

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

WORKING SESSION BOARD OF TRUSTEES

August 10, 2015 6:30 PM MINUTES

The working meeting of the Board of Trustees of the Mount Vernon Public Library was held on August 10, 2015 at the Mount Vernon Public Library, 28 South First Avenue, Mount Vernon, New York 10550 Na'im Tyson who presided called the meeting to order at 6:35 pm.

ROLL CALL

Trustees Present; Oscar Davis, Brian Johnson, Darren Morton and Na'im Tyson

Also Present: Cathy Draper, WLS; Tamara Stewart and Deborah Ramsey, Library Patrons; Nishan Stepak, Library Staff; Elaine Braithwaite, Assistant Library Director; Jose Alvelo, Interim Treasurer, Robert Half, Inc and Mary Harper, Administrative Assistant.

OLD BUSINESS:

Resolution 00037-15

Resolution 00037-15 for the DJH contract was discussed and will be voted on at the regular meeting.

Financial and Accounting Manual

Amendments to the financial and accounting policy were discussed. Edits will be submitted to the administration by Friday and the board will meet to review the policy and make additional changes.

Website Construction Progress

The administration will contact frediB about the progress on the website construction.

Board Docs Resolution 00041-15

The Board Docs resolution was reviewed and recommendations were made regarding use of personal equipment to access Board Docs. This resolution will be placed on the regular meeting agenda.

NEW BUSINESS:

Parliamentary Procedure Process

Cathy Draper reviewed basic the parliamentary procedure process and open meetings law with the Board of Trustees.

Library Registration

The Mount Vernon Public Library has to officially register with the State. Elaine Braithwaite explained the documents that have to be submitted for the library registration which is due in September.

Grants Resolution 00082-15

The administration is working with RM Nielson on the construction grants. The Board will review the draft estimates for elevator and bathroom projects. The resolution was moved to the regular meeting

Weeding Moratorium Resolution 00077-15

Based on concerns of staff and patrons, the resolution on weeding moratorium was reviewed and will be placed on the agenda for the regular meeting.

Library Logo Resolution 0080-15

The Board discussed vetting the new logo and additions that can be made regarding the library logo and

Committee Objectives

The board committee reports for September should include their quarterly objectives.

Meeting Dates

The Board Meeting dates through the end of the year will be sent to the members by Trustee Tyson.

SOW for Board Treasurer Resolution 00076-15

The scope of work for the interim treasurer was discussed. This resolution will be placed on the regular

E-Rate Resolution 00079-15

The e-rate resolution and its funding source were discussed. Amendments will be made to this resolution.

Check Register Resolution 00078-15

Various line items on the check register were discussed. An amendment to the resolution will be made and it will be voted on at the regular meeting.

ADJOURNMENT

Upon a motion by Oscar Davis, seconded by Darren Morton, the Board moved to executive session at 8:45 PM to discuss personnel matters with an employee.

Respectfully submitted,

Walyn Karwsky
Secretary