

EMERGENCY SPECIAL WORKING  
MEETING BOARD OF TRUSTEES

November 10, 2014

6:30 PM

MINUTES

An emergency special working meeting of the Board of Trustees of the Mount Vernon Public Library was held on November 10, 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.

ROLL CALL

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

Also Present: Carolyn Karwoski, Library Director.

Absent: Mary Harper, Administrative Assistant.

NEW BUSINESS:

**Leak in Sub-Basement**

The city's water department has warned of library closure if the current brass pipe in the subbasement is not replaced with a copper one due to a crack in the pipe. Bids have been received with Roto-Rooter being the lowest. Permits are needed for the work to be done. More details will be submitted by the time a final decision is made.

**Robert Half**

Dr. Tyson has submitted an updated report on the work done so far by the Robert Half Temp. The library needs to retain the employment of the CPA hired for a month in order to continue the consistency in the performance reports. This work is being funded from the professional services line.

**DASNY**

The library has received a partial reimbursement from the DASNY grant for \$42,000. The foyer doors need to be updated for the job to be complete.

EXECUTIVE SESSION

The Board entered executive session at 6:57 pm to discuss a personnel matter.

The board returned to public session at 7:03 pm.

**Budget Coding**

The process of the budget coding is still ongoing. The director has given Mike Herz of Robert Half the template.

### **Resolution 00012-14**

Resolution 00012-14 to move certain accounts from Chase Bank to Hudson Valley Bank will be voted on at the regular board meeting.

### **Resolution 00015-14**

Check signing resolution 00015-14 was presented for review. There were ongoing questions about the check register and about the invoice for the attorney.

Trustee Morton restated his suggestion regarding not making monthly decisions regarding the day-to-day operations of the library's needs.

### **New Furniture**

New Furniture has been ordered for the reference department.

The Board agreed that there will be a review of the policies and procedures for accounting before any other spending is done.

### **Treasurer Job Description**

Trustee Johnson has reviewed the job description for the treasurer. For now this is a part time position. The library attorney will review this description and position and report at a future working meeting.

### **Resolution 00017-14**

Trustees Tyson and Davis have agreed that Time Warner Cable is the best source for the library's upgrade of computer services. In the long run in-house service will be more readily available for the library.

The phone system is having more communication problems and the public is complaining of unanswered phones. More research will be done on this upgrade.

### **Policies**

A resolution for financial procedures will be drafted.

The unattended children's policy will be reviewed and a condensed version will be posted as well as the code of conduct throughout the library in both English and Spanish.

### **WLS Construction Grant**

WLS has approved the construction grant to renovate the children's restroom. The target date to begin is June 2015.

### **Voting Machines for Election**

Voting machines need to be ordered for next year's library budget election.



## **Consultant for Library Upgrade**

Library Development Solutions and Aaron Cohen Associates were discussed as consultants for the upgrade of the library. Carolyn Karwoski will supply Trustee Johnson with additional information regarding the consultants.

## **Strategic Plan**

The public service areas and staff are a priority. A self check-out section is being discussed for future use which will minimize mandatory staff at circulation.

## **Voting Strategy**

Consideration for the next year's budget vote campaign will be looked into with Libby Post as a part-time consultant.

## **Library Website**

A new web design is being discussed for the library with the children's site being a sub category of the main site. A new template is needed for the website.

## **ADJOURNMENT:**

The meeting was adjourned at 8:30 pm.

Respectfully submitted,

*Carolyn Karwoski*  
Secretary