

# MOUNT VERNON

PUBLIC LIBRARY

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## EMERGENCY MEETING BOARD OF TRUSTEES

September 30, 2014

6:30 PM

MINUTES

The emergency meeting of the Board of Trustees of the Mount Vernon Public Library was held on September 30,, 2014 at the Mount Vernon Public Library, 28 South First Avenue, Mount Vernon, New York 10550

Oscar Davis who presided, called the meeting to order at 6:37 pm.

### ROLL CALL

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

Trustee Absent: Brian Johnson

Also Present: and Tamara Stewart, Library Patron; Cheryl Thomas, Library Staff, Carolyn Karwoski, Library Director; Juan Jaramillo, Chief Account Clerk and Mary Harper, Administrative Assistant.

### NEW BUSINESS

#### Accounting Support Proposals

The FMA accounting system proposal was reviewed. There are still talks to revise the proposal. Na'im Tyson discussed the cost per hour of FMA compared to the Robert Half proposal.

Darren Morton said it is important that the budget and finance committee provide direct supervision over this process. He said to make sure when it is finished there is a clear financial outline and structure going forward.

The board reviewed the statement of work for Robert Half.

A short audit year from January to June 2014 must be created because of the change over from the city.

Dr. Morton said we want to make sure there is a clean slate for the treasurer coming in.

Robert Half is almost half the cost of FMA and has worked with libraries before.

The library is looking for personnel to work with the director and the business office on the budget codes. With FMA the codes are already in place. With Robert Half we will have the services of a CPA for \$80 per hour.

Darren Morton said we are looking at a short audit year and the books cannot overlap.

Upon a motion by Darren Morton, seconded by Na'im Tyson, the board moved to adopt the Robert Half Resolution. The motion carried 4 yes, 0 no.

*A Resolution to Approve the Hiring of temporary financial assistance from Robert Half Associates*

**WHEREAS**, the Director of the Mount Vernon Public Library would like authorization to hire temporary financial assistance from Robert Half Associates,

**WHEREAS**, Board of Trustees for the Mount Vernon Public Library must approve the hire of this financial temporary from Robert Half Associates,

**NOW, THEREFORE**, be it

**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the hire of temporary assistance provided by Robert Half Associates which will include audit review for January, 2014- June 2014 only. The temporary accountant will be paid at a rate of \$80 per hour with a maximum salary of \$11,200. This amount will come from the professional fees line of the budget, with the sum of \$165,000 budgeted for the 2014-2015 fiscal year.

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

Submitted by: Carolyn Karwoski

Approved by: Darren M. Morton

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Oscar Davis, Vice President, Board of Trustees

There was discussion about the school board administering the taxes and who is responsible of keeping track of the administrative portion.

Darren Morton said the handbook says there should be a fiscal officer on the board.

**Roof Repair**

The board discussed the roof repair proposal and whether or not there should be a warranty. Carolyn Karwoski said that the work has to be done before the winter. She said that the bees are beginning to hibernate. She is waiting for a proposal to open the wall in the fiction room where the hive is.

Na'im Tyson questioned whether the installation of a rubber mat over the roof would make it problematic for someone to get up there.

Upon a motion by Darren Morton, seconded by Na'im Tyson, the board approved the roof repair resolution. The motion carried 4 yes 0 no.

Mount Vernon Public Library  
Resolution 00013-14

*A Resolution to Approve the Maintenance and Repair to the Roof*

**WHEREAS**, the Director of the Mount Vernon Public Library would like authorization to hire V & R Contracting of N.Y., Inc. to provide maintenance and repair to the roof of the library building,

**WHEREAS**, Board of Trustees for the Mount Vernon Public Library must approve the hire of this contractor,

**NOW, THEREFORE, be it**

**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the hire of V & R Contracting to provide the needed maintenance and repair as outlined in the attached proposal for the amount of \$2950.00 to cover all materials and labor to complete the job.

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

Submitted by: Carolyn Karwoski

Approved by: Carolyn Karwoski

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Oscar Davis, Vice President, Board of Trustees

**Transfer**

The rationale for transferring money into the general operating account was discussed. Darren Morton asked about the expense projection for the month and whether the third quarter payroll taxes were included.

Juan Jaramillo said that the projection was based on three payrolls in the month of October and that the payroll taxes were included.

Darren Morton said that the transfer seemed like a reasonable amount and there could be no additional expenditures without the board's approval.

Oscar Davis said that the problem he has is the attorney could not be reached and he wanted to make sure we are doing the right thing without a treasurer. He is concerned the board is doing the right thing within the law.

Darren Morton said Trustee Davis' concern was duly noted, but he does not believe we are violating the law. Payroll is a necessary expense and has to be paid.

Carolyn Karwoski said that the person from Robert Half could be appointed treasurer, but she does not know if it is a civil service title.

Darren Morton said that he would research civil service for the title and would speak to the attorney.

Upon a motion by Darren Morton, seconded by Na'im Tyson, the board approved resolution to transfer funds. The motion carried 4 yes 0 no.

Mount Vernon Public Library  
Resolution 00015-14

*A Resolution to approve the transfer of funds from the Library's Money Market Account to the Operating Account*

**WHEREAS**, during this transition period the Library has not appointed a treasurer and

**WHEREAS**, the treasurer would normally authorize on the transfer of funds between accounts and,

**WHEREAS**, there is an immediate need to cover payroll and operating expenses,

**NOW, THEREFORE**, be it

**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized transfer of \$400,000 from the Tax Levy Money Market Account to the Operating account solely to cover the payroll expenses, payroll tax expenses, and general operating expenses as authorized by the Board.

All transfers are to be made under the direction of the Budget and Finance Committee, until a treasurer has been appointed

Yea	Nay	Abstained	Trustees
—√—	—	—	Linda Bryant
—√—	—	—	Oscar Davis

\_\_\_\_\_  
-√\_\_\_\_\_  
-√\_\_\_\_\_

Brian G. Johnson  
Darren M. Morton  
Na'im R. Tyson

Submitted by: Carolyn Karwoski

Approved by: Darren M. Morton

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Oscar Davis, Vice President, Board of Trustees

OLD BUSINESS:

**Outstanding Invoices**

The board moved to table resolution 12-14 outstanding invoices until the next board meeting.  
The motion carried 4yes 0 no.

The board voted on the resolution for the outstanding invoice for Denise Lyles.  
1 Yes 1 abstention, 2 no.

Mount Vernon Public Library  
Resolution 00016-14

*A Resolution to Approve the Payment of Outstanding Invoices*

**WHEREAS**, the Director of the Mount Vernon Public Library authorizes the payment of the attached invoices,

**WHEREAS**, Board of Trustees for the Mount Vernon Public Library must approve these payments,

**NOW, THEREFORE**, be it

**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the payment of the following invoice,

Denise Lyles in the amount of \$105.62 for the purchase of Children's DVDs for the library collection,

Yea            Nay            Abstained            Trustees  
5

___	___	___√___	Linda Bryant
___	___√___	___	Oscar Davis
___	___	___	Brian G. Johnson
___√___	___	___	Darren M. Morton
___	___√___	___	Na'im R. Tyson

Submitted by: Carolyn Karwoski

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

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Oscar Davis, Vice President, Board of Trustees

There was discussion about the purchasing policy at the library and whether prior permission was needed for staff to make purchases that are not done through the proper procedure.

Librarian Fund

There were questions if some of the items that were purchased with petty cash and picked up at the vendor could be ordered and delivered.

There was also concern that the job description of the maintenance staff does not include using their cars to pick ups f merchandise. There may be a liability issue.

Oscar Davis asked for an estimate of the cost for maintenance to use their vehicle for a year to pick up merchandise.

Upon a motion by Na'im Tyson, seconded by Linda Bryant the board approved the resolution the Librarian Fund. The motion carried 3no, 0 yes.

Mount Vernon Public Library  
Resolution 00017-14

*A Resolution to Approve the Payment of Outstanding Invoices*

**WHEREAS**, the Director of the Mount Vernon Public Library authorizes the payment of the attached invoices,

**WHEREAS**, Board of Trustees for the Mount Vernon Public Library must approve these payments,

**NOW, THEREFORE**, be it

**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the payment of the following invoices,

Librarian's Fund (Petty Cash) for the amount of \$136.84,

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

Submitted by:           Juan Jaramillo          

Approved by:           Carolyn Karwoski          

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Oscar Davis, Vice President Board of Trustees

**Baker and Taylor**

All of the documents that were missing from the Baker and Taylor invoices have been provided.

Upon a motion by Na'im Tyson, seconded by Linda Bryant, the board approved outstanding invoice resolution for Baker and Taylor. The motion carried 3. to 0.

Mount Vernon Public Library  
Resolution 00018-14

*A Resolution to Approve the Payment of Outstanding Invoices*

**WHEREAS**, the Director of the Mount Vernon Public Library authorizes the payment of the attached invoices,

**WHEREAS**, Board of Trustees for the Mount Vernon Public Library must approve these payments,

**NOW, THEREFORE**, be it

**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the payment of the following invoices,

Baker and Taylor in the amount of \$1790.81 for library materials

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

Submitted by:     Juan Jaramillo    

Approved by:     Carolyn Karwoski    

Signed by: \_\_\_\_\_ Date \_\_\_\_\_

Oscar Davis, Vice President, Board of Trustees

**ADJOURNMENT:**

Upon a motion by Na'im Tyson, seconded by Linda Bryant, the meeting was adjourned at 7:45 PM

Respectfully submitted,  
*Carolyn Karwoski*  
Secretary