

WORKING SESSION BOARD OF TRUSTEES

January 12, 2015

6:30 PM

MINUTES

The working meeting of the Board of Trustees of the Mount Vernon Public Library was held on January 12, 2015 at the Mount Vernon Public Library, 28 South First Avenue, Mount Vernon, New York 10550 Brian Johnson 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: Roxanne Nielson, R. Neilson Associates; Carolyn Karwoski, Library Director; Jose Avelo, Interim Treasurer, Robert Half, Inc. and Mary Harper, Administrative Assistant.

NEW BUSINESS:

Roxanne Nielson spoke to the Board about the library infrastructure and the possibility of a building audit. She explained some of the issues found when she toured the library.

She also discussed the need to possibly relocate the local history room when the children's room bathrooms are renovated.

There was also discussion of how the cost for a project manager would be covered, Ms. Neilson suggested including the cost of the building audit in the budget.

BUDGET VOTE

Carolyn Karwoski discussed the various aspects of the upcoming budget vote. She said that issues with printing mailers and the voting machine costs should be decided.

There was also discussion about whether a phone bank location needed to be established and if the library was going to use a PR marketing person.

Trustee Davis said that due to the fact that the school district campaign and election was also around the corner it is imperative that the library advertises as much as possible.

Trustee Morton felt it was important to get people to participate. He said he felt that a mailer and the open house would be sufficient. He said there will be additional promotion with the candidates that are running for trustee.

There was also discussion about the percentage amount of the budget increase.

## FINANCE REPORT

Jose Avelo reported on financing for Sunday service and the overtime hours. He said he was working with the Chief Account Clerk to determine an average for Sunday service overtime.

There was discussion about the invoice for Jasper Furniture and whether it was on a State contract. Since the furniture is in the library and being used, Trustee Morton said that it is time to take action on the resolution for this invoice. The library is dealing with a relationship with a vendor. The board also discussed the proposed purchasing policy and following the proper procedures.

Payment resolutions 00002-00005-15 were discussed.

The board discussed resolution 00001-15 for new hires and terminations.

Carolyn Karwoski discussed the need for part-time librarians in the children's room.

The board discussed the issues of staff submitting a written resignation and the procedures for posting job positions.

Trustee Morton said that the Board has to decide at what level the administrative staff can act. There has to be some level where the judgment of the Director is allowed in order for the library operation to move.

Trustee Johnson discussed the staffing levels. He said the director had indicated there was an urgency to replace staff. He spoke about the gap in the time frame from when the new hire resolution is presented at the working meeting and the vote that doesn't taken place until the regular meeting.

Trustee Morton said that he had reviewed the financial statements for the last three months in all of the accounts and found no improprieties. Trustee Davis inquired about a difficulty some staff had cashing their paychecks at Hudson Valley Bank.

### ADJOURNMENT:

UPON A MOTION BY Darren Morton, seconded by Na'im Tyson, the Board moved to enter executive session at 8:00 pm.

Respectfully submitted,

*Carolyn Karwoski*  
Secretary