

# MOUNT VERNON

PUBLIC LIBRARY

the CENTRAL LIBRARY OF WESTCHESTER

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## SPECIAL MEETING BOARD OF TRUSTEES

August 4, 2014

5:30 PM

MINUTES

The special meeting of the Board of Trustees of the Mount Vernon Public Library was held on August 4, 2014 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 5:44 pm.

### ROLL CALL

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

Also Present: Hafeezah Basir, Jamie Pessin and Tamara Stewart, Library Patrons; Carolyn Karwoski, Library Director; and Mary Harper, Administrative Assistant.

### NEW BUSINESS

#### Library Outreach

Linda Bryant said that she is working on a library outreach campaign for the children's and adult libraries. She is speaking with elementary schools to develop a registration campaign for grades K to 6. She is looking toward 100% registration in schools, with a certificate of completion.

Carolyn Karwoski said that she will work with Denise Lyles for the campaign. She said that September is library sign up month.

Oscar Davis spoke about the many functions that will be attended by a lot of people. He suggested this may be an opportunity to give out information about the library.

Carolyn Karwoski said that the "Friends" would be giving out information at Arts on Third and that information had been given out at Summer Breeze.

There was discussion about the back to school event and back pack program; and whether the library could reach out to businesses regarding donations.

#### Staff Audit Sub-committee

Brian Johnson said that a committee is needed to discuss library staffing; what is needed and what everyone is doing. He said that a consultant may need to be hired.

Darren Morton asked if there was an entity to provide an assessment of the library's needs, He said the community could have a better understanding if an expert came in and made an assessment. This ties in with the strategic plan.

It was felt that there is an immediate need for the assessment do to the library transition. New people may have to be hired.

Darren Morton discussed the need to hire a treasurer and what the responsibilities would be.

Carolyn Karwoski said that she had made a recommendation to the board for an accounting firm that would help get ready to close out the books and help with the transition.

Dr. Tyson has sent a recommendation to Mrs. Karwoski regarding the treasurer position.

The personnel committee is following up on the Assistant Director position. Ads have been placed in publications. The deadline to submit an application is September 6, 2014.

Darren Morton said the most prudent way would be to place the ads in publications for people in that field.

Brian Johnson spoke about the individual civil service staff audits. He said we are looking at the library needs as a whole and not each individual's duties.

A treasurer, new staff and new functions are needed due to the transition.

Na'im Tyson said that we would want an assessment of the people currently employed and if their duties match their job description. There was a previous desk audit that was never completed.

Oscar Davis said that he thinks there should be a desk audit to see what people are currently doing today.

Darren Morton said that the personnel committee should get the civil service job titles list and the desk audit forms to be completed by staff.

After completion, the forms should be submitted to civil service for review.

Reverend Morton asked was it known how many schools had a school librarian. He said that he was trying to figure out what services children were receiving at the school level. There may be an option for shared services.

Oscar Davis said that every school has a librarian. He mentioned the request for a list of where they outreach.

OLD BUSINESS:

### **Payroll Services**

Oscar Davis asked if the library had an employee handbook. Carolyn Karwoski said that the union would not allow one without negotiations.

Mr. Davis mentioned the ADP proposal.

Carolyn Karwoski said that ADP has a lot of services. She said they are working on a proposal and believe they can save us money on health insurance. They offer other things besides payroll services.

Na'im Tyson asked if there were a proposal from Intuit and if the vendor had been contacted.

Oscar Davis said that the committee should have brought this to the table.

He said there is concern if we don't meet the deadline, the employees may suffer.

Dr. Tyson said he understood the concern, but we already had Intuit as a vendor and a payroll module could be added. And done in house or outsourced to them.

Carolyn Karwoski said she thought that we were going with ADP initially and would look at Intuit down the road.

She said where we sit now one person cannot do this.

Darren Morton moved to amend the resolution stating we will approve ADP on a quarterly basis until a permanent decision is made.

Oscar Davis said if ADP is approved it should be for an entire year.

Darren Morton said that ADP was considered because they had more to offer. This is the first time he has heard about Intuit doing outsourcing.

Oscar Davis said that we should not be amending the resolution since the committee did not bring the Intuit information before the board.

**ADP Payroll Resolution**

Upon a motion by Brian Johnson, seconded by Oscar Davis, the Board approved the resolution designating ADP as a payroll service provider for the Mount Vernon Public Library. The motion passed 5 to 0.

**Mount Vernon Public Library  
Resolution 00007-14**

**A RESOLUTION DESIGNATING ADP AS A PAYROLL SERVICE PROVIDER FOR THE MOUNT VERNON PUBLIC LIBRARY**

*WHEREAS*, The Mount Vernon Public Library is now independent of the City of Mount Vernon and is responsible for the preparation of the employee’s payroll,

*WHEREAS*, Board of Trustees for the Mount Vernon Public Library has decided to designate ADP as the payroll provider for the library

*WHEREAS*, the funds for this service is available on the Professional Fees line of the budget,

*WHEREAS*, the cost of ADP payroll services will not exceed \$8000 for the fiscal year 2014-2015,

*NOW, THEREFORE, be it*

*RESOLVED*, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized to contract with ADP to provide the library with payroll services effective Oct. 1, 2014.

Yea	Nay	Abstained	Absent	Trustees
<u>  √  </u>	—	—	—	Linda Bryant

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

Submitted by: Juan Jaramillo

Approved by: Carolyn Karwoski

Signed: \_\_\_\_\_ Date: 08/04/14

Brian G. Johnson, President Board of Trustees

**Resolutions for New Hires and Terminations:**

Upon a motion by Brian Johnson, seconded by Oscar Davis, the Board accepted the resolutions for new hires and terminations. Motion passed 4 to 1.

**Mount Vernon Public Library  
Resolution 00008-14**

**A RESOLUTION TO ACCEPT NEW HIRES AND TERMINATIONS**

*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 hire and accepts the termination and resignation of the following people:

Approve the temporary appointment of Jade Hackett to the position of library aide at \$8.00 per hour, effective June 3, 2014,

Approve the appointment of Shannon David to the position of library aide at \$8.00 per hour, effective June 2, 2014,



**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,

**WHEREAS**, the funds for the new hires are available on the Personnel lines of the budget under Professional, Non-professional and Maintenance,

**NOW, THEREFORE, be it**

**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the hire and accepts the termination and resignation of the following people:

Approve the appointment of David Ockene to the position of substitute librarian, effective July 7, 2014 at a salary of \$23.84 per hour,

Approve the appointment of Wendy Ball-Attipoe to the position of substitute librarian, effective July 14, 2014 at a salary of \$23.84 per hour,

Approve the temporary appointment of William Valentine to the position of part-time cleaner, effective July 8, 2014 to December 31, 2014 at a salary of \$17.54 per hour

Approve the appointment of Lesley Webb to the position of library aide, effective 8/4/14 at a rate of \$8.00 per hour,

Approve the appointment of Diamond Alford to the position of library aide, effective 8/4/14 at a rate of \$8.00 per hour.

Yea	Nay	Abstained	Absent	Trustees
<u>  √  </u>	___	___	___	Linda Bryant
<u>  √  </u>	___	___	___	Oscar Davis
<u>  √  </u>	___	___	___	Brian G. Johnson
<u>  √  </u>	___	___	___	Darren M. .Morton
___	<u>  √  </u>	___	___	Na'im R. Tyson

Submitted by: \_\_\_\_\_ Carolyn Karwoski \_\_\_\_\_

Approved by: \_\_\_\_\_ Carolyn Karwoski \_\_\_\_\_

Signed: \_\_\_\_\_ Date:   08/04/14  

Brian G. Johnson, President Board of Trustees

8/4/14

Oscar Davis asked how many hours did a part-time cleaner work. Carolyn Karwoski said 17.5 hours per week.

ADJOURNMENT:

Upon a motion by Darren Morton, seconded by Linda Bryant, the meeting was adjourned at 6:46 pm.

Respectfully submitted,

*Carolyn Karwoski*  
Secretary