

MOUNT VERNON

PUBLIC LIBRARY

the CENTRAL LIBRARY OF WESTCHESTER

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WORKING SESSION BOARD OF TRUSTEES

March 9, 2015

6:30 PM

MINUTES

The working meeting of the Board of Trustees of the Mount Vernon Public Library was held on March 9, 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 6:42 pm.

ROLL CALL

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

Also Present: Alan Burger, Library Development Solutions, Tamara Stewart, Library Patron; Gary Newman and Nishan Stepak, Library Staff; Carolyn Karwoski, Library Director; Jose Alvelo, Interim Treasurer, Robert Half, Inc. and Mary Harper, Administrative Assistant.

BUDGET VOTE:

Jose Alvelo said that the budget had been decreased to below a 2% increase.

Trustee Tyson reminded the Board that the CLD budget had to be approved. There were questions if the CLD money could be reallocated. The CLD budget is voted on by all of the public library directors. Most of the money has gone to electronic resources.

Jose Alvelo explained the allocation of the salary budget.

Mr. Alvelo said that he had received an allocation from the school district. The board will have to check with the library attorney for a timeframe on making the library whole.

There is an increase in the 2015-16 budget for retirement which is expected to be much more.

Jose Alvelo said an increase in hospital and medical expenses is in the budget.

Trustee Davis requested close to accurate budget numbers for the next meeting.

Carolyn Karwoski asked about the budget vote date of May 5th.

Trustee Davis said that people should come to the library to pick up a package for the trustee position.

Trustee Johnson said that the Board of Regents wants to have the adopted by-laws before they discuss the number of trustees.

LIBRARY DEVOPMENT SOLUTIONS

Alan Burger discussed the library survey he was working on with the staff. He said that it was important to get the survey going because of the budget vote. Some of the people who will fill out the survey are people who don't use the library.

Trustee Davis said that we have to look at and target the people who come to use the library.

Trustee Johnson said for those who do not currently come to the library, we should encourage them to have some affiliation with the library.

The survey should go on Facebook and should be linked to an email database. There should be hard copies and it should be on the library website.

Mr. Burger said that he will move ahead with the survey. He will schedule a town hall meeting and will also meet with the employees to determine how the library space is used.

Alan Burger said that New York State is starting to call central libraries Digital Central Libraries.

ACCOUNTING PROCEDURES MANUAL

The Board reviewed the accounting procedures manual and discussed some revisions to be made.

Carolyn Karwoski said that she would work on revising the grants portion.

Trustee Tyson discussed the number of signatories.

Trustee Davis discussed the amount required for a contract to go out to bid. He also discussed the use of library purchase orders. Trustee Davis also talked about equipment inventory and disposal.

Carolyn Karwoski said that she would have Leroy Lea and David Cambillo conduct an inventory.

Trustee Johnson said that it should be done by May 30th.

HVAC CONTRACT;

The board discussed the current HVAC contract and the new proposals.

Trustee Davis said that DJH had identified things that the other contractor had not. Trustee Tyson said that electrical services were excluded from their proposal. He said that he was concerned with the water pumping and the electrical and suggested that the director inquire about this before accepting their proposal.

BY-LAWS

The Board reviewed the amended by-laws.

Trustee Tyson questioned why the vice-president of finance title was necessary when there is a financial committee. He also questioned Article 4 regarding resignations and the addition of language on page nine regarding all applicable laws.

Trustee Tyson said that he felt the language regarding the number of trustees should read up to seven. He said if we want to elevate the library in terms of a cultural center, there should be seven members.

Trustee Johnson said that the Board of Regents made clear that it is up to the local board to decide how many trustees serve.

He spoke about the instability of past boards and said that they had a hard time finding people who would commit. He said that what happens is that their responsibility is diluted. Trustee Johnson said that the city has a much larger budget and only five people are on the city council

He said that he is not opposed to going to seven members in the future.

Trustee Johnson said that he has done research on other library in New York State.

Trustee Davis asked about the meeting with Hudson Valley Bank and said he understood there would be no transfers until after that meeting.

He asked Jose Alvelo for a verification of the accounts that were still with Chase Bank.

ADJOURNMENT:

Upon a motion by Na'im Tyson, seconded by Linda Bryant the meeting was adjourned at 8:25 pm.

Respectfully submitted,

Carolyn Karunski
Secretary