

## WORKING SESSION BOARD OF TRUSTEES

July 13, 2015

6:30 PM

MINUTES

The working meeting of the Board of Trustees of the Mount Vernon Public Library was held on July 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 6:37 pm.

### ROLL CALL

Trustees Present; Linda Bryant, Oscar Davis, Brian Johnson, Darren Morton and Sean McIntyre, Trustee Elect

Trustee Absent: Na'im Tyson

Also Present: Dawn Cancellieri, Christine Gibson and Barbara Webster, Friends of the Mount Vernon Public Library; Carolyn Karwoski, Library Director; Elaine Braithwaite, Assistant Library Director; Jose Alvelo, Interim Treasurer, Robert Half, Inc and Mary Harper, Administrative Assistant.

### NEW BUSINESS:

#### **Policy Review:**

The Board reviewed the policies for code of conduct, code of ethics/conflict, nepotism, as well as the library bill of rights, the freedom to view and read and the declaration for right to libraries.

It was agreed that more time was needed to review the policies. They were tabled until the September meeting.

#### **NYLA**

The Board discussed the attendance of the Director and Assistant Director at the NYLA Conference. This item will be placed on the agenda for the regular Board meeting.

#### **Prior Meeting Minutes**

The content and scope of the prior meeting minutes were discussed. The minutes will be reviewed by the board for vote at the regular meeting.

#### **Annual Report 2014**

The Board discussed the Annual Report to the NYS Division of Library Development and the meaning of the Assurance question 12.42. The fiscal reporting year was also discussed.

The Director will contact WLS for verification of the meaning of question 12.42.

Written verification of the fiscal reporting year will be sent to Trustee Davis.

This item will be placed on the regular meeting agenda.

OLD BUSINESS

**Strategic Plan Outreach**

Elaine Braithwaite explained the outreach process for the strategic plan. The process will include several focus groups for various segments of the community and a town hall meeting.

**Website Design**

The new website design and new logo were discussed. It was recommended that a resolution be drafted to accept the new logo.

TREASURER

**Auditors**

The Board reviewed Jose Alvelo presentations for an auditor and the resolution to accept. Mr. Alvelo was charged with getting the best possible value from the auditors selected. The auditor resolution will be voted on at the regular meeting after the needed revisions are made.

**Account Transfer**

The funds transfer resolution was reviewed and will be included on the regular meeting agenda.

**Accounts Payable Review**

The Board reviewed several line items for payment. A cost analysis should be done regarding the part-time vs. full-time treasurer positions. The accounts payable resolution will be included for vote at the regular meeting.

BUDGET VOTE:

**Date Discussion**

After discussion about the date of the 2016 budget vote; the board agreed that a resolution will be drafted for the regular meeting to accept May 3, 2016 as the date of the vote.

ADJOURNMENT

Upon a motion by Oscar Davis, seconded by Darren Morton, the Board moved to executive session at 9:06 PM to discuss personnel matters.

Respectfully submitted,

Secretary