

WORKING SESSION BOARD OF TRUSTEES

April 13, 2015

6:30 PM

MINUTES

The working meeting of the Board of Trustees of the Mount Vernon Public Library was held on April 13, 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 6:48 pm.

ROLL CALL

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

Also Present: Jack McArdle, Arthur Gallagher Inc, Elaine Braithwaite, Library Patron; Carolyn Karwoski, Library Director; Jose Alvelo, Interim Treasurer, Robert Half, Inc. and Mary Harper, Administrative Assistant.

INSURANCE PRESENTATION:

Jack McArdle explained the library's insurance policy and the coverage for different situations including general liability, property, directors and officers and employment practices. An insurance adjuster is currently working on the information for the materials and property that has been damaged by the leaks.

Mr. McArdle said that he would review the library's construction grant plans.

EXECUTIVE SESSION:

Upon a motion by Darren Morton, seconded by Oscar Davis, the Board entered executive session at 7:12 pm.

The Board returned to Executive session at 8:15 pm and recorded no decisions.

Building Issues

Carolyn Karwoski said that she had worked with the insurance adjuster and is waiting for an estimate for the damage. She said that Rand Engineering will come to check the roof.

Trustee Davis spoke about the contracts that were coming before the Board without being reviewed by an attorney.

Trustee Johnson said he wouldn't be opposed to having someone review the contracts. He said from the building committee standpoint he recommends it.

Construction Grant

Carolyn Karwoski said she needs direction from the Board regarding the construction grant proposals.

The bathrooms need upgrading and some are not ADA compliant.
She will meet with the buildings and grounds committee.

Mrs. Karwoski said the first money is due to arrive for the construction grant and the board needed to decide between D'Amore and R. Nielson.

She said that the drawings are not part of the grant. Roxanne Nielson will actually do all the work for the upcoming grant. D'Amore will have to hire sub-contractors.

There were additional comparisons between the two companies.
Trustee Johnson said that the buildings and grounds committee had to meet. His initial thought is to go with D'Amore who did the initial work.

Budget Vote Information Session

Carolyn Karwoski said that she and Jose Alvelo are working on a budget vote narrative and PowerPoint presentation. A date is needed to present the budget information to the public.

Trustee Johnson said that Carolyn Karwoski will be the driver of the discussion.

Jose Alvelo said that there are two different budget formats for review. Trustee Bryant requested a bar graph for the narrative.

Mrs. Karwoski said that she would send out the suggested dates for the info session.

Carolyn Karwoski said that letters have gone out to 200 election inspectors. Debra Harris along with other staff is working on the election process. An internal calendar has been sent to the Board.

Brian Johnson said that he has established an election committee and that Trustee Davis will be the foreman.

TD Bank.

Jose Alvelo spoke about the interest rates at TD Bank compared to the Hudson Valley Bank which has a much better interest rate.

OLD BUSINESS

Board Docs

Carolyn Karwoski discussed the need for the Board Docs program because of the overwhelming amount of paper that has to be produced and the cost.
She said it is easier to access the documents

Trustee Davis said that an upgrade to the program would be about \$9,000 a year with a device that can broadcast it on a monitor to the public.

The trustees discussed the option of linking to the school board's Board Docs program to save money. Trustee Davis will explore this option.

Finance Procedure Manual

Trustee Johnson recommended that everyone go through the procedure manual to see what questions they have.

The Board reviewed the resolutions for DJH mechanical and old equipment disposal.

ADJOURNMENT:

Upon a motion by Darren Morton, seconded by Linda Bryant the meeting was adjourned at 8:53 pm.

Respectfully submitted,
Carlynn Karwoski
Secretary