

# MOUNT VERNON

PUBLIC LIBRARY

the CENTRAL LIBRARY OF WESTCHESTER

28 South First Avenue, Mount Vernon, New York 10550 • Phone: 914-668-1840 • Fax: 914-668-1018

[WWW.MTVPL.ORG](http://WWW.MTVPL.ORG)

## WORKING SESSION BOARD OF TRUSTEES

October 14, 2014

6:30 PM

MINUTES

The working meeting of the Board of Trustees of the Mount Vernon Public Library was held on October 14, 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 6:39 pm.

### ROLL CALL

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

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

### NEW BUSINESS

#### **Proposed Purchasing Policy**

The board is due to summit ideas for the financial, reimbursement and procurement policies. Carolyn Karwoski said that the accountant from Robert Half helped work on the purchasing policy.

There was discussion about the library having a credit card. Brian Johnson said that he would refer the credit card recommendation to the Budget and Finance committee.

Brian Johnson said the goal is to make sure we are moving in the right direction with the financial policies.

He said they should try to have something by the November meeting.

#### **Regular Board Meeting**

The minutes of the prior meetings should be reviewed for approval.  
Alex Cohen from a consulting firm will be a guest speaker.

#### **Expansion of Library Hours**

Carolyn Karwoski talked about expanding the library hours to reopen on Sundays.  
She also suggested an expansion of the children's room hours to be open late four nights per week.

#### **NYLA Conference**

The board reviewed and discussed the information regarding the Director's attendance at the NYLA Conference from November 5 to 8, 2014.

### **Bulletin Boards**

Linda Bryant discussed the need to improve the library bulletin boards and showcases. Ms. Bryant noted that improvement was needed in the display backgrounds. She also discussed proper labeling for the art exhibits.

### **Volunteer List**

Carolyn Karwoski said that she is going to meet with Delia Farquharson the volunteer coordinator. Oscar Davis asked why volunteer resources haven't been taken advantage of instead of continuing to have new hires and asked if the library had looked at promoting from within.

Brain Johnson said that he had reviewed some volunteer policies that spelled out exactly what the volunteer was required to do.

Carolyn Karwoski said that she would work on a volunteer policy to send to the board.

### **Dormitory Authority Grant**

Carolyn Karwoski will check with Mike Herz of Robert Half about submission of the financial paperwork for the Dormitory Authority grant.

### **Buildings and Grounds**

The committee has completed a check list of things for buildings and grounds. There were issues found with the electrical outlets, the flag in the hallway and the placement of clocks in the public area.

Oscar Davis pointed out that one emergency exit leads into a locked area.

Linda Bryant discussed the need to paint the women's and men's public restrooms. She suggested a washable paint that would be easy to use.

Carolyn Karwoski said that the floors had been washed and waxed and the rug in the children's room had been cleaned.

### **"Friends" Pay Pal Account**

Oscar Davis said that the "Friends" had asked for his assistance with putting their Pay Pal account on the website. The account is for membership and donations.

OLD BUSINESS';

### **Unattended Children Policy**

The board discussed the revisions to the unattended children policy. Carolyn Karwoski said that the policy is part of the welcome to the library brochure that is given out when a child gets a card. She said she wanted to confirm the definition of the age revision to the policy.

### **Bee Clean-Up**

A Mount Vernon bee-keeper will do a clean-up of the bees. He said they are in a dormant state at this time. Holes will have to be drilled in the wall and the bees vacuumed out.

## **Carilli's Kitchen**

Oscar Davis said that he has checked the work done by Carilli's Kitchen contractors.

## **Contracts**

Brian Johnson said that the library has several contracts that don't have an expiration date. He said that he wanted to make sure we were maximizing our purchasing power.

The contract and fees for Jackson Lewis were also discussed. We have been working with them without an agreement.

Trustee Johnson said that he would like to set a minimum and maximum amount to be spent on legal fees. We can enter into an agreement with them for the remainder of the year, then a proposal.

Na'im Tyson asked what hours are being used by Jackson Lewis.

Brian Johnson asked that the director cc the personnel committee when contacting the attorney.

The library's general liability insurance is up for renewal at the end of December.

Linda Bryant asked when the last time there was a fire drill was.

Carolyn Karwoski said that a fire lieutenant came to talk about the drill. She said that she will be having an emergency procedures meeting.

Oscar Davis said that he had given Dr. Tyson a copy of the wireless upgrade for review.

## **Library Transition**

Na'im Tyson expressed concern that Mike Herz may be working outside of the SOW from Robert Half. He asked if he were on track to finish auditing the papers by the end of the month.

Brian Johnson asked about documenting contacting the city for information. Carolyn Karwoski said that she has sent letters and emails to the school board and to Maureen Walker.

Mrs. Karwoski said that the board must decide when we close out the books to have the attorneys and the finance committee meet with Maureen Walker.

Oscar Davis discussed the fact that the library still has no treasurer. Na'im Tyson said that by default, the school district acts as treasurer. The transition is taking place and after the books are closed we can work on getting a treasurer.

Oscar Davis said that even the school district treasurer has to be sworn in.

Brian Johnson said that the board and the director have been taking the lead on this. The attorney is working on the guidelines and the timeframe. He said we have retained counsel whose specialty is working on the transition. We will refer to the experts.

## **ADJOURNMENT:**

Upon a motion by Linda Bryant, seconded by Na'im Tyson, the meeting was adjourned at 7:58 pm.

Respectfully submitted,

*Carolyn Karwowski*  
Secretary