



## BOARD OF TRUSTEE MEETING

Wednesday October 19, 2016

6:30 PM

The regular meeting of the Board of Trustees of the Mount Vernon Public Library was held on Wednesday October 19, 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 6:45p.m.

### **ROLL CALL:**

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

Also Present: Julie Worthey, WLS representation, Gary Newman, CSEA Unit President; Christopher Francis, Cheryl Thomas, Nishan Stepak, Scott Griffith, Library Staff, Tamara Stewart, Library Patrons; Carolyn Karwoski, Library Director; Jose Alvelo, Treasurer, and Doreen McQueen, Administrative Assistant.

### **ACCEPTANCE OF THE AGENDA**

Upon a motion by Cathlin Gleason, seconded by Brian Johnson, the Board approved the agenda. The motion carried 3 yes, 0 no.

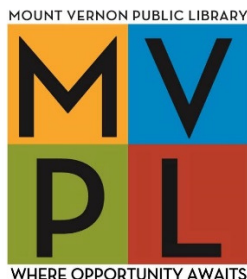
### **APPROVAL OF PRIOR MINUTES**

Minutes were tabled, Trustees request that the minutes are resent again to review. The motion carried 3 yes, 0 no.

### **PERIOD OF PUBLIC EXPRESSION**

Nishan Stepak expressed changes are needed for the on-call librarians because there are not enough of them to cover the different shifts.

### **DIRECTORS REPORT**



## Director's Report

September 2016

### Friends

The Friends first annual meeting was a wonderful success. Featuring Kenneth Davis, who spoke about his new book, *Shadow of Liberty* and how he conducted the research for this book. Mr. Davis presented a fascinating look at slavery and the U.S. Presidents who were slaveholders. His use of a power point presentation made the talk really come alive for the attendees. We had 38 people who attended the event and we sold out of the books. We look forward to more programs such as this one that was so popular.

The Friends semi-annual book sale will take place the first weekend of November.

The Friends are working on planning a fundraising event other than a book sale. They really need to also do a membership drive, which members are also planning. Their treasury needs to grow and we are researching ways to help them achieve this goal. I encourage all who are not members of the Friends to become one!

### Foundation

The Masquerade Ball took place on Thursday, October 13, 2016. It was a lovely evening, well attended, and lots of fun with the casino portion of the night. I don't have the figures from the Foundation as of yet, but I am hoping that they were able to complete a successful fundraising event. The Foundation also honored staff members Gary Newman and Cathy Webb.

### Facilities

The library welcomed our new Foreman, Christopher Francis to the library at the end of September. Mr. Francis hit the ground running and in just a short period of time, was able to handle a of variety of repairs as well as begin to put structure back into the department. Thomas Redhan began work as a part-time worker who will be in charge of basic building repairs, including carpentry. Safety issues were addressed including

fixing the hole in the floor on the 1<sup>st</sup> Ave. entrance floor and replacing the broken banister on the 2<sup>nd</sup> Ave. side of the building. Carpets have been cleaned in several areas of the library and stickers and gum have been removed from some of the tile floors in the building. The new fencing was installed along the parking lot and fall planting was completed with the planting of mums on the 1<sup>st</sup> Ave. side of the building. Also of note is the establishment of a mixed recycling program for the library. Staff have added blue recycling containers to all areas of the library.

### Children's Services

We have a new therapy dog for our *Paws to Read* program. Her name is Stella and we have many excited children wanting to participate in this program. *Paws to Read* is designed for children who need confidence in reading and can build this confidence by reading to Stella. Using therapy dogs to help young children become better readers has been happening in libraries across the country. Recently one of our parents confided to our staff that through this program her son changed from a reluctant reader to an avid reader by reading to the dogs at the library!

Programming continues to be very popular with large attendance at our Tales for Toddler's program as well as our craft programs. This month children's staff introduced new programs including Baby and Me for babies up to the age of 18 months and Kid's Pilates exercise program. Math Play that helps build basic math skills and Puzzle Mania. Also this month staff had "Remembering 911" tribute and a Bilingual Storytime with Susi Dugaw and Nancy Coradin, WLS Coordinator of multi-language collections.

Susi Dugaw attended a WLS workshop called "Welcoming Patrons with Special Needs" and attended the Spanish Language book fair, where she selected books for the library's collection.

We welcomed new Teen Librarian, Deborah Nelson, to the library staff.

### Reference

Gary Newman attended the METRO program on Digital Privacy and recommends a digital privacy policy statement, which is a very good idea. Staff continues to add new materials to the reference and teen collection and have removed older and dated materials from the shelves and the Job Information Center materials have been reviewed and updated as necessary. Doris Hackett continues to have success with our senior film programs on Tuesdays. We usually see between 30-40 attendees for the films. Shown this month were *Lackawana Blues*, *Lila & Eve* and *Holiday Heart*. Periodicals staff continue to weed and put the collection in order. They have also replaced any damaged storage boxes that house periodicals. Periodicals staff continues to work on the Obituary Index using the old Mount Vernon newspaper collections. Leroy Lea and David Cambillo are working on designing a database for Mount Vernon Obituaries for our website. Right now there are 31,500 names that have been indexed and put into a spreadsheet. The period covers the time from 1862-1941.

This information is very helpful to all those who are working on family histories and genealogy research. The most requested item this month seems to be the voter registration form, which Cheryl Berent had to print out more copies to meet demands.

Ms. Grandison attended the WLA Executive Meeting and is currently participating in the NYLA Library Assistants Training Program that is being offered for 3 sessions at the Ossining Library.

### ADP Timeclock

The ADP timeclock seems to be working well and the glitches and problems seem to have been resolved. We are anticipating going live in the new pay period.

### Library Re-registration

The library re-registration process has begun. The DLD has asked for us to work to complete the policy part of the re-registration over the next few months. To that end I have been working on new policies to present to the Policy and Governance committee. Right now there are policies to be voted on for the regular meeting. The committee is reviewing the Sexual Harassment Policy as well as the Whistleblower policy. I am in the process of reviewing the required policies to see what we have and what needs to be completed. Also needed for this process is the strategic plan that should be up for consideration at the November meeting. As this is a major priority, I will be working to create more policy drafts and Jose Alvelo will complete the registration form with the financial information that is needed for this whole process.

### Collections

Lisa Caputo has joined the department as a part-time librarian. She will be overseeing our electronic resources including ordering titles for Overdrive and the Cloud Library. We have also added The World Book Encyclopedia Online database to our electronic resources. This interactive database is visually inspiring as well as functionally easy to use. This resource also includes an early learning section for our youngest patrons.

Nishan has been overseeing different adult programs including Adult board game night, Crochet Club and Adult coloring.

Also Nishan completed a new grant for ArtsWestchester that would be used for a senior memoir writing class led by Karen Leahy. If funded this program would begin in early 2017.

Nishan has also just finished an online class on Grantsmanship and Fundraising. This is part of his CPLA series, Certified Public Library Administration certificate program. He is doing this program on his own time.

## Library Cards

We have just received numbers for new library cards and it shows that we have almost doubled our new library cards this year. In 2015, 1095 cards were issued, for 2016 we are already up to 2154 cards. Wonderful to see new patrons using our library. Staff have been working on a library card procedure for Mount Vernon teachers as well as a Visiting book program for homebound residents. We will be advertising these new services shortly.

Carolyn Karwoski

10/14/16

## OLD BUSINESS

Resolution #0076-16

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, THE Board approved resolution # 0076-16. The vote carried 3 yes, 0 no.

### **Mount Vernon**

### **Board of Trustees**

### **Resolution 00076-16**

## **A RESOLUTION TO APPROVE THE WESTCHESTER LIBRARY SYSTEM FREE DIRECT ACCESS PLAN FOR 2017-2021**

**WHEREAS**, the Director of the Mount Vernon Public Library recommends the approval of the Westchester Library System Free Direct Access Plan for 2017-2021,

**WHEREAS**, Board of Trustees for the Mount Vernon Public Library must approve the plan before it is submitted to the NY State Division of Library Development. Overall no major changes were required from the previous plan of service,

**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 Westchester Library System Direct Access Plan for 2017-2021.

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

Signed: Oscar Davis

Date: 10/19/2016

Oscar Davis, Jr., President

Submitted by: Carolyn Karwoski

**RESOLUTION #0077-16**

The resolution #0077-16 to approve NYLA conference, the motion was not passed. The Board recommended that other staff members should attend conferences.

**NEW BUSINESS**

Committee Reports

FINANCE COMMITTEE- Trustee Gleason reported reviewing employee's salaries, requested that outside contract bills that are large should be emailed to the committee to review.

PERSONNEL COMMITTEE- Trustee Johnson reported he received correspondence from the new union representative. In the procesof setting a new date for the union negotiations.

TECHNOLOGY COMMITTEE- Trustee Davis reported, he conducted a study that showed the library cards doubled in 1 year. The Board express and demands more marketing and outreach is done with the schools and senior facilities. More events should be held in during the evening. Department heads reports should have more statistic details.

**RESOLUTION #0090-16**

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board approved resolution #0090-16. The vote carried 4 yes, 0 no.

**Mount Vernon  
Board of Trustees  
Resolution 0090-16**

**A RESOLUTION TO ACCEPT THE PRIVACY POLICY**

**WHEREAS**, the Director of the Mount Vernon Public Library recommends the approval of the Privacy Policy,

**WHEREAS**, Board of Trustees for the Mount Vernon Public Library must approve the policy statement,

**NOW, THEREFORE, be it**

**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the approval of the Privacy Policy.

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

Signed: Oscar Davis, Jr.

Date: 10/19/2016

Oscar Davis, Jr., President

Submitted by: Carolyn Karwoski

**RESOLUTION#0091-16**

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved resolution #0091-16. The vote carried 3 yes, 1 abstain.

**Mount Vernon  
Board of Trustees  
Resolution 0091-16**

**A RESOLUTION TO ACCEPT THE MEETING ROOM POLICY**

**WHEREAS**, the Director of the Mount Vernon Public Library recommends the approval of the Meeting Room Policy,

**WHEREAS**, Board of Trustees for the Mount Vernon Public Library must approve the policy statement,

**NOW, THEREFORE**, be it

**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the approval of the Meeting Room Policy.

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

Signed: Oscar Davis, Jr.  
Oscar Davis, Jr. President

Date: 10/19/2016  
Submitted by: Carolyn Karwoski

**RESOLUTION #0092-16**

The Board tabled resolution #0092-16 gifts and donation policy until next Board meeting in November to compare finance.

**RESOLUTION #0094-16**

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved resolution #0094-16. The vote carried 4 yes, 0 no.



**Mount Vernon  
Board of Trustees  
Resolution 0094-16**

**A RESOLUTION TO ACCEPT THE CONFLICT OF INTEREST POLICY**

*WHEREAS*, the Director of the Mount Vernon Public Library recommends the approval of the Conflict of Interest Policy,

*WHEREAS*, Board of Trustees for the Mount Vernon Public Library must approve the policy statement,

*NOW, THEREFORE, be it*

*RESOLVED*, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the approval of the Conflict of Interest Policy.

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

Signed: Oscar Davis, Jr.  
Oscar Davis, Jr., President

Date: 10/19/2016  
Submitted by: Carolyn Karwoski

**RESOLUTION#0095-16**

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved resolution #0095-16. The vote carried 4 yes, 0 no.

**Board of Trustees**  
**Resolution 0095-16**

**A RESOLUTION TO ACCEPT THE NON-DISCRIMINATION POLICY**

*WHEREAS*, the Director of the Mount Vernon Public Library recommends the approval of the Non-Discrimination Policy,

*WHEREAS*, Board of Trustees for the Mount Vernon Public Library must approve the policy statement,

*NOW, THEREFORE, be it*

*RESOLVED*, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the approval of the Non-Discrimination Policy.

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

Signed: Oscar Davis, Jr.

Date: 10/19/2016

Oscar Davis, Jr. President

Submitted by: Carolyn Karwoski

**RESOLUTION #0096-16**

The resolution #0096-16 presented before the Board did not pass, the Board has requested a general budget line is added to clarify where the collection fines and fees will go. The Board will review and vote at November's board meeting.

**RESOLUTION #0097-16**

Upon a motion made by Brian Johnson, seconded by Na'im Tyson, the Board approve resolution #0097-16. The vote carried 4 yes, 0 no.

**Mount Vernon**  
**Board of Trustees**  
**Resolution 0097-16**

**A RESOLUTION TO ACCEPT THE AUDIO/VIDEO RECORDING POLICY STATEMENT**

*WHEREAS*, the Director of the Mount Vernon Public Library recommends the approval of the Audio/Video Recording Policy,

*WHEREAS*, Board of Trustees for the Mount Vernon Public Library must approve the policy statement,

*NOW, THEREFORE, be it*

*RESOLVED*, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the approval of the Audio/Video Recording Policy.

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

Signed: Oscar Davis, Jr.  
Oscar Davis, Jr. President

Date: 10/19/2016  
Submitted by: Carolyn Karwoski

**RESOLUTION#0098-16**

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board approved resolution#0098-16. The vote carried 4 yes, 0 no.

**Mount Vernon**  
**Board of Trustees**  
**Resolution 0098-16**

**A RESOLUTION TO ACCEPT THE AMERICAN LIBRARY ASSOCIATION POLICY STATEMENT ON THE CONFIDENTIALITY OF LIBRARY RECORDS**

*WHEREAS*, the Director of the Mount Vernon Public Library recommends the approval of the ALA Policy statement on the Confidentiality of Library Records,

*WHEREAS*, Board of Trustees for the Mount Vernon Public Library must approve the policy statement,

*NOW, THEREFORE, be it*

*RESOLVED*, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the approval of the ALA policy statement on the Confidentiality of Library Records.

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

Signed: Oscar Davis, Jr.

Date: 10/19/2016

Oscar Davis, Jr., President

Submitted by: Carolyn Karwoski

**RESOLUTION# 0099-16**

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason the Board approved resolution#0099-16. The vote carried 4 yes, 0 no.

**Mount Vernon  
Board of Trustees  
Resolution 0099-16**

**A RESOLUTION TO ACCEPT THE AMERICAN LIBRARY ASSOCIATION POLICY  
STATEMENT FOR MINORS**

*WHEREAS*, the Director of the Mount Vernon Public Library recommends the approval of the ALA Policy statement, Free Access to Libraries for Minors,

*WHEREAS*, Board of Trustees for the Mount Vernon Public Library must approve the policy statement,

*NOW, THEREFORE, be it*

*RESOLVED*, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the approval of the ALA policy statement, Free Access to Libraries for Minors.

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

Signed: Oscar Davis, Jr.

Date: 10/19/2016

Oscar Davis, Jr., President

Submitted by: Carolyn Karwoski

**RESOLUTION#00100-16**

Upon a motion made by Cathlin Gleason seconded by Brian Johnson, the Board approved resolution #00100-16, with amendments to the sum total for all the checks to \$133,052.71 from \$138,458.65. Check#11926 Custom Computer Specialist and check #11959 Tyco Integrated

Security were removed from the check register. The computer equipment expense line #5550.01 is depleted to \$0, and the service contract expense line #6750.01 is adjusted to \$990.40 from \$3,751.49. The vote carried 3 yes, 1 abstain.

**MOUNT VERNON PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**CHECK SIGNING RESOLUTION #00100-16**

**WHERE AS:** The Mount Vernon Public Library (“MVPL”) submitted a budget for the fiscal year ending June 30, 2017, 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 October 19, 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, 2017. A listing of such checks is attached to this Resolution and includes consecutive check numbers 11915-11925, 11927-11958 and 11960-11966 totaling \$133,052.71. After grouping these checks according to their respective purpose, a total of \$26.00 was for Lost Books & Materials, \$9,214.07 was for Book expenses, \$1,742.30 was for Audio Visual expenses, \$5,455.48 was for Periodicals expenses, \$7,320.75 was for New Technology, \$322.99 was for Programs expenses, \$209.30 was for Marketing expense, \$4,531.23 was for Supplies expense, \$299.49 was for Telephone Telecommunications Exp., \$1,090.34 was for Postage expense, \$135.00 was for Publicity & Print expense-MV, \$1,445.65 was for Equipment Maintenance expenses, \$25,494.65 was for Professional Fees, \$4,537.56 was for Electricity expenses, \$282.87 was for Fuel expenses, \$424.50 for Custodial Supplies, \$5,085.00 for Repairs to Building, \$8,292.80 was for Security Guard expenses, \$990.40 for Service Contract expenses, \$804.77 was for Misc. Building expenses, \$53,403.59 for Hospital & Medical expenses, \$1,943.97 was for Dental 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	Abstained	Trustees
√___	___	___	Oscar Davis, Jr.
√___	___	___	Cathlin Gleason
√___	___	___	Brian G. Johnson
___	___	___	Darren M. Morton
___	___	√___	Na'im R. Tyson

Signed: Oscar Davis, Jr.

Date: 10/19/2016

Oscar Davis Jr. – President

Submitted by: Carolyn Karwoski

**RESOLUTION #00101-16**

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board approved resolution #00101-16. The vote carried 3 yes, 1 absatined.

**MOUNT VERNON PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**FUNDS TRANSFER RESOLUTION 00101-16**

**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	Abstained	Trustees
√___	___	___	Oscar Davis, Jr.
√___	___	___	Cathlin Gleason



√ \_\_\_      \_\_\_      \_\_\_  
\_\_\_      \_\_\_      \_\_\_  
√ \_\_\_      \_\_\_      \_\_\_

Brian G. Johnson  
Darren M. Morton  
Na'im R. Tyson

Signed: Oscar Davis, Jr.  
Oscar Davis, Jr., President

Date: 10/19/2016  
Submitted by: Carolyn Karwoski

**RESOLUTION#00102-16**

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board approved resolution #00102-16. The vote carried 4 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
CHECK SIGNING RESOLUTION #00102-16**

**WHERE AS:** The Mount Vernon Public Library (“MVPL”) submitted a budget for the fiscal year ending June 30, 2017, 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 James W. Finch, dated October 19, 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, 2017. Check No. 11973 is attached to this Resolution for \$10,828.00 for Professional Fees.

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

*I have reviewed the check and related underlying documentation and certify that this check has been prepared in accordance with such documentation, for*

*the amount of the related invoice 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 this 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 checks, to sign this check 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	Abstained	Trustees
√___	___	___	Oscar Davis, Jr.
√___	___	___	Cathlin Gleason
√___	___	___	Brian G. Johnson
___	___	___	Darren M. Morton
√___	___	___	Na'im R. Tyson

Signed: Oscar Davis, Jr.

Date: 10/19/2016

Oscar Davis, Jr., President

Submitted by: Carolyn Karwoski

### **BUDGET REPORT**

Jose Avelo reported on the questioned presented in regards to the hospital and medical coverage for the added personnel the budget like is no effected and there is still funding available. The telecommunications statement appears to be large at \$3,000.00, once we receive the credit of \$1,500.00 the statement will balance out.

**PERSONNEL**

Resolution#103-16

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson the Board entered into executive session at 8:25pm.

**ADJOURNMENT**

The board meeting adjourned at 9:00 p.m.