will be entering time worked electronically, instead of paper time sheets. Full time staff will manage their benefit time through the system and we will now be able to create better scheduling through this system. The modernization of this process will scale back the time needed to manage benefit time manually.

Our programs continue to be well-attended including our popular adult coloring program as well as our computer classes. The Children's department had programs in celebration of Chinese New Year, Leap Day, and Black History month with a trivia program. The children's department as well as Cathy Webb, did community outreach for the schools during Parent Involvement Day. They also visited Armani Charter School and distributed flyers, calendars and answered questions about the library. They also encouraged everyone to sign up for a library card.

WLS's trainer, Allison Midgley, came to the library to host a training for cataloging staff. We are also working with Allison to bring the SIRSI acquisition model to manage what materials we purchase for the library. Not only will this help us manage the budget, it will also allow us to put our on order records into the SIRSI catalog. Once those records are available in SIRSI, our users



can then place holds against titles they are interested in borrowing. This is a very good service to have available for our patrons as well.

The Friends of the Library Book Sale is coming up in early May. This biannual fundraiser has been popular and they will have many really nice items available for the sale. They will also be purchasing a membership to the new children's museum that is opening in early April at Playland.

Westchester Library System's annual breakfast will take place on April 13th. The keynote speaker is former Congressman, Barney Frank. Interested attendees can sign up through the WLS website.

The Central Library committee meeting will take place in April. We will be discussing all the online databases, the usage reports and the cost of each service, and recommendations for renewals.

Carolyn Karwoski

3/16/16

NEW BUSINESS:

The Board reviewed resolution #00020-16 for DJH Mechanical.

Upon a motion by Brian Johnson, seconded by Oscar Davis, the Board agreed to table resolution #00020-16 until it is amended.

COMMITTEE REPORTS

Personal Committee

Trustee Johnson reported there are a couple of grievances pending. No date has been set to continue contract negotiations.

Strategic Planning

Trustee Morton reported the committee met in February to iron out the plans. The core values have been drafted. An update in writing will be available at the next meeting.

Finance Committee

Trustee Morton reported there were conversations about the budget variances and whether a 2.5% budget increase is adequate. A larger increase may but the residents at a disadvantage. At some point a decision has to be made by the board in order to maintain the needs of the library.



Policy and Governance

Trustee Tyson said he had given a report on the primary audio device. He will look at alternatives to Google Docs.

Building and Grounds

Joanne Mongelli reported on the installation of the art totem project. She has had final conversations with DPW and the engineer. The installation should occur around mid-April. She is awaiting a schedule of the installation dates.

A bronze plaque is being created,

Technology

Trustee Davis reported that the e-rate funding is complete. A grant for next year has already been applied for.

The roofing project is moving forward.

Additional funding has been given to the library by Assemblyman Pretlow. Research is being done to find out about this grant. The grant is for over \$20,000.

OLD BUSINESS

There was discussion about how library fines and fees are collected and the effectiveness of the collection agency. A detailed report from the collection agency was requested,

Resolutions #s 00017-16 and 00019-16

Upon a motion by Brian Johnson, seconded by Cathlin Gleason the Board approved resolution #s 00017-16 and 00019-16. The motion carried 5 yes, 0 no.

MOUNT VERNON PUBLIC LIBRARY

BOARD OF TRUSTEES

CHECK SIGNING RESOLUTION #00017-16



WHERE AS: 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 March 16, 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 11361-11429 and totaling \$115,557.98. After grouping these checks according to their respective purpose, a total of \$16.99 was for lost books and materials expenses, \$3,955.15 was for books expense, \$3,142.39 was for audio visual, \$243.75 was for periodicals, \$3,220.00 was for new technology, \$1,117.29 was for programs expense, \$3,142.16 was for supplies expense, \$186.72 was for computer software and supplies equipment expense, \$1,014.41 was for telephone-telecommunications expense, \$31.04 was for postage expense, \$745.50 was for office expense, \$44.46 was for professional meeting expense, \$358.52 was for conference expense, \$1,182.65 was for equipment maintenance expense , \$14,526.27 was for professional fees expense, \$2,745.46 was for electricity expense, \$3,429.90 was for fuel expense, \$175.31 was for custodial supply expense, \$5,707.00 was for repairs to building expense, \$5,628.30 was for security guard expense, \$326.20 was for service contract expense, \$999.41 was for miscellaneous building expense, \$9,650.80 was for hospital and medical retiree reimbursement \$51,906.01 was for hospital and medical insurance, \$2,062.29 was for dental 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.

Yea	Nay	Abstain	Trustees
<u> v </u>	___	___	Oscar Davis
<u> v </u>	___	___	Cathlin Gleason
<u> v </u>	___	___	Brian G. Johnson
<u> v </u>	___	___	Darren M. Morton
<u> v </u>	___	___	Na’im R. Tyson



Submitted by: _____

Approved by: _____

Signed: Oscar Davis Date: _____

Oscar Davis, Acting President - Board of Trustees

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #00019-16**

WHERE AS: 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 a check to Custom Computer Specialist, dated March 16, 2016 as payment for billing of computer equipment expense 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 check is attached to this Resolution listed as check number 11430 and totaling \$9,484.97. The purpose of this check was for Computer Equipment Expense.

FURTHERMORE: The Library Director has reviewed the check 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
<u> v </u>	<u> </u>	<u> </u>	Oscar Davis
<u> v </u>	<u> </u>	<u> </u>	Cathlin Gleason
<u> v </u>	<u> </u>	<u> </u>	Brian G. Johnson
<u> v </u>	<u> </u>	<u> </u>	Darren M. Morton
<u> v </u>	<u> </u>	<u> </u>	Na'im R. Tyson

Submitted by: _____

Approved by: _____

Signed: _____ Oscar Davis _____ Date: _____

Oscar Davis, Acting President



Upon a motion by Darren Morton, seconded by Brian Johnson, the Board approve resolution #00018-16. The motion carried 5 yes, 0 no.

MOUNT VERNON PUBLIC LIBRARY

BOARD OF TRUSTEES

FUNDS TRANSFER RESOLUTION 00018-16

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
<u> v </u>	<u> </u>	<u> </u>	Oscar Davis
<u> v </u>	<u> </u>	<u> </u>	Cathlin Gleason
<u> v </u>	<u> </u>	<u> </u>	Brian G. Johnson
<u> v </u>	<u> </u>	<u> </u>	Darren M. Morton
<u> v </u>	<u> </u>	<u> </u>	Na'im R. Tyson

Submitted by: _____

Approved by: _____

Signed: Oscar Davis Date: _____

Oscar Davis, Acting, President Board of Trustees



BUDGET REPORT

Jose Alvelo reported on the budget line items and their variances. He reported the line item for salaries is very tight. There is an increase in personnel benefits. He also reported on the disposition of the current library contracts.

EXECUTIVE SESSION

Upon a motion by Brian Johnson, seconded by Cathlin Gleason, the Board entered executive session at 8:38 pm. The motion carried 5 yes, 0 no.

Upon a motion by Darren Morton, seconded by Brian Johnson, the Board returned to public session at 9:23 PM. The motion carried 5 yes, 0 no. No decisions were recorded.

ADJOURNMENT:

Darren Morton moved to adjourn the meeting at 9:25 PM. Cathlin Gleason seconded the motion. The motion carried 5 yes, 0 no.