

## ANNUAL BOARD OF TRUSTEE MEETING

July 15, 2015

6:30 PM

MINUTES

The regular meeting of the Board of Trustees of the Mount Vernon Public Library was held on July 15, 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 6:30 PM.

### ROLL CALL:

Trustees Present, Oscar Davis, Brian Johnson, Sean McIntyre, Darren Morton, Na'im Tyson and Linda Bryant (outgoing).

Also Present: Charlotte Schachter, Dawn Cancellieri, Christine Gibson and Ruth Shire, Friends of the Mount Vernon Public Library; Gary Newman and Don Partrick, CSEA Unit President; Bryan Allen, Hafeezah Basir, Robert Gardner, Robert Lattimer, Joseph Parisi, Peter Sherrill, Paul Stewart and Tamara Stewart, Library Patrons; Doris Hackett, Cheryl Thomas, Cathy Webb and Christopher Williams, Library Staff; Carolyn Karwoski, Library Director; Elaine Braithwaite, Assistant Library Director; Jose Alvelo, Interim Treasurer, and Mary Harper, Administrative Assistant.

### LINDA BRYANT ACKNOWLEDGEMENT

The Board acknowledged and thanked outgoing trustee, Linda Bryant for her service on the library board and presented her with a plaque.

### OATH OF OFFICE:

The oath of office was administered to Trustee Elect, Sean McIntyre.

### APPROVAL OF THE PRIOR MEETING MINUTES:

Upon a motion by Sean McIntyre, seconded by Na'im Tyson, the Board approved the minutes of March 9, 18 and 26; April 2, 7, 13 and 15 as amended. The motion passed 4 yes, 0 no.

The minutes of the meeting of May 26<sup>th</sup> 2015 were approved upon a motion by Sean McIntyre, seconded by Na'im Tyson. The motion carried 3 yes, 1 no.

### PERIOD OF PUBLIC EXPRESSION:

Members of the "Friends" commended the Director and spoke about the progress of the library.

Tamara Stewart and Hafeezah Basir spoke about the library election.

Robert Lattimer spoke about distribution of library materials to seniors.

Staff members Chris Williams and Cheryl Thomas spoke about staffing needs.

## ELECTION OF OFFICERS

Library Director Carolyn Karwoski opened the floor for nominations for trustee officers.

Trustee McIntyre nominated Trustee Tyson and Trustee Morton nominated Trustee Johnson for the office of Board President. Upon a motion by Darren Morton, seconded by Sean McIntyre, the nominations for the position of Board President were closed. Trustee Na'im Tyson was elected Board President by a vote of 3 to 2.

Trustee Tyson nominated Trustee Davis for the office of Vice President of the Board of Trustees. Upon a motion by Na'im Tyson, seconded by Sean McIntyre the nominations for the position of Vice President were closed. Trustee Oscar Davis was elected Vice President of the Board of Trustees by a vote of 5 to 0.

Trustee Johnson nominated Trustee McIntyre for the office of Secretary of the Board of Trustees. Upon a motion by Na'im Tyson, seconded by Brian Johnson the nominations for the position were closed. Sean McIntyre was elected Secretary of the Board of Trustees by a vote of 5 to 0.

The newly elected officers received the oath of office.

## COMMITTEE ASSIGNMENTS:

**Finance** – Trustee McIntyre and Trustee Morton

**Strategic Planning** – Trustee Morton and Trustee Johnson

**Building and Grounds** – Trustee Davis and Trustee McIntyre

**Technology** – Trustee Davis and Trustee Tyson

**Personnel** – Trustee Johnson, Trustee Davis and Trustee Tyson

**Policy and Governance** – Trustee Johnson and Trustee McIntyre

**Election Committee** – Trustee McIntyre and Trustee Davis

## DIRECTOR'S REPORT:

Library Director Carolyn Karwoski reported the following:

On Superhero Saturday, we kicked off the summer reading clubs for all ages. The community including the children enjoyed the activities and have been participating in ongoing programs for the summer. Children's staff are reporting lots of activity in the children's library and the enrollment for the reading clubs are growing. We also have had some wonderful programs for adults including the author and historian Kenneth C. Davis and the lecture on the history of Mount Vernon's own St. Paul's Church. Our crochet group continues to grow and the items made are artistic and showcases the talents of the group led by Ms. Sonia Pittner. Attendance has been 12-20 participants each Tuesday. The group has people just beginning as well as some who are at a very advanced skill level. The June and July meetings were funded by the Friends of the Library and the crochet members wanted me to pass on much thanks and gratitude for the additional funding.

Elaine successfully launched our Hoopla service to the public on July 6<sup>th</sup>. She spent the past few weeks making sure all staff members were trained on the service, so that they can provide assistance to the public in using this wonderful addition to library resources. Mount Vernon Library card holders will be able to borrow up to 6 items per month and can access film, music, e-books, comics as well as audiobooks. It's a wonderful new service that should be very popular with our community of users.

This past month we added a smart screen to the computer lab as well as the trustee room. These smart screens will enable staff and patrons to view files during meetings, participate in webinars and other online sessions for staff training and will be available for other kinds of programming for the community.

We continue to have very slow internet speeds and I will be recommending to the Tech committee that we contract with WLS for more bandwidth so that we can better serve the public as well as do our regular work tasks. Right now, the internet slows to a crawl after about noontime each day and this problem needs to be solved immediately. Since much of the staff uses the WLS computers, we need to work with WLS to solve this problem now.

This summer the library has partnered with the Youth Bureau in providing job opportunities for 6 high school students. These students are being paid by the City for work done here at the library. Cathy Webb, the library's teen programming head, is supervising the students who have been tasked with a variety of projects including helping at the public computers. We are very happy to have the assistance of these workers for the summer months.

The final PLDA meeting before summer break was held at the White Plains Library. The group voted for the addition of one new database and expanded services on Novelist. The new database is Indieflix, a collection of independent films that patrons can view on their computers, tablets or smartphones. There was a presentation by an auditor from the state comptroller's office. The presentation talked about how public libraries should be handling their financial responsibilities and what is looked at during a state audit. The auditor also mentioned that for most public libraries, a state audit will happen about every 5-7 years. Some of the items discussed can be found on the Comptrollers website. There can be found pamphlets on how non-profits can improve their financial management as well as other information for non-profits.

Currently I am working on looking at some chair replacements prices for the main floor of the library as well as replacing our worn out plastic chairs. Working with Creative Library Concepts, who has been providing me with options from the state contract, I hope to have recommendations for the Board at the next meeting and our dwindling chairs and the condition of many of the remaining chairs are problematic to say the least.

I am also working on updating the library goals and plans for the coming year. Elaine and I will be reviewing this and presenting it to the Board at the next meeting. We are also doing policy reviews and will be making recommendations for new or revised policies going forward. The Division of Library Development will be doing a registration review at the end of August and will be looking at all our existing policies as well as our drafts and we need to be prepared to meet the state requirements.

Elaine and I will also be working with department supervisors to fill 3 open part-time positions for librarians. These are budgeted for positions and we desperately need professionals to staff our service desks. One of our most pressing issues is the lack of staff, especially on the professional side, to adequately serve our users. We are open 57 hours per week and struggle on a weekly basis in providing public service coverage. This summer we are especially strapped due to illness as well as vacations. One

of my goals is to provide the best customer service possible to our users and we need trained, professional staff to meet that goal. We will be finalizing our staff report for the Board in August including a summation on the staff audit reports as well as any out-of-title issues that may be outstanding.

Building services will be painting all the bathrooms as well as resealing the employee parking lot and redrawing the lines over the next 2 weeks. The resealing efforts have been held up due to temperature restrictions as well as wet conditions. Staff have been doing a good job in maintaining our new landscaping on the First Ave. side of the building. Rand Engineering was here the past week, while it was raining, to look at the roof conditions so that we can move forward in needed repairs as well as warranty work on certain areas of the roof.

Last weekend, the Prince Hall Order of Eastern Star Adah Chapter #82 volunteers came into the library to volunteer their time in painting the Grace Greene Baker Community Room. These volunteers did a wonderful job in painting the community room on Saturday morning. A fresh coat of paint does wonders to brighten the space and I want to send out my thanks for their hard work for the library.

The Mount Vernon Public Library Foundation Gala will be held on Wednesday, August 26<sup>th</sup> at the VIP Country Club in New Rochelle. Board members will be receiving their invitations shortly and I hope to see all of you at this very important fundraising event to support the redesign efforts of the Children's Library.

Improvements to the safety of the men's public restroom were discussed.

Notice has been received that the library will get the eRate grant money shortly. This will help with the needed increase in internet speed.

#### TREASURER'S REPORT:

Jose Alvelo reported on the budget allocations and the remaining balances.

The Board reviewed the report and proposed that the administration and management review each line item for needed changes. The Board adopted the treasurer's report upon a motion by Darren Morton, seconded by Sean McIntyre. The motion passed 5 yes, 0 no.

#### RESOLUTIONS:

##### **Resolution 00062-15**

Upon a motion by Darren Morton, seconded by Brian Johnson, the Board approved resolution 00062-15. The motion carried 5 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
FUNDS TRANSFER RESOLUTION 00062-15**

**WHERE AS:** The Mount Vernon Public Library (“MVPL”) maintains a money market account at Sterling National 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 Sterling National 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 Sterling National Bank MVPL Money Market account ending in 0601 into the Sterling National 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 Sterling National Bank MVPL Money Market account ending in 0601 into the Sterling National Bank MVPL Operating account ending in 8241.

Yea	Nay	Abstain	Trustees
<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"/>	Sean McIntyre
<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: Na'im R. Tyson Date: 07/15/15  
Na'im R. Tyson, President Board of Trustees

**Resolution 00063-15**

The Board reviewed the check register for resolution 00063-15. Upon a motion by Darren Morton, seconded by Brian Johnson, the Board approved resolution 00063-15. The motion carried 4 yes 1 no.

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
CHECK SIGNING RESOLUTION #00063 -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, dated June 30, 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 10750 through 10805 and totaling \$110,660.24. After grouping these checks according to their respective purpose, a total of \$269.63 was for petty cash, \$7.99 was for lost books and materials, \$13,268.93 was for books, \$3,198.51 was for audio visual, \$220.50 was for periodicals, \$1,911.00 was for new technology, \$5,046.01 was for programs, \$7,948.59 was for supplies,

\$521.00 was for office, \$9,744.33 was for publicity and print, \$1,072.65 was for equipment maintenance, \$409.00 was for miscellaneous expense, \$325.00 was for memberships, \$6,240.00 was for professional fees, \$89.27 was for fuel expense, \$233.25 was for custodial supplies, \$8,058.06 was for security guard, \$1,190.99 was for service contracts, \$1,646.00 was for miscellaneous building, \$47,197.27 was for hospital and medical insurance, \$2,062.26 was for dental expense.

**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
—	—√—	—	Oscar Davis
—√—	—	—	Brian G. Johnson
—√—	—	—	Sean McIntyre
—√—	—	—	Darren M. Morton
—√—	—	—	Na'im R. Tyson

Submitted by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Signed: Na'im R. Tyson Date: \_\_\_\_\_

Na'im R. Tyson, President - Board of Trustees

**Resolution 00070-15**

Upon a motion by Darren Morton, seconded by Oscar Davis, the Board approved resolution 00070-15. The motion carried 5 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
APPOINTMENT OF AUDITOR RESOLUTION 000070-15**

**WHEREAS**, pursuant to BYLAW, the Mount Vernon Public Library will be subject to an audit by the O'Connor Davies auditor and

**WHEREAS**, the Mount Vernon Public Library has completed its 119 year of operation and an early and independent review of its books, records and financial procedures promotes prudent financial management practices and

**FUTHERMORE**, after receiving and reviewing information with regard to experienced firms capable of providing that early review, this Board has determined that the independent accounting firm of O'Connor Davies is qualified and experienced to provide those services.

**BE IT RESOLVED**, that O'Connor Davies is hereby appointed auditor to the Mount Vernon Public Library for the purpose of conducting an examination of the Library's books, records on that examination to the Finance Committee of this Board at a cost of \$19,500 from line item 6150.01, Professional Fees.

**FUTHER RESOLVED**, that the officers of the Mount Vernon Public Library are, and each acting alone is, herby authorized and directed to take such further action as may be necessary, appropriate or advisable to implement this resolution and amendment and any such prior actions are hereby ratified; and

**WE**, the undersigned, herby certify that the Mount Vernon Public Library is comprised of 5 members, of whom 3, constituting a quorum, were present at a meeting duly and regularly called, noticed, convened and held this 15 day of July, 2015 and that the foregoing Resolution was duly adopted at said meeting by the affirmative vote of 5 members, and opposed by 0 members, and that said Resolution has been duly recorded in the Minute Book and is in full force and effect.

Yea	Nay	Abstain	Trustees
<u>√</u>	___	___	Oscar Davis
<u>√</u>	___	___	Brian G. Johnson
<u>√</u>	___	___	Sean McIntyre
<u>√</u>	___	___	Darren M. Morton
<u>√</u>	___	___	Na'im R. Tyson



Submitted by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Signed: Na'im R. Tyson Date: 07/15/15  
Na'im R. Tyson, President - Board of Trustees

**Resolution 00061-15**

Trustee Davis moved that resolution 00061-15 be moved to executive session. The motion failed to receive a second.

Upon a motion by Darren Morton, seconded by Sean McIntyre; the Board approved resolution 00061-15. The motion carried 4 yes 1 abstention.

Mount Vernon Public Library  
Resolution # 00061-15

**A RESOLUTION TO APPOINT TEMPORARY FULL TIME CLERK**

**WHEREAS**, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

**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 appointment of:

Andre Conception, Part-time Library Clerk to Full-Time Temporary Library Clerk for the period July 16, 2015 to September 16, 2015, to fill in for Sheila Jones, who is on leave of absence, and to assist in covering for summer vacations in the Circulation department. His rate of pay, which will come from expense account 4550.01 Salaries – Non-Professional, will be \$16.14 as per the current annual wage for Library Clerk I.

Yea	Nay	Abstain	Trustees
<u>  √  </u>	_____	_____	Sean McIntyre
_____	_____	<u>  √  </u>	Oscar Davis
<u>  √  </u>	_____	_____	Brian G. Johnson
<u>  √  </u>	_____	_____	Darren M. Morton
<u>  √  </u>	_____	_____	Na'im R. Tyson

Signed: Na'im R. Tyson Date: 07/15/15  
Na'im R. Tyson, President – Board of Trustees

Submitted by: Elaine Braithwaite

**Resolution 00068-15**

The Board approved resolution 00068-15, upon a motion by Brian Johnson, seconded by Sean McIntyre. The motion carried 4 yes 1 abstention.

**Mount Vernon Public Library  
Board of Trustees  
Resolution 00068-15**

**A RESOLUTION TO ACCEPT NYLA CONFERENCE ATTENDANCE**

**WHEREAS**, the Director of the Mount Vernon Public Library recommends the approval of the attendance of the Director and Assistant Director at the New York Library Association Conference taking place in Lack Placid, NY from Oct. 21-24, 2015

**WHEREAS**, the Board of Trustees for the Mount Vernon Public Library must approve their attendance at the conference,

**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 and Assistant Director at the New York Library Association Conference at an approximate cost of \$2000 providing registration is done by 8/14/15 as part of an early registration reduced cost. This will come from budget line 5940.04, where \$6000 is available to cover the costs.

Yea	Nay	Abstain	Trustees
<u>  √  </u>	<u>    </u>	<u>    </u>	Oscar Davis
<u>  √  </u>	<u>    </u>	<u>    </u>	Brian G. Johnson
<u>  √  </u>	<u>    </u>	<u>    </u>	Sean McIntyre
<u>  √  </u>	<u>    </u>	<u>    </u>	Darren M. Morton
<u>    </u>	<u>    </u>	<u>  √  </u>	Na'im R. Tyson

Signed Na'im R. Tyson Date: 07/15/15  
Na'im R. Tyson, President

**Resolution 00069-15**

Upon a motion by Brian Johnson, seconded by Sean McIntyre, the Board approved resolution number 00069-15. The motion carried 5 yes, 0 no.

Mount Vernon Public Library  
Board of Trustees  
Resolution 00069-15

**A RESOLUTION TO APPROVE THE 2014 ANNUAL REPORT TO THE NEW YORK STATE DIVISION OF LIBRARY DEVELOPMENT**

**WHEREAS**, the Director of the Mount Vernon Public Library recommends to the Board that they vote to approve the 2014 Annual Report to the Division of Library Development

**WHEREAS**, Board of Trustees for the Mount Vernon Public Library need to approve the 2014 Annual Report to the Division of Library Development

**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 2014 Annual Report to the Division of Library Development

Yea	Nay	Abstain	Trustees
<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"/>	Sean McIntyre
<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: \_\_\_\_\_  
Na'im R. Tyson, President

**Resolution 00075-15**

Upon a motion by Brian Johnson, seconded by Oscar Davis, the Board approved resolution 00075-15. The motion carried 4 yes, 1 abstention.

Mount Vernon  
Board of Trustees  
Resolution 00075-15

**A RESOLUTION TO APPROVE THE 2016 BUDGET VOTE DATE**

**WHEREAS**, the Director of the Mount Vernon Public Library recommends the approval of May 3, 2016 as the date for the library’s budget vote,

**WHEREAS**, Board of Trustees for the Mount Vernon Public Library must approve the budget vote date for 2016,

**NOW, THEREFORE, be it**

**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the approval of May 3, 2016 as the date for the Library’s budget vote.

Yea	Nay	Abstained	Trustees
<u>  √  </u>	_____	_____	Oscar Davis
<u>  √  </u>	_____	_____	Brian G. Johnson
_____	_____	<u>  √  </u>	Sean McIntyre
<u>  √  </u>	_____	_____	Darren M. Morton
<u>  √  </u>	_____	_____	Na’im R. Tyson

07/15/15

\_\_\_\_\_  
Na’im R. Tyson  
President

**EXECUTIVE SESSION:**

Upon a motion by Darren Morton, seconded by Oscar Davis, the meeting was moved to executive session at 9:05 PM to discuss personnel issues.

Respectfully submitted,

Secretary