



BOARD OF TRUSTEE MEETING
April 20, 2016
6:30 PM
MINUTES

The regular meeting of the Board of Trustees of the Mount Vernon Public Library was held on April 20, 2016 at the Mount Vernon Public Library, 28 South First Avenue, Mount Vernon, New York 10550.

Oscar Davis, Jr. who presided called the meeting to order at 6:38 PM.

ROLL CALL:

Trustees Present, Oscar Davis, Cathlin Gleason, Brian Johnson, Darren Morton, and Na'im Tyson.

Also Present: Tamara Stewart, Library Patron; Deborah Ramsey, Gary Newman, CSEA Unit President; Nishan Stepak, Library staff; Cheryl Thomas, Library staff, Christopher Williams; Library Staff; Denise Lyles; Library Staff, Carolyn Karwoski, Library Director, Elaine Braithwaite, Assistant Library Director, Jose Alvelo, Treasurer, and Doreen McQueen, Administrative Assistant.

AMENDMENT OF THE AGENDA

Upon a motion by Brian Johnson, seconded by Na'im Tyson the Board accepted an amendment to the agenda to add a grievance. The motion carried 5 yes, 0 no.

ACCEPTANCE OF THE AGENDA

Upon a motion Brian Johnson, seconded by Oscar Davis Jr., the Board accepted the agenda. The motion carried 5 yes, 0 no.

PERIOD OF PUBLIC EXPRESSION:

Tamara Stewart spoke about not having copies available to the public all the time. The public should be able to follow along with the agenda.

DIRECTOR'S REPORT:



Director's Report

April, 2016

Libraries are not just about what they have for people but what they do for and with people. With communities still recovering from the Great recession, academic, school and public libraries continue to transform and shift resources and services to meet the needs of tech-savvy patrons." This quote is from "*The state of America's Libraries, 2016*", released during National Library Week by the American Library Association (ALA). In brief here are some of the points:

- The vital role public libraries play in communities has expanded to include services and programs for childhood literacy, computer training, and workforce development. Librarians know their programs and services have an impact, but many libraries do not have the measures and tools to demonstrate the difference they make in the lives of their patrons.
- Public libraries are continually required to assess their value. To receive funding, they must provide more than just attendance and circulation counts. Traditional output data only captures quantitative data, or how much is done; libraries are increasingly seeking to measure quality, or the good that is done. As a result, more libraries are conducting outcome measurements to better demonstrate their impact on their community members.
- Libraries are responding to the ever-changing needs of children and teens. Summer reading, a longstanding campaign in public libraries, is evolving into summer learning. Summer programs have flourished in recent years; they now integrate traditional reading activities with others that explore such special interests as the arts, STEM (science, technology, engineering, and math), and digital learning.
- Libraries are using design thinking to reimagine services and spaces for teen patrons, and they are also experimenting with ways to help teens apply design thinking to their own learning experiences. Opportunities for teen creativity include dedicated makerspaces, tinkerlabs, and other reconfigurations of the library's space.
- Adults find libraries a place for lifelong learning with resources and programs useful in exploring new ideas, personal interests, and careers. Increasingly, libraries also offer patrons a neutral space to meet their neighbors and discuss and resolve important issues. In 2015, libraries continued to strengthen their role as leaders in community engagement, leading community forums, taking part in anti-violence activities, and providing a safe, neutral place for an increasingly divided populace to come together.

You can find the whole report on the ALA website: <http://www.ala.org/news/state-americas-libraries-report-2016>. I hope all of you take a look at this important report as it will give you some insight where our library needs to be in the community.

The Governor and Legislature have come to an agreement on the FY2016-17 New York State budget. Thanks to librarians and trustee efforts and effective advocacy, we are happy to report the following:

State Library Aid: \$95.6M (\$4M increase)

This allocation represents a 4.3% increase in total library aid, which is equivalent to the increase in educational foundation aid. This is the most library aid included in any state budget since FY2008-09.

State Library Construction Aid: \$19M (\$5M increase)

The allocation for the construction aid program was increased by \$5M, or 35%, which is the first increase in nearly a decade.

MTA Payroll Tax Reimbursement: \$1.3M

As you know, last year we were able to secure a permanent exemption for public libraries and public library systems subject to the MTA payroll tax. This reimbursement reflects the taxes paid in the previous year. It will be the last year this reimbursement is required.

NYLA reports that "this year's budget, an election year budget, produced many challenges. The cumulative effect of your advocacy efforts - your letters, phone calls, meeting with your legislators, participation in Advocacy Day - made the difference and allowed us to fare better than many groups. Thank you! "

The work for the election and budget vote has been progressing. Literature for the vote has been distributed; we still are working to revise the mailer and should have that ready to go on Monday. Banners are up, date flyers have been put around town, we have purchased yard signs to remind people of the date of the vote. The scanner machines will be delivered in time for the training of the election inspectors, although all inspectors are certified by the County to work on the machines. We have had a smoother time this year in soliciting interested inspectors to work during the library vote. All certified inspectors were sent applications and we received many applications from interested workers. This year the number of inspectors will be just 7 as opposed to the number in past years. We will have 3 scanner machines, one of which is considered handicapped assessable, although everyone can use this machine as well. Cathy Webb has been overseeing the materials needed for the vote and she has done a good job as she transitions to Community Outreach librarian for the library. Elaine and I will be spending the next weeks visiting organizations within the community to talk about the library. We will also be holding a community information session at the Doles Center and will be visiting the senior clubs to make sure they are aware of the upcoming election.

Our consultant Mr. James Finch, began working at the library. Mr. Finch brings much experience in public works as well as in maintenance. He is tasked with building a viable foundation for service in the maintenance department, as well as assist in the choosing of a new, full-time Foreman for the department. He will also assist in the replacement of a cleaner at the end of May. Although there are major stresses on the department, the biggest constraint is the small workforce, which has to cover over the 57 hours per week the library building is open. Mr. Finch will present his report on the progress of his work to the Building and Grounds committee.

PLDA meeting was held one week early and took place after the WLS breakfast featuring retired Congressman, Barney Frank, as the keynote speaker. The main discussion points were the continued problems with the WLS server, which hosts some of the libraries websites. Apparently they narrowed the problems down to wordpress software that needed to be updated by some of the libraries. Since our website is hosted by WLS, this is a concern. Head of Technology, Rob Calouri reported that a new server was being in the process of being constructed. Once this was complete the issues such as losing updates, should not be a problem. Rob also reported that the technology center at WLS will be moving to a private company which will offer 24 hours monitoring and features power that will not be affected due to storms. Currently the center is part of the WLS offices. WLS will be moving to a new building in July located in Elmsford.

Computer donations from....up to 20 computers will be sent out to the library sometime in the next week. Once received we will be replacing and expanding the children's computers. We will be reserving at least 4 units for the new teen area that Elaine and I are currently designing. More details on the teen space will be forthcoming after the budget election.

Teen Tech Week:

The library had special programming to celebrate teen tech week. Staff partnered with Zoe Berger, a graduate student for the Learn to Code with Scratch Program. Little Bits, described as a platform for easy-to-use electronic building blocks for creating inventions, large and small were used at a tech program as well. As the participants enjoy working with the sets, we will look to adding one or two more sets for programming this summer.

Staff also did an Introduction to 3-d printing for teens.

Children's programming includes the monthly programs, Lego, both book clubs, story time, arts and crafts for toddlers and Paws to Read, our therapy dog program for school age children.

Reference & Periodicals

Staff is continuing to research and index obituaries from old Mount Vernon newspapers. Leroy Lea and David Cambillo are designing a custom, on-line database for the obituary index to be installed on our website. Over 17,400 names have been entered into a spreadsheet format for the obituary index online database.

Doris Hackett reported that her film programs, held in the afternoon, are very popular. We will be looking to planning ongoing afternoon films as this especially appeals to our senior patrons.

Collection Development

The library has a new volunteer who is helping with resume and job search. She has been coming into the library 3 days a week to assist users.

Staff is working on compiling a list of possible grants for the library.

In March Elaine working with Nutashe Henry, restarted the Literacy Volunteer Program by distributing flyers to get volunteers from the community who are interested in committing a few hours per week to working one on one with individuals in need of literacy tutoring. We received 12 applicants, and an orientation with Pat Rajala and Nutashe Henry is planned for June 17. Bringing the Literacy Volunteer program back to Mount Vernon is very important, as it provides a real service to those who need help in reading so that they can get their high school equivalency, apply for jobs and upgrade their skills for better work.

The Circulation Department is in the process of hiring four part-time staff so that there will be no issues with scheduled hours going over the 17.5 hour limit. The new staff will need a period of training, after which the circulation department should have the staff needed to cover their public desks. The Assistant Director will be engaging department supervisors at the next staff meeting to begin a discussion on how we can redesign our public service space so that we can minimize coverage issues and improve the quality and quantity of services that we offer the public.

We have started our set-up and training for the ADP Time and Attendance service. While there are technical issues with using the Wireless configuration for the timeclock, most of the supervisors have received their initial training and all part-time staff have been registered and are using the time clock to punch in and out. There are a few issues with specific staff that we are in the process of troubleshooting, but we anticipate that all should be running by the beginning of May. To resolve the wireless issues it was decided to have it wired into our service for smooth operation of the time system.

Doreen McQueen is the new administrative assistant. She was able to work with Mary Harper but is still becoming familiar with our operations.

Foundation meet on the first Wednesday of the month and reported on the "Blanc Party" that they plan to hold in June. Details are still to be finalized.

The annual Gala will be held on October 13, 2016.

The Friends Book Sale will take place on May 6-7 in the Grace Greene Baker Community Room.

Attached to my report is the Assistant Director's report on her attendance at the Public Library Association conference.

Meetings and Workshops

Scott Griffith attended a WLS Training at the Greenburgh Library, called "Early literacy Jet Pack", which was a full day workshop that addressed literacy skills and practice for children.

Denise Lyles attended School Outreach-idea swap at WLS. This was the monthly Youth Services meeting.

Maxine Grandison attended the Westchester Library Association executive board meeting in March, held at the Mt. Kisco Library.

I attended the Hachette Publishers author event in March. This event featured 3 mystery/thriller authors. Each spoke about writing their books and where they got their ideas. It was a very entertaining program! I also attended a volunteer luncheon by Westfair Rides. This is a nonprofit group who we are partnering with in assisting to find volunteers. Westfair Rides provides volunteers who drive people to health care visits. The demand is very great in Mount Vernon, yet they have difficulty finding enough volunteers.

Elaine Braithwaite attended the Computers in Libraries Conference on March 8 in Washington, DC. The purpose was to visit vendors, and decide if it would be a good idea to attend the full conference, which is always in Washington DC. There are many useful programs geared for computing needs in public libraries, and it would be useful for the library to send a staff member to the full conference next year.

Carolyn Karwoski
4/20/16

PRESENTATION

Trustee Tyson presented Google docs. Trustee Tyson states Google docs is a free product. We would be in control of maintaining documents we post. If there is a software issue, e-rates will troubleshoot the issues.

Trustee Brian Johnson inquired if there any thoughts or comments concerning Google docs. Carolyn Karwoski stated Board docs cost is high and would like to try Google docs because the product is at no cost.

Trustee Gleason asked if you can still control and make your own folders.

Trustee Davis expressed concern with security filters and it should be explored before implementing.

Trustee Morton asked what is the purpose of both systems.

Carolyn Karwoski responded to develop a paperless system that will free up employees time, the audience follow along without the extra paperwork. Google docs is being used by the White Plains Library.

Trustee Morton expressed both system are compatible, but Board docs appears to be more user friendly. The price isn't a large fee especially if the product best serves the public.

Trustee Morton said we should try Google docs until June 2016.
Trustee Gleason would like, the director Carolyn to get a detailed report from White Plains Library on how the program is working for them.

Upon a motion made Darren Morton, seconded by Brian Johnson, the Board agrees to try Google docs until a comparison report is done by the Technology committee and at that time make a permanent decision. The motion carried 3 yes, 1 abstain, 1 no.

Trustee Johnson expressed no personal information should be on Google DOCS.

Trustee Na'im Tyson left for the evening at 8:09PM.

Resolution#00026-16

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved resolution #00026-16. The motion carried 4 yes, 0 no, 1 absentee.

Mount Vernon Public Library
Board of Trustees
Resolution # 00026-16

A RESOLUTION TO APPROVE THE HIRE OF JAMES FINCH AS CONSULTANT TO THE LIBRARY FOR THE MAINTENANCE DEPARTMENT

Whereas, the Director of the Mount Vernon Public Library recommends to the Board that they approve the contracting of James Finch,

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 proposed contract of services of James Finch at a cost not to exceed \$54,000 from budget line 6150.01 – Professional Fees of which \$12,462.00 is budgeted for fiscal year 2015-16. Mr. Finch will begin on Wednesday, April 6, 2016 through April 5, 2017. Mr. Finch will analyze the day to day operations, he will provide recommendations to improve staff performance and hold staff accountable. Analyze recommend Berger order and inventory procedures. Review and consult on renovations, building and grounds contracts, new vendor contracts, security system vendors. Enhance and maintain the building and grounds. Provide monthly statistics .Mr. Finch will oversee the Maintenance Department staff, and act as an advisor in the hiring process of the new Custodial Foreman position.

Yea Nay Abstain Trustees

√	___	___	Oscar Davis, Jr.
√	___	___	Cathlin Gleason
√	___	___	Brian G. Johnson
√	___	___	Darren M. Morton
___	___	___	Na'im Tyson

Signed: Oscar Davis, Jr.
 Acting President of the Board
 Oscar Davis, Jr- Acting President – Board of Trustees
 Submitted by Carolyn Karwoski

Date: 4/20/16

COMMITTEE REPORTS

Personnel Committee

Trustee Johnson reported there are items to discuss, but during executive session.

Finance Committee

Trustee Morton reported the finance committee must decide on a day and time for their meeting.

Technology Committee

Trustee Davis has concerned with the children playing violent video games and are we able to block them. Concerns about the website will discuss at next Thursday meeting. Trustee Davis also expressed concerns about WLS server if it continues to go down will it effect the use of Google docs. WLS takes too long to create new user accounts.

Election Committee

Building and Grounds

Trustee Davis reported the Boy Scout project was successful. A security fence is needed on the second avenue side to secure the project development area.

Policy and Governance

Trustee Morton stated that official documents need to be made. How often should the policies be reviewed and updated.

Trustee Johnson expressed they should be updated at least once a year.

Upon a motion by Oscar Davis, seconded by Brian Johnson the Board entered executive session at 9:05 pm.

The Board returned to public session at 9:25 pm.

Resolution #00036-16

Upon a motion by Oscar Davis, seconded by Cathlin Gleason, the Board accepted resolution #00036-16. The motion carried 4 yes, 0 no, and 1 absentee Trustee Tyson.

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #00036-16**

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 April 20, 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 11447-11491 and totaling \$121,521.47 After grouping these checks according to their respective purpose, a total of \$6,030.85 was for Book expenses, \$2,280.97 was for Audio Visual expenses, \$271.25 was for Periodicals expenses, \$6,730.72 was for New Technology, \$1,312.50 was for Programs expenses, \$2,810.26 was for Supplies Expense Main. , \$504.00 was for Computer software & exp. MV, \$467.39 was for Telephone Communications expenses, \$120.00 was for Postage Expenses, \$697.00 was for Office expenses, \$365.78 was for Staff training & Dev. Expenses, \$1,995.71 was for Equipment Maint., \$ 300.00 was for Memberships expenses, \$19,951.11 was for Professional Fees, \$2,324.36 was

for Electricity expenses, \$1,675.79 was for Fuel expenses, \$330.00 was for Repairs to the Building \$9,234.50 was for Security Guard expenses, \$12,378.31 was for Service contracts, \$1,020.00 was for Misc. Building expenses, \$48,048.80 was for Hospital & Medical Insurance, \$2,062.29 was for Dental expenses, \$2,609.88 was for Furniture & Equipment expenses.

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"/>	Oscar Davis
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cathlin Gleason

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Brian G. Johnson

Darren M. Morton

Na'im R. Tyson

Signed: Oscar Davis, Jr.
Acting President of the Board

Date: 4/20/16

Resolutions #00025-16, #00028-16, #00029-16, #00030-16, #00031-16, #00032-16

Upon a motion by Darren Morton, seconded by Cathlin Gleason, the Board accepted resolutions #00025-16, #00028-16, #00029-16, #00030-16, #00031-16, and #00032-16.

Mount Vernon Public Library
Board of Trustees
Resolution # 00025-16

A RESOLUTION TO ACCEPT PERSONNEL CHANGES

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the following personnel change:

Doreen McQueen (provisional) to Administrative Assistant to the Library Director beginning on 4/4/16, full-time at an annual salary of \$51,525.00. Her salary will be paid out of the account 4600.01 Salaries – Administrative.

Yea	Nay	Abstain	Trustees
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oscar Davis, Jr.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cathlin Gleason
<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Na'im R. Tyson

Signed: Oscar Davis, Jr.
Acting President of the Board
Submitted by: Carolyn Karwoski

Date: 4/20/16

Mount Vernon Public Library
Board of Trustees
Resolution # 00029-16

A RESOLUTION TO ACCEPT PERSONNEL CHANGES

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following personnel change:

Melanie Gamble to Library Clerk, Step I beginning on 4/21/16, part-time up to 17.5 hours per week at a salary of \$16.14 per hour. Her salary will be paid out of the account 4550.01 Salaries – Non-Professional.

Yea	Nay	Abstain	Trustees
√___	___	___	Oscar Davis, Jr.
√___	___	___	Cathlin Gleason
√___	___	___	Brian G. Johnson
√___	___	___	Darren M. Morton
___	___	___	Na'im R. Tyson

Signed: Oscar Davis, Jr.
Acting President of the Board
Submitted by: Carolyn Karwoski

Date: 4/20/16

Mount Vernon Public Library
Board of Trustees
Resolution #00030-16

A RESOLUTION TO ACCEPT PERSONNEL CHANGES

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following personnel change:

Blushous Taylor to Library Clerk, Step I beginning on 4/21/16, part-time up to 17.5 hours per week at a salary of \$16.14 per hour. Her salary will be paid out of the account 4550.01 Salaries – Non-Professional.

Yea	Nay	Abstain	Trustees
√	_____	_____	Oscar Davis, Jr.
√	_____	_____	Cathlin Gleason
√	_____	_____	Brian G. Johnson
√	_____	_____	Darren M. Morton
_____	_____	_____	Na'im R. Tyson

Signed: Oscar Davis, Jr.
 Acting President of the Board
 Submitted by: Carolyn Karwoski

Date: 4/20/16

Mount Vernon Public Library
 Board of Trustees
 Resolution # 00031-16

A RESOLUTION TO ACCEPT PERSONNEL CHANGES

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following personnel change:

Logan Brown to Library Clerk, Step I beginning on 4/21/16, part-time up to 17.5 hours per week at a salary of \$16.14 per hour. His salary will be paid out of the account 4550.01 Salaries – Non-Professional.

Yea	Nay	Abstain	Trustees
√	_____	_____	Oscar Davis, Jr.
√	_____	_____	Cathlin Gleason
√	_____	_____	Brian G. Johnson
√	_____	_____	Darren M. Morton
_____	_____	_____	Na'im R. Tyson

Signed: Oscar Davis, Jr.
Acting President of the Board
Submitted by: Carolyn Karwoski

Date: 4/20/16

Mount Vernon Public Library
Board of Trustees
Resolution # 00032-16

A RESOLUTION TO ACCEPT PERSONNEL CHANGES

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following personnel change:

Marissa Morehead to Library Clerk, Step I beginning on 4/21/16, part-time up to 17.5 hours per week at a salary of \$16.14 per hour. Her salary will be paid out of the account 4550.01 Salaries – Non-Professional.

Yea	Nay	Abstain	Trustees
√	_____	_____	Oscar Davis, Jr.
√	_____	_____	Cathlin Gleason
√	_____	_____	Brian G. Johnson
√	_____	_____	Darren M. Morton
_____	_____	_____	Na'im R. Tyson

Signed: Oscar Davis, Jr.
Acting President of the Board

Date: 4/20/16

Submitted by: Carolyn Karwoski

Upon a motion by Brian Johnson, seconded by Darren Morton, the Board approved check resolution#00037-16 with the exception of excluding check #11848 Tyco. The motion carried 4 yes, 0 no.

MOUNT VERNON PUBLIC LIBRARY

**BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #00037-16**

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 April 20, 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 11447-11491 and totaling \$121,521.47 After grouping these checks according to their respective purpose, a total of \$6,030.85 was for Book expenses, \$2,280.97 was for Audio Visual expenses, \$271.25 was for Periodicals expenses, \$6,730.72 was for New Technology, \$1,312.50 was for Programs expenses, \$2,810.26 was for Supplies Expense Maintenance, \$504.00 was for Computer software & exp. MV, \$467.39 was for Telephone Communications expenses, \$120.00 was for Postage Expenses, \$697.00 was for Office expenses, \$365.78 was for Staff training & Dev. Expenses, \$1,995.71 was for Equipment Maintenance, \$ 300.00 was for Memberships expenses, \$19,951.11 was for Professional Fees, \$2,324.36 was for Electricity expenses, \$1,675.79 was for Fuel expenses, \$330.00 was for Repairs to the Building \$9,234.50 was for Security Guard expenses, \$12,378.31 was for Service contracts, \$1,020.00 was for Misc. Building expenses, \$48,048.80 was for Hospital & Medical Insurance, \$2,062.29 was for Dental expenses, \$2,609.88 was for Furniture & Equipment expenses.

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
√___	___	___	Oscar Davis
√___	___	___	Cathlin Gleason
√___	___	___	Brian G. Johnson
√___	___	___	Darren M. Morton
___	___	___	Na'im R. Tyson

Signed: Oscar Davis, Jr.
Acting President of the Board

Date: 4/20/16

ADJOURNMENT

Upon a motion by Darren Morton, seconded by Brian Johnson, the meeting was adjourned at 9:50pm. The motion carried 4 yes, 0 no.

