

MOUNT VERNON

PUBLIC LIBRARY

the CENTRAL LIBRARY OF WESTCHESTER

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SPECIAL MEETING BOARD OF TRUSTEES

October 17, 2014

6:00 PM

MINUTES

The special meeting of the Board of Trustees of the Mount Vernon Public Library was held on October 17, 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 6:25 pm.

ROLL CALL

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

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

MINUTES: Upon a motion by Darren Morton, seconded by Linda Bryant, the Board moved to adopt the prior meeting minutes at the regular board meeting of November 19, 2014. The motion carried 3 yes, 1 abstention.

OLD BUSINESS:

Resolutions

Upon a motion by Darren Morton, seconded by Oscar Davis, the Board approved check signing resolution 00022-14. The motion carried 4 yes, 0 no.

MOUNT VERNON PUBLIC LIBRARY BOARD OF TRUSTEES CHECK SIGNING RESOLUTION #00022 -14

WHERE AS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2015, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.

FURTHERMORE: The Management of the MVPL has prepared various checks to various third parties, each dated October 3, 2014 as payment for goods and/or services duly received by the MVPL in the ordinary course of business, which are within the approved budget for the fiscal year ended June 30, 2015.

A listing of such checks is attached to this Resolution and includes consecutive check numbers 10009 through 10012 and totaling \$51,920.69.

FURTHERMORE: The Library Director has reviewed the checks and underlying documentation and makes the following affirmation:

I have reviewed each check and related underlying documentation and certify that each check has been prepared in accordance with such documentation, for the amount of the related invoice and matching purchase order and that such expenditure is solely for Library purposes and is within the annual budget amount for the particular budget line item.

THEREFORE: It is the recommendation of the Management of the MVPL that an authorized signer on Board of Trustees sign all such checks, which will then need to be co-signed by the Comptroller of the City of Mount Vernon.

BE IT RESOLVED: The Board of Trustees of the Mount Vernon Public Library (“MVPL”) hereby authorizes and empowers either one of the Trustees authorized to sign checks, to sign each of the checks delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Library Director.

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

Submitted by; Juan Jaramillo

Approved by: Darren Morton

Signed: Brian G. Johnson Date: 10/17//14
 Brian G. Johnson, President Board of Trustees

The Board discussed the pension plan resolution and whether this would require additional work from the staff.

Upon a motion by Darren Morton, seconded by Oscar Davis, the Board approved resolution 00024-14. The motion carried 4 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
PENSION PLAN RESOLUTIONS 00024 –14**

WHERE AS: The Mount Vernon Public Library (“MVPL”), which had functioned under the auspices of the City of Mount Vernon (“CMV”) for many years, has broken away from this “umbrella” and has aligned itself with the Mount Vernon School District, effective October 1, 2014.

FURTHERMORE: The MVPL has participated in and has been a part of the New York State Retirement System for many years. As such, the MVPL has numerous employees who have been participating for extended periods of time and are depending upon this Retirement Plan to fund the majority their retirement. The MVPL has 8 employees with more than 25 years of service, 6 employees with more than 15 years of service and an additional 6 employees with more than 10 years of service. Almost all of these 20 individuals are in the Union, which contract is currently under negotiation. In the opinion of the MVPL Management, The MVPL would almost certainly be subjected to a Union work action at a minimum, as well as potential litigation, if it were to choose not to continue its participation in this Retirement Plan.

THEREFORE: It is the recommendation of the Management of the MVPL that the Board of Trustees approve the continued participation of the MVPL in the New York State Retirement System.

BE IT RESOLVED: “That the Board of Trustees of the Mount Vernon Public Library (“MVPL”) does hereby elect to participate as an employer in the New York State and Local Employees’ Retirement System and approves inclusion of its officers and employees in such system, in accordance with any and all of the laws governing such participation as set forth in the Retirement and Social Security Law, as presently or hereafter amended, together with any administrative rule, regulation or directive governing same.”

BE IT FURTHER RESOLVED: “That the effective date of such election shall be the 16th day of October, 2014.”

According to the New York State Comptroller’s Office, the effective date of the (pension) benefit cannot be prior to the date this resolution is “filed” with the Comptroller. Documents mailed by the United States Postal Service registered or certified mail return receipt requested or express mail and ultimately received by the Retirement System will be considered received as of the postmark date.

Note: From a mechanical standpoint, the State of New York will issue an invoice in early December to each participating employer, stating the required contribution for the fiscal year beginning April 1, 2014 and ending March 31, 2015. Therefore, we expect that New York State will issue an invoice to the CMV (for this final fiscal year during which the MVPL was included in the CMV) in the amount of \$432,095 covering the estimated retirement cost of all MVPL employees for the New

York State fiscal year ending March 31, 2015. MVPL will have a choice of whether or not to elect to participate in the New York State Alternative Stabilization Program, which permits participating employers to defer a significant portion of the current year’s estimated retirement cost over a period of 10 years, thus easing the burden on the cash flows of the MVPL. The Board needs to adopt the following resolution to make such election on behalf of the MVPL.

WHERE AS: There is an election which the City of Mount Vernon has previously made that the MVPL is eligible to make, known as the Alternative Stabilization Program. This Program allows the participating organization to defer a significant portion of the current year’s expense and pay it over an extended period of time with a reasonable rate of interest. It is the recommendation of the Management of the MVPL that the Board of Trustees elect to participate in this Program to help conserve the MVPL’s cash flows.

BE IT RESOLVED: “The Board of Trustees of the Mount Vernon Public Library does hereby elect to participate in the New York State Alternative Stabilization Program of the New York State and Local Employees’ Retirement System and the deferral of pension plan payments in compliance with such program.”

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

Submitted by; Juan Jaramillo

Approved by: Darren Morton

Signed: Brian G. Johnson Date: 10/17/14
 Brian G. Johnson, President Board of Trustees

Upon a motion by Darren Morton, seconded by Oscar Davis, the Board approved resolution 00020-14, which will be amended to include new check numbers. The motion carried 4 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #00020 –14**

WHERE AS: The Mount Vernon Public Library (“MVPL”) submitted a budget for the fiscal year ending June 30, 2015, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.

FURTHERMORE: The Management of the MVPL has prepared various checks to various third parties, each dated September 30, 2014 as payment for goods and/or services duly received by the MVPL in the ordinary course of business, which are within the approved budget for the fiscal year ended June 30, 2015. A listing of such checks is attached to this Resolution as Check Register #92150 including consecutive check numbers 62417 through 62500 and totaling \$44,581.47. After grouping these checks according to their respective purpose, a total of \$18,091.97 was for library periodicals and supplies, \$10,070.40 was for library former employee’s retirement benefits, \$7,763.56 was for library security services, \$2,298.00 was for building repairs and maintenance, \$1,689.50 was for library postage, \$1,170.00 was for new technology in the library, \$996.00 was for library programs, \$668.40 was for library office equipment rental, \$587.83 was for library professional fees, \$292.35 was for library utilities and a total of \$933.46 was for other library expenses.

FURTHERMORE: The Library Director has reviewed the checks and underlying documentation and makes the following affirmation:

I have reviewed each check and related underlying documentation and certify that each check has been prepared in accordance with such documentation, for the amount of the related invoice and matching purchase order and that such expenditure is solely for Library purposes and is within the annual budget amount for the particular budget line item.

THEREFORE: It is the recommendation of the Management of the MVPL that an authorized signer on Board of Trustees sign all such checks, which will then need to be co-signed by the Comptroller of the City of Mount Vernon.

BE IT RESOLVED: The Board of Trustees of the Mount Vernon Public Library (“MVPL”) hereby authorizes and empowers either one of the Trustees authorized to sign checks, to sign each of the checks delineated on the Check Register #92150 in accordance with the policies and procedures of the MVPL and the affirmation by the Library Director.

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

Submitted by; Juan Jaramillo

Approved by: Darren Morton

Signed: Brian G. Johnson Date: 10/17/14
Brian G. Johnson, President Board of Trustees

The Board agreed to table resolution 00026-14

Resolution 00027-14 will be tabled for executive session.

Upon a motion by Darren Morton, seconded by Oscar Davis, the Board approved resolution 00028-14. The motion carried 4 yes 0 no.

Mount Vernon Public Library
Resolution 00028-14

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 resignation of the following people:

Accept the resignation of Erika Charley as a Full-Time Library Clerk at a salary of \$44,388.61 per year effective October 6, 2014.

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

Submitted by: Carolyn Karwoski

Approved by: Brian G. Johnson

Signed: Brian G. Johnson Date: 10/17/14
Brian G. Johnson, President Board of Trustees

The board reviewed the unattended children policy resolution 00029-14.

Carolyn Karwoski expressed concern that if the age limits in the policy were changed some children would be turned away.

Lynda Bryant said that there are issues with children using cards that are not theirs for the computers. She said that the policy in place is not being enforced. The children's room is understaffed, so who is watching the children.

Oscar Davis suggested that the youth bureau be contacted for volunteers.

Brian Johnson said as a board we need to hear from the management's standpoint.

Ms. Bryant said that she is not suggesting the child be put out, but to amend the age of the responsible child. She said that the policy needs to be posted for parents to see. The policy cannot be backed up if it is not posted.

The board agreed to table resolution 00029-14 until the next working meeting.

Resolution 00030-14 was tabled until the next regular meeting.

Upon a motion by Darren Morton, seconded by Linda Bryant, the Board approved Carolyn Karwoski's attendance at the NYLA Conference from November 5-8, 2014. The motion carried 4 yes, 0 no.

EXECUTIVE SESSION

Upon a motion by Oscar Davis, seconded by Darren Morton, the Board entered executive session at 7:20 pm.

Upon a motion by Darren Morton, seconded by Linda Bryant, the Board returned to public session at 7:34 pm and recorded this decision:

Upon a motion by Oscar Davis, seconded by Linda Bryant, the Board approved resolution 00027-14. The motion carried 4yes, 0 no.

Mount Vernon Public Library
Resolution 00027-14

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 resignation of the following people:

Approve the appointment Julian Bacquie as a Part-Time Library Clerk at \$16.41 per hour, effective October 16, 2014.; replacing part-time library clerk, Marc Rodrigues who resigned.

Yea	Nay	Abstain	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: Carolyn Karwoski

Approved by: Carolyn Karwoski

Signed: Brian G. Johnson Date: 10/17/14
Brian G. Johnson, President Board of Trustees

ADJOURNMENT:

Upon a motion by Darren Morton, seconded by Linda Bryant, the meeting was adjourned at 7:37 pm.

Respectfully submitted,
Carolyn Karwoski
Secretary