WORKING SESSION BOARD OF TRUSTEES
December 8, 2014
6:30 PM
MINUTES

The working meeting of the Board of Trustees of the Mount Vernon Public Library was held on December 8, 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 6:37 pm.

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.

FINANCE COMMITTEE:

Resolution 00046-14

The Board approved resolution 00046-14 as amended

MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #00046–14

WHEREAS: 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 Administration of the MVPL has prepared various checks to various third parties, each dated November 28, 2014 as payment for employee’s deductions and contributions for payroll dated November 28, 2014. A listing of such checks is attached to this Resolution and includes consecutive check numbers 10086 through 92 and totaling $2,031.78
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 Administration of the MVPL that two signers on Board of Trustees sign all such checks.

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.

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Submitted by: ___________________________
Approved by: __________________________
Signed: ___________________________ Date: __________________
Brian G. Johnson, President Board of Trustees

Resolution 00047-14 was approved and amended to exclude checks from Jackson Lewis and Jasper Furniture
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 Administration of the MVPL has prepared various checks to various third parties, each dated November 28, 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 10093 through 10158 excluding checks 10154 and 10123 and totaling $53,588.88.

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 Administration of the MVPL that two signers on Board of Trustees sign all such checks.

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
  —       —       —          Linda Bryant
  —       —       —          Oscar Davis
  —       —       —          Brian G. Johnson
  —       —       —          Darren M. Morton
  —       —       —          Na’im R. Tyson

Submitted by: ________________________________
Approved by: ________________________________
Signed: ________________________________ Date: ____________
Brian G. Johnson, President Board of Trustees

The Board approved Resolution 00050-14 by a margin of 5yes 0 no.

MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECKSigning RESOLUTION #00050-14

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 Administration of the MVPL has prepared a check to the State of New York dated December 5, 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 check is attached to this Resolution and includes the check number 10161 for $50.00.

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 Administration of the MVPL that two signers on Board of Trustees sign all such checks.

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.

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Submitted by: ______________________
Approved by: ______________________
Signed: ___________________________ Date: ___________
Brian G. Johnson, President Board of Trustees

The Board approved resolution 00048-14 by a 5 yes 0 no margin.

Mount Vernon Public Library
Board of Trustees
Resolution 00048-14

A RESOLUTION TO APPROVE THE TEMPORARY FULL-TIME APPOINTMENT OF SHEILA JONES
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 appointment from part-time to temporary full time
employment of:

Sheila Jones to the position of temporary full time library clerk in Circulation at the rate of
$20.76, from the period of 9/22/14 until 12/22/14.

Yea     Nay     Abstain     Trustees
   √   √      √          Linda Bryant
   √   √      √          Oscar Davis
   √   √      √          Brian G. Johnson
   √   √      √          Darren M. Morton
   √   √      √          Na’im R. Tyson

Submitted by Carolyn Karwoski

Signed: _________________________
Brian G. Johnson, President Board of Trustees

The Board approved Resolution 00049-14 by a 5 yes, 0 no margin.

Mount Vernon Public Library
Board of Trustees
Resolution 00049 -14

A RESOLUTION TO APPROVE THE REINSTATEMENT OF SHEILA JONES

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 appointment from part-time to full time of:
Sheila Jones to the position of full time library clerk in Circulation at the rate of $20.76 per hour for a total yearly salary of $37,928.52 effective 12/23/14. She will replace Erika Charley who resigned.

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Submitted by Carolyn Karwoski
Signed:__________________________________________
Brian G. Johnson, President Board of Trustees

EXECUTIVE SESSION:
The Board entered executive session to discuss a personnel matter.
The Board returned to public session at 7:07 pm and recorded the following:

The Board adopted Resolution 00043-14 by a margin of 5 yes, 0 no.

Mount Vernon Public Library
Board of Trustees
Resolution 00043-14

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 of
Deborah Kershaw (reinstated) as periodical Library Aide beginning on 11/3/14, part-time up to 17.5 hours per week at a salary of $8.00 per hour. Ms. Kershaw replaces Shannon David who resigned on 11/1/14.

Ebony Harrison reinstated as a circulation aide beginning on 11/10/14, part-time, up to 17.5 hours per week at a salary of $9.75 per hour.

Sherilyn Santiago, reinstated as a Tech Aide, beginning on 11/3/14, part-time, up to 17.5 hours per week at a rate of $8.75 per hour.

Accept the resignation of:

Deanna Smith, part-time children’s librarian, effective as of 11/19/14 and a rate of $23.84 per hour.

Shannon David, part-time periodical library aide, effective 11/1/14 and a rate of $8.00 per hour.

Submitted by Carolyn Karwoski

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Signed: ________________________________
Brian G. Johnson, Board President

MIKE HERZ PRESENTATION
The bank manager at the Hudson Valley Bank has not been responsive to the Board’s needs.

Mike Herz discussed the policy and procedures manual for the purchasing policy that needs the board’s approval.
The line items for the budget ending June 30, 2015 were also discussed.
The hiring of a Treasurer and Assistant Director are included in the budget.

There will be significant increases in employee benefits.
The entire budget will have to increase by about 8%.

There was discussion of fund raising benefits for future expenditures and the overall operation of the library. The consideration of part-time employees and reducing the Treasurer position to part-time was also discussed.
The possibility of internships for college students was discussed as well as the need to protect the confidentiality in the payroll department.

There has been no correspondence with the comptroller since Mr. Herz sent an email.

There may be an increase in auditor fees and the numbers for retirement and dental may also increase in 2015.

The library was included in the tax role as of July 1, 2014

The annual pension for the library will become independent from the city as of March 31, 2015. Independent verification will be coming from Albany.

Respectfully submitted,

Carolyn Karwoski
Secretary