

MOUNT VERNON

PUBLIC LIBRARY

the CENTRAL LIBRARY OF WESTCHESTER

28 South First Avenue, Mount Vernon, New York 10550 • Phone: 914-668-1840 • Fax: 914-668-1018

WWW.MTVPL.ORG

BOARD OF TRUSTEE MEETING

March 18, 2015

6:30 PM

MINUTES

The regular meeting of the Board of Trustees of the Mount Vernon Public Library was held on March 18, 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 6:38 PM.

ROLL CALL:

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

Also Present: Jason Panton, TD Bank Representative; Gary Newman, Head of Reference and Cheryl Thomas, Library Staff; Traci Hoover, Thomas Keller and Tamara Stewart, Library Patrons; Carolyn Karwoski, Library Director, Jose Alvelo, Interim Treasurer, Robert Half Assoc. and Mary Harper, Administrative Assistant.

TD BANK PRESENTATION:

Jason Panton talked about the philosophy of TD Bank and their plan to give back to the community. He spoke about the many business programs and presentations that were planned including presentations geared toward youth.

He also spoke about a bank account plan that would be geared toward library employees.

Mr. Panton commented on the library being honored by TD Bank for Black History Month.

MINUTES:

Upon a motion by Linda Bryant, seconded by Darren Morton, the board approved the February meeting minutes. The motion carried 3 yes, 2 abstentions.

PERIOD OF PUBLIC EXPRESSION:

Tamara Stewart commented on the confusion with the March 5th library closing due to the snow. She said first it was announced that the library would open at 12:00 pm and patrons showed up only to find that the library was closed.

Trustee Johnson said that the library was reexamining the procedures in this area.

Gary Newman said that it had been a terrible winter and there were difficulties with opening and closing. If you wait to see if there is a blizzard outside, you are putting the staff at risk. He said that he thinks the library has done as well as could be expected. Mr. Newman said that hindsight is easy. If you lean toward safety nothing is wrong with that.

DIRECTOR'S REPORT:

Library Director Carolyn Karwoski reported the following.

Leaking Roof

Due to the ongoing bad winter the library had closings delays and many reduced hours. The melting of the snow has had an adverse effect on the condition of the building. There is leaking on the left hand side of the building that is affecting both floors of the library including the children's room.

Roxanne Nielson toured the building with architect Douglas Emilio and examined the library roof and the areas damaged by the leaks.

They examined the files regarding the roof work that was done and discovered the architectural firm involved with the project and that the roof had a fifteen year warranty.

Roxanne reached out to RAND Engineering and they reported that they were the firm specified in the roof system at the library. Based on their reading of the roof contract, it is under warranty with the manufacturer. The library was to follow the procedural guidelines that were detailed under the warranty.

Roxanne Neilson has asked RAND to prepare a proposal to do a survey of the roof to document the problems. This should put the library in a better position with the roofing company who is then obliged to make the repairs.

Computer Classes

The computer classes continue to be popular; especially the ones that cover basic programs. The attendees would love to see a bigger space with more room, but at this time we don't have a larger area we can put a computer classroom in.

Crochet Classes

This month the library started to hold crochet classes. A Mount Vernon resident, Ms Pittner is teaching the classes on Tuesday afternoon and approximately 12-17 people attend. It is becoming extremely popular. The library is looking at other kinds of maker classes including knitting and sewing.

New Phone System

The new phone system has become a welcome addition. The versatility of the new system will allow patrons to have easier access to library information.

There are a few kinks that need to be worked out, but the company has been very responsive. This ultimately will be a major improvement for services to the library.

Legislative Workshop

Carolyn Karwoski attended Library Legislation day and met with staff of some of our local representatives. Trustee Johnson also attended these meetings. The purpose was to lobby for increased funding for libraries in New York State. The Governor has cut the library budget to a pre-1997 amount of 86.627 million. There is a separate amount of 14 million for Public Library construction Grants and 1.3 million for the MTA Commuter Tax. The library has not been funded to its full extent since 2008.

New Patron Services

We have added new services for our patrons recently that we are excited about.

- 50 new e-books for careers, jobs and have been added through the addition of the Gale Cengage Virtual Library.

- Early Learning Center in the children's library will be available soon to Mount Vernon's young children and their caregivers. Children's staff is creating an area for 2 early learning computers as well as books and other materials to encourage early learning for families. This will continue to be developed as early learning is a large component for young children to be ready to read and ready for school.
- Added 15 additional magazines for Mount Vernon Patrons through the Flipster magazine service provided by WLS
- Added Zinio online magazines for Mount Vernon patrons only. 50 popular titles are currently available. There are no restrictions in the number of users of each title. We will be monitoring usage to evaluate continuing with Flipster next year when renewals come due;
- Added ABC-CLIO database, "The African American Experience" developed with the guidance of African American librarians and subject specialists.
- All these resources can be accessed by Mount Vernon Library Patrons using their barcode numbers of their library cards.

Grounds Beautification Project

Goldman Sachs has approved a grounds beautification project which includes plantings, clean-up and reseeding of the grass in the front of the building. This is a volunteer program funded by Goldman Sachs. Winston Maharaj stated that he will continue to request funding through the Goldman Sachs Volunteer fund.

Friends 501c3

The "Friends" have officially received notification of their IRS 501c3 non-profit status. Their Book Sale will be held on May 8th and 9th in the Community Room. The "Friends" are again having a writing contest for grades 3 through 6. The theme is "Kids Love Libraries"

Trustee Johnson asked about the increased Wi-Fi and said that we need to let the public know. Trustee Davis said that additional extensions will be added to the community room once the AARP Tax prep is over.

Carolyn Karwoski said that a PR campaign will be done about the new services.

Trustee Johnson said that he wanted to have an open house in April.

Trustee Morton inquired about the library's marketing services to the public. He asked how information was effectively gotten to the schools.

Carolyn Karwoski said that Denise Lyles is doing a phenomenal job of getting the word out. There are some relationships that we must continue to build on. There is a relationship with Hartley Park and Ms. Lyles has created an Instagram page for the kids.

There was discussion about the new phone system, whether training was done and how many additional phones were needed.

FINANCE COMMITTEE:

Jose Alvelo explained the financial report and the expenses that have been received through February.

Trustee Morton discussed the installment payments for the retirement system and how it will affect the budget until the reconciliation is completed.

There was discussion of the line item for salaries and whether replacements in some positions were needed. Budget forecasting for part-time salaries was also discussed.

Upon a motion by Darren Morton, seconded by Na'im Tyson, the Board moved to adopt the financial report. The motion carried 5 yes, 0 no.

There were questions about the check register and payments to individual retirees under the Medicare Part B Plan. The library makes reimbursements to these retirees for the Medicare cost that is automatically deducted from their pension.

Resolution 00006-15

There was discussion regarding resolution 00006-15 and whether it could be brought to the table again since there was an abstention from one trustee pending the review of payment receipts for the resolution.

Trustee Morton said that the trustee who previously abstained from the resolution can now move to resubmit the resolution for adoption.

Trustee Davis questioned whether the resolution could be resubmitted since the information that was requested had not been received prior to the initial submission of the resolution.

Upon a motion by Na'im Tyson, seconded by Darren Morton, the Board moved to reconsider resolution 00006-15. The motion carried 3 yes, 2 no.

Upon a motion by Na'im Tyson, seconded by Darren Morton, the board moved to approve resolution 00006-15. The motion carried 3 yes, 2 no.

**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: 3/18/15

Signed:
Brian Johnson, President

Resolution 00028-15

The Board discussed check signing resolution 00028-15.

Trustee Morton discussed the time frame for resolutions to be to the Board before a meeting. Upon a motion by Darren Morton, seconded by Na'im Tyson the Board moved that the Board President send the Director written correspondence outlining expectations for the resolutions. The motion carried 5 yes, 0 no.

There were questions about the invoice for the security company. Trustee Davis requested the electronic data and time sheet information. He said that he wanted to see the back-up data each time the security invoice is submitted.

Upon a motion by Na'im Tyson, seconded by Darren Morton, the Board approved resolution 00028-15 with the exception of check number 10399. The motion carried 5 yes, 0 no; with 2 excepting check number 10399.

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #00028 –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 March 16th, 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 10356 through 10443 and totaling \$233,947.16. After grouping these checks according to their respective purpose, a total of \$13,218.74 was for books expense, \$1,870.00 was for miscellaneous building expense, \$12,532.29 was new technology, \$10,070.40 was for retirement reimbursement, \$2,815.94 was for program expense, \$368.58 was for periodicals, \$1,681.92 was for custodial supplies, \$8,100.00 was for professional fees, \$706.06 was for conferences, \$375.00 was for publicity and print, \$4,708.72 was for publicity and print, \$1,640.51 was for office expense, \$2,942.96 was for supplies expense, \$1,592.14 was for computer software, \$95,317.28 was for retirement expense, \$13,050.59 was for telephone and telecommunications, \$1,547.69 was for equipment maintenance, \$3,007.98 was for fuel expense, \$777.91 was for repairs to building, \$48,214.57 was for health insurance, \$300.58 was for service contract, \$46.06 was for shipping and receiving, \$6,124.70 was for security guard expenses, \$ 2,936.54 was for electricity.

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: 03/18/15
 Brian Johnson, President Board of Trustees

*with the exception of check #10399

Resolution 00023-15

The Board discussed the financial procedures manual. There were additional questions regarding the purchasing procedures for library materials. Trustee Morton said that the Board needed to have a meeting of the whole in order to complete the financial procedures document. Trustee Tyson agreed that a separate meeting should be called to work on revisions. Upon a motion by Oscar Davis, seconded by Linda Bryant, the Board moved to table resolution 00023-15. The motion carried 3yes, 2 no.

Trustee Tyson reminded the Board that they must vote on the CLD budget resolution 00035-15

Resolution 00031-15

Upon a motion by Na'im Tyson, seconded by Darren Morton, the Board approved resolution 00031-15. The motion carried 5 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
FUNDS TRANSFER RESOLUTION 00031-15**

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
<u> √ </u>	—	—	Linda Bryant
<u> √ </u>	—	—	Oscar Davis
<u> √ </u>	—	—	Brian G. Johnson
<u> √ </u>	—	—	Darren M. Morton
<u> √ </u>	—	—	Na'im R. Tyson

Submitted by : _____
 Approved by: _____
 Signed: _____ Date: 03/18/15
 Brian G. Johnson, President Board of Trustees

Resolution 00022-15

The Board discussed resolution 00022-15 and whether amendments should be made to the contract.

Upon a motion by Linda Bryant, seconded by Oscar Davis, the Board approved resolution 00022-15. The motion carried 4yes, 1 abstention.

Mount Vernon Public Library
 Board of Trustees
 Resolution 00022-15

A RESOLUTION TO APPROVE THE CONTRACTING OF FREDI BREMOND AS THE COMPANY TO REDESIGN THE LIBRARY WEBSITE

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they approve the contracting of services with fred B. design as the company to redesign the library's website,

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 proposal from fred B. design to

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redesign the website at a cost of \$5800 for concept, design, architecture, production and scripting of the site of a cost of \$3000 with the additional cost of \$2800 to design the children's, teens and local history sections of the site; with funds to be taken from account #5900.01 publicity expense.

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Na'im R. Tyson

Submitted by: Carolyn Karwoski

Date: 03/18/15

Signed: _____
Brian G. Johnson, President

The Board discussed the 2015-2016 library budget presentation and vote. Trustee Johnson said that a special meeting should be called to present the budget to the public.

There was discussion about when the budget vote should be held and the time frame needed to legally inform the public of the date.

Trustee Morton said that based on his understanding the library director and treasurer have worked in tandem to provide all of the information that is needed for the budget. He asked what additional information the Board required.

There was discussion about presenting the budget to the public before the board was able to review it and approve. The board discussed the need to have the vote before the required tax levy date and to insure that the library will be able to obtain voting machines.

The Board agreed to hold resolutions 00020-15 and 00029-15.

Resolution 00025-15

Upon a motion by Oscar Davis, seconded by Linda Bryant, the Board approved resolution 00025-15. The motion carried 5yes, 0 no.

Mount Vernon Public Library
Board of Trustees
Resolution 00025-15

A RESOLUTION TO APPROVE THE ACCEPTANCE OF DJH MECHANICAL SERVICES CONTRACT FOR MAINTENANCE SERVICES OF THE LIBRARY'S HVAC SYSTEM

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they approve the service contract for DJH Mechanical Services,

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 service agreement with DJH Mechanical Services for 2015 for the amount of \$6500.00 from account # 6750.01, service contract expense.

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: Carolyn Karwoski
Signed: _____
Brian G. Johnson, President

Date: 3/18/15

Resolution 00021-15

The Board discussed resolution 00021-15 and whether the suggested revisions had been applied.

Upon a motion by Darren Morton, seconded by Oscar Davis, the Board moved to adopt resolution 00021-15 as amended. The motion carried 4 yes, 1 no.

Mount Vernon Public Library
Board of Trustees
Resolution 00021-15

A RESOLUTION TO APPROVE THE ACCEPTANCE OF THE REVISION OF THE MOUNT VERNON PUBLIC LIBRARY BOARD BY-LAWS

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they revise the Board By-laws ,

WHEREAS, Board of Trustees for the Mount Vernon Public Library have revised the Board By-laws as recommended by the Division of Library Development, State of NY,

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 revision of the Mount Vernon Public Library Board of Trustee By-laws

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Na'im R. Tyson

Submitted by: Carolyn Karwoski

Date: 3/18/15

Signed: Brian G. Johnson, President

The board discussed resolutions 00024-15 and resolution 00026-15 regarding new hires and termination.

Trustee Davis said that a full audit should be done for each department before filling any more positions.

The Board and director discussed civil service hiring compliance and the need to fill vacant positions. There were questions about whether all new hires had been approved by the Board before starting work. They also discussed if the staff audit would delay filling needed positions in the library. Trustee Davis requested the volunteer list from the director.

Upon a motion by Brian Johnson, seconded by Oscar Davis, the Board agreed to table resolutions 00024-15 and 00026-15.

ADJOURNMENT:

Upon a motion by Linda Bryant, seconded by Darren Morton the Board moved executive session at 10:07 pm. The motion carried 5 yes, 0 no.

Respectfully submitted,
Carolyn Karwoski
Secretary