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SPECIAL MEETING BOARD OF TRUSTEES
September 15, 2014
6:30 PM
MINUTES

The special meeting of the Board of Trustees of the Mount Vernon Public Library was held on September 15, 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 6:42 pm.

ROLL CALL

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

Also Present: Robert Schofield, Attorney (via phone), Tamara Stewart, Library Patron; Carolyn Karwoski, Library Director and Mary Harper, Administrative Assistant.

NEW BUSINESS:

Proposed Purchasing Policy

The board discussed a proposed purchasing policy and the current purchasing procedures.

Carolyn Karwoski said that most purchasing is done by the business office and they try to locate the supplier with the best prices. Oscar Davis asked if any local suppliers were used for purchasing.

Brian Johnson said that he would like to see a list of items and their availability on the State contract.

Carolyn Karwoski said that good prices have been gotten on some purchasing and media. She said that state guidelines are followed on bidding. Three quotes are not gotten on smaller purchase items.

Oscar Davis suggested getting competitive bids from local Mount Vernon printers to see who will give the best price and quality.

Brian Johnson said that it was good to go out for competitive bidding.

Oscar Davis said he had spoken to a resident who was interested in being able to pay library fees online. Carolyn Karwoski said that she would speak to WLS. She said this might be possible through TechLogic

Mr. Davis asked about the policy of accepting donations for the library. He said any donations coming to the library should be accepted by the board before being used.

Brian Johnson said that a monetary value would have to be set for the donations.

Carolyn Karwoski said that the library just received a grant from ArtsWestchester for a poetry workshop. A policy for that is needed.

Oscar Davis asked for a report on the amount of donations from July to the present.

There was discussion about some of the periodicals websites such as Zinio and Flipster and whether the library could piggyback with WLS to save money.

Board of Trustees By-Laws

Brian Johnson asked about the revisions to the library charter that were required for the budget vote. The Board of Regents approved the charter revisions.

Dr. Tyson said that the terms had been staggered until there is a minimum of five and a maximum of fifteen trustees.

Carolyn Karwoski said that the terms would catch up so everybody after 2016 would have a five year term. She said we wanted to go for seven trustees, so there would be more people on a committee.

Na'im Tyson said that there are issues with the by-laws that have to be amended. The position of Treasurer for one. Sections one and three have to be changed.

Mrs. Karwoski said that the fiscal year and calendar year also had to be changed.

Brian Johnson asked the Board to have ideas finalized for the October meeting.

Assistant Director Application

There was discussion on how to proceed with the forty-two applications received for the Assistant Director position. Brian Johnson said that interviews will be done through the personnel committee. All candidates with the minimum qualifications will be interviewed.

School District Library Status

Darren Morton said that he had a meeting with the school district and a second meeting with the school district and the comptroller.

There was concern over the distribution of the library finances.

Dr. Morton said it was more work for the school district than they had anticipated. The library attorney has stated that the education law allows the library the option of having the school district act as library treasurer. The library has not decided on a treasurer yet.

The school district has allocated 1.9 million dollars of the tax levy for the library. It was discussed how the library would be made whole if all of the tax money was not collected.

Darren Morton said that the school district wants an agreement with the library and the city on what their expected role is and the timeframe for the money.

The frequency at which the tax levy money should be turned over must be decided.

The dates recommended are October 1st and March 1st.

Carolyn Karwoski said that the bank accounts need to be squared away.

Dr. Morton said that the city makes the school district whole within two years. The school district is proposing to do the same for the library. Any money that comes in after March 1st will be transferred as it comes in.

Robert Schofield discussed the school district acting as the treasurer for the library. He said he thinks the library needs language on when the budget should be made whole.

EXECUTIVE SESSION

Upon a motion by Oscar Davis, seconded by Linda Bryant, the board entered executive session at 7:40 pm.

Upon a motion by Darren Morton, seconded by Na'im Tyson, the board returned to public session at 7:50 pm and recorded this decision: The board will entertain a resolution at the next meeting whether or not the library will hire its own treasurer.

Children's Room Bathroom

The completed plans for the renovation of the children's room bathrooms were reviewed. There are three different versions of the renovation.

Carolyn Karwoski said that the library has applied for a state construction grant through WLS to offset the cost of the renovations.

WLS will receive \$300,000 and there are sixteen libraries applying for the grant. Mount Vernon is asking for 75% of the renovation costs.

Mrs. Karwoski suggested if the board wanted to start renovations prior to receiving the grant allocation, they may decide to use money from the building fund.

The grant money goes through WLS and they have to approve the grant request.

The State Housing and Preservation Office had to approve the plans,

Oscar Davis said he would like to see the proposed plans prior to the renovation.

Mr. Davis discussed looking at grants to digitize local history room documents. He said that New York State Archives gives grants for archiving.

Na'im Tyson asked if we could get a university to have someone come in and do the archiving as a thesis project.

Darren Morton said that the construction grant should be reviewed to make sure that the design phase is not included, which would preclude the library from starting the work before the grant is awarded.

Staff Resolutions

Carolyn Karwoski said that two people were staffing the computer lab. One left and the position was not filled. She said she wanted to have a back-up person to the aide currently working in there.

One of the part-time librarians has cut back on her hours, and this could offset the funding for the position.

Oscar Davis said that any position open should be posted. Mrs. Karwoski said that the position was posted with civil service and on the website.

OLD BUSINESS

Dormitory Authority Grant

Carolyn Karwoski said that the renovations from the Dormitory Authority grant are almost completed. The interior doors have not been done. The grant is now over budget.

Na'im Tyson said that Mrs. Karwoski had the authority to spend from the building fund. He said he thought the foyer was done in June. Dr. Tyson said he did not see the additional costs coming.

Darren Morton questioned the proposal agreement and whether the costs were over. Carolyn Karwoski said the costs were a litter over. She said that we have to decide on the doors.

Oscar Davis spoke about the metal doors and what causes damage to them. Mr. Davis said the law states the extra expenses should be approved by the board.

Brian Johnson proposed that the matter be brought to the building committee to confirm that all of the work has been done to specs.

Trustees Davis and Morton discussed whether expenditures should be brought before the board for approval until there is a financial policy in place.

Brian Johnson said that contractual obligations and payroll do not have to come before the board. Dr. Tyson said that payroll was a bi-weekly expense and has to be signed.

Trustee Johnson said that we can continue to have the financial register sent every month, so if any questions arise before the meeting, they can be voted on at the meeting. He said every trustee can have a look at and come up with input for the policy.

Upon a motion by Darren Morton, seconded by Linda Bryant the board agreed to reimburse Scarsdale Public Library in the amount of \$59.89. The motion carried 4 yes 1 abstention.

Petty Cash

The board wants documentation for petty cash. They want to have receipts and know why the money was given. Even for travel expenses.

New Accounts

The board discussed deciding to transfer the accounts from Chase Bank, adding new accounts and what each account would be used for.

Darren Morton said that the board needs to discuss if they are going to open all new accounts at Hudson Valley Bank or are only moving some of the accounts. He said it was his understanding that all of the accounts were being moved.

Dr. Morton said that he believes the account receiving the transfers and the operating account should be at the same bank.

Oscar Davis said that it was his understanding that the transfer to Hudson Valley Bank was to make it easy for the city and the school district to transfer the taxes. He said he thought we were only going to create a tax levy account and a new account.

Brian Johnson said it was his understanding that the board would go with the recommendation of the financial committee.

A resolution will be presented at the regular board meeting.

Bee Situation

Carolyn Karwoski informed the board about the bee problem in the library. She explained the extermination process that was done and that there were still more bees. They were in the Fiction room and coming in through a section of the roof that needed repair. An exterminator will give an estimate for the bee removal.

CyberCorner

Dr. Tyson asked about the problem with the cybercorner computers randomly going dark while in use. He said that we may need an electrician. Brian Johnson said that three quotes should be gotten before an electrician is hired to do the job.

ADJOURNMENT:

Upon a motion by Darren Morton, seconded by Linda Bryant, the meeting was adjourned at 9:00 pm.

Respectfully submitted,

Carolyn Karwoski
Secretary