

BOARD OF TRUSTEE MEETING

November 19, 2014

6:30 PM

MINUTES

The regular meeting of the Board of Trustees of the Mount Vernon Public Library was held on November 19, 2014 at 28 South First Avenue, Mount Vernon, New York 10550.

Brian Johnson who presided called the meeting to order at 6:40 PM.

**ROLL CALL:**

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

Also Present: Gary Newman, CSEA Unit President; Tamara Stewart, Library Patron; Xiao Yuan (May) Wu, Head of Technical Services; Cheryl Berent, Doris Hackett, Sheila Jones, Cheryl Thomas and Christopher Williams, Library Staff; Carolyn Karwoski, Library Director, Juan Jaramillo, Chief Account Clerk and Mary Harper, Administrative Assistant.

**MINUTES:**

Upon a motion by Darren Morton, seconded by Oscar Davis, the Board approved the prior meeting minutes. The motion carried 4 yes, 1 abstention.

**FINANCE COMMITTEE:**

Darren Morton reported that the library attorney has engaged the school district attorney regarding making the library whole if all of the taxes are not collected.

He has not received a follow-up from the attorney.

There was also discussion about securing an independent treasurer for the library.

As a member of the board and according to the manual, Dr. Morton is handling the financial tasks and giving authorizations as needed.

He said that the resolutions are for general payments and transactions.

Oscar Davis questioned why some of the information was not provided prior to the meeting.

Dr. Morton said that the board had been alerted about the additional expenses and it was his intention to get the information to them earlier.

**Resolutions**

Clarification was needed about the deferment of payments on the pension plan resolution.

Carolyn Karwoski said that this deferment had been recommended by the city. They will pay for and be reimbursed for the retirement until March 2015.

Upon a motion by Darren Morton, seconded by Na'im Tyson, the board approved resolution 00035-14. The motion carried 5 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
PENSION PLAN RESOLUTIONS – 00035-14**

**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 July 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 20th day of November, 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
<u>  √  </u>	_____	_____	Na'im R. Tyson

Submitted by: \_\_\_\_\_

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

Signed: \_\_\_\_\_ Date: 11/19/14  
 Brian G. Johnson, President Board of Trustees

Upon a motion by Darren Morton, seconded by Na'im Tyson, the Board approved resolution 00037-14. The motion carried 5 yes, 0 no.

Mount Vernon Public Library  
 Resolution 00037-14

*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 \$300,000 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
<u>√</u>	—	—	Linda Bryant
<u>√</u>	—	—	Oscar Davis
<u>√</u>	—	—	Brian G. Johnson
<u>√</u>	—	—	Darren M. Morton
<u>√</u>	—	—	Na’im R. Tyson

Submitted by: \_\_\_\_\_

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

Signed by: \_\_\_\_\_ Date: 11/19/14

Brian Johnson, President, Board of Trustees

There was discussion about resolution 00038-14 and whether all of the library accounts should be transferred to Hudson Valley Bank.

It was suggested that the resolution be tabled until the board could receive assurances from Hudson Valley Bank about confidentiality and the ability to secure information.

There were also concerns about customer service and the lack of a presentation by the bank.

Resolution 00038-14 will be tabled until the next meeting.

Upon a motion by Darren Morton, seconded by Na'im Tyson, the Board approved resolution 00039-14. The motion passed 5 yes 0 no.

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
CHECK SIGNING RESOLUTION #00039-14**

**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 various checks to various third parties, each dated November 7, 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 10032 through 10072 and totaling \$93,390.78.

**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.

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

Submitted: by : \_\_\_\_\_

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

Signed: \_\_\_\_\_ Date: 11/19/14  
 Brian G. Johnson, President Board of Trustees

Upon a motion by Darren Morton, seconded by Oscar Davis, the Board approved resolution 00040-14. The motion carried 5 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY  
 BOARD OF TRUSTEES  
 CHECK SIGNING RESOLUTION #00040 –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 various checks to various third parties, each dated October 31, 2014 as payment for employee’s deductions and contributions for payroll dated October 31, 2014. A listing of such checks is attached to this Resolution and includes consecutive check numbers 10025 through 10031 and totaling \$3,045.38

**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 the 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
<u>√</u>	___	___	Linda Bryant
<u>√</u>	___	___	Oscar Davis
<u>√</u>	___	___	Brian G. Johnson
<u>√</u>	___	___	Darren M. Morton
<u>√</u>	___	___	Na'im R. Tyson

Submitted by : \_\_\_\_\_

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

Signed: \_\_\_\_\_ Date: 11/19/14  
 Brian G. Johnson, President Board of Trustees



Upon a motion by Darren Morton, seconded by Oscar Davis, the Board approved resolution 00041-14. The motion carried 5 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
CHECK SIGNING RESOLUTION #00041 –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 various checks to various third parties, each dated November 14, 2014 as payment for employee’s deductions and contributions for payroll dated November, 2014. A listing of such checks is attached to this Resolution and includes consecutive check numbers 10073 through 10079 and totaling \$2,732.58

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

Submitted by: \_\_\_\_\_

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

Signed: \_\_\_\_\_ Date: 11/19/14  
 Brian G. Johnson, President Board of Trustees

Juan Jaramillo said that the library was billed for snow removal this year from last year

There was discussion about bills from last year being paid out of the current year's budget. Darren Morton said a separate accounting must be made of things paid this year for last year.

Upon a motion by Darren Morton, seconded by Na'im Tyson, the Board approved resolution 00042-14 pending an amendment. The motion carried 5 yes, 0 no.

**MOUNT VERNON PUBLIC LIBRARY  
 BOARD OF TRUSTEES  
 CHECK SIGNING RESOLUTION #00042 -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 various checks to various third parties, each dated November 14, 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 10080 through 10084 and totaling \$37,274.72

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

Submitted :by : \_\_\_\_\_

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

Signed:\_\_\_\_\_ Date: 11/19/14  
 Brian G. Johnson, President Board of Trustees

Upon a motion by Oscar Davis, seconded by Na'im Tyson, the Board approved resolution 00033-14. The motion carried 5 yes 0 no.

**Mount Vernon Public Library Resolution 00033-2014**  
**RESOLUTION FOR EXPANDED WIRELESS ACCESS**

After a careful survey of various wireless options conducted by the Communications & Computing Committee,

**WHEREAS**, the Mount Vernon Public Library (MVPL) patrons have requested increased wireless throughput for faster Internet access,

**WHEREAS**, Time Warner currently provides the Library with 10 Mb/s / 2Mb/s at no cost via the City of Mount Vernon,

**WHEREAS**, Time Warner has an offering of approximately 50 Mb/s / 5Mb/s for approximately \$255, good for five years,

**WHEREAS**, Westchester Library Systems has a similar offering but with added cost over Time Warner,

**NOW, THEREFORE**, *be it*

**RESOLVED**, that the Board of Trustees for the MVPL upgrade its wireless speed with Time Warner to 50 Mb/s / 5Mb/s, plus 5 static IP addresses at a cost not to exceed \$3,060 per year to be taken from budget line 5550.01, Computer Equipment Expenses.

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

Submitted by Na'im Tyson

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

Signed: by: \_\_\_\_\_ Date: 11/19/14

Brian G. Johnson, President, Board of Trustees

Juan Jaramillo asked about trustee and administrative access to online banking.

Na'im Tyson said that normally more than one person can access the online accounts.

Darren Morton said that discussion is needed about the online access for the administrative staff to view the status of the accounts. He said there is also positive pay and the ability to make transfers without going to the bank.

Dr. Morton said in normal cases the treasurer would have this ability..

Na'im Tyson said that the normal online set up would give certain people the ability to access the accounts at different levels. They can view the accounts or have access to transfer.

Dr. Tyson said for the sake of transparency you need a clear resolution defining who has access to what level.

Carolyn Karwoski said that there have been no problems with the checks since positive pay was implemented.

Oscar Davis spoke about the need for having the information in a timely fashion so there would not be the need for special meetings.

#### FINANCIAL REPORT:

Juan Jaramillo reported that the temporary accountant had been very helpful. He has made a lot of changes and changed the budget from cash based to an accrual based.

Mr. Jaramillo said that the new budget will reflect any overtime for the last month.

Darren Morton said that he would meet with Juan Jaramillo and Mike Herz to start with the new figures..

Carolyn Karwoski said that DASNY has approved the reimbursement request from \$42,000.

The Board reviewed the resolution to receive the poetry grant.

Upon a motion by Darren Morton, seconded by Na'im Tyson, the Board approved resolution 00030-14.

The motion carried 5yes 0 no.

Mount Vernon Public Library  
Resolution 00030-14

#### **A RESOLUTION TO ACCEPT THE POETRY WORKSHOP GRANT FROM ARTSWESTCHESTER**

**WHEREAS**, the Director of the Mount Vernon Public Library has reported on the receipt of an ArtsWestchester Grant for a Library Poetry Workshop,

**WHEREAS**, Board of Trustees for the Mount Vernon Public Library must approve the acceptance of the grant,

**NOW, THEREFORE**, be it

**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized that the ArtsWestchester Grant in the amount of \$3000 be accepted by the library.

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

Submitted by: \_\_\_\_\_

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

Signed by: \_\_\_\_\_ Date: 11/19/14  
 Brian G. Johnson, President, Board of Trustees

#### TECHNICAL SERVICES REPORT:

May Wu said as the Head of Technical Services, she is in charge of ordering, receiving, processing, maintaining and discarding books.

When materials arrive at the library each item is checked to make sure they do not go on the shelves before the release date.

The library shelves are checked for materials that need to be discarded and they are weeded and removed from the computer database before discarding.

Ms. Wu supervises two full time staff members and one part time staffer. She also shares another aide with the circulation department.

May Wu said that an additional person is needed to help with weeding and maintaining the collection..

#### DIRECTOR'S REPORT::

Library Director Carolyn Karwoski reported the following:

##### **NYLA Conference**

Carolyn Karwoski attended a pre conference on Buildings and Facilities Management Space Usage and Design.. She learned about standard practices of facilities management as well as sustainability measures. She visited the Saratoga Springs Public Library facilities management and toured the building.

Mrs. Karwoski also attended a session on transforming the library and the community it serves.

##### **Friends Fundraising**

The "Friends" will hold an appraisals and antiques fundraising event on Saturday, December 5, 2015.

## **PLDA Meeting**

Terry Kirchner reported on the acceptance of the construction grant awards by WLS.

He also reported that Hastings Library won the WLS Trustee Award of the Year.

Also discussed was the WLS initiative to focus on vulnerable populations in the county. WLS expects to receive \$1 million in county funding with a potential for additional funding.. Carolyn Karwoski will report on how the initiative is advanced by WLS, so the library can be a part of this.

December 7<sup>th</sup> is Giving Tuesday. WLS will have a link on its website for donations for all libraries and library advocacy groups. Carolyn Karwoski is working on a flyer and announcement for the website.

## **Poetry Workshop**

The poetry workshop series will wrap this evening. The participants will have a chance to read their poetry to the attendees. Each poet will make a book for their poems which will be added to the collection.

## **Plumbing Repair**

The plumbing issue that caused the leak in the basement has been repaired. We are currently waiting for the company to finish the outside work and replace the cement walk way.

## **Grants Committee**

The grants committee met to discuss grant opportunities. The committee is looking for possibilities and the on-call librarian, Wendy Ball is interested in helping write the grants.

The library currently has a State grant pending from Assemblyman Pretlow's office to be applied to a child and teen program.

Oscar Davis said he has spoken to WLS who are willing to support an e-rate grant.

Mr. Davis also asked about a report of patrons with outstanding balances. He said that we may want to do a forgiveness day.

There was discussion about other possible grants for the library.

## **NEW BUSINESS:**

Brian Johnson discussed reviewing the by-laws for needed changes.

He said amendments need to be made to change the treasurer position from an officer of the board.

Mr. Johnson said that he also wanted to look at the number of trustees, how they are elected and how many meetings are held.

Brian Johnson said that he has discussed some of his concerns with the State.

Mr. Johnson said that he felt the unelected term on the board should go out to vote. He felt it was inconsistent to have a position with almost a full term that is not an elected position.

He said he has drafted a petition for changing the amendment and dealing with the unelected term and the other term to be voted on.

The state indicated they wanted staggered terms, but the way the charter is written, next year there will be six positions.

Brian Johnson said that the conversation needs to be had before the next election.

Darren Morton said that there has to be some conversation about the cycles that will come subsequent to this. The way it is now, there will be some years when there is a skipping of the elections of trustees.

Brian Johnson said that additional trustees are not even accounted for in the by-laws. We are operating under the assumption that there are seven board members.

#### TRUSTEE EVENT

Darren Morton said that the board needs to begin a discussion. He said it has now been six months since the four trustees were elected.

He said that there needs to be some public engagement event between the Board and the City of Mount Vernon.

There also needs to be some engagement between the board and the employees of the library.

#### POLICIES

Brian Johnson said that we need to look at the financial policies. He said they can be reviewed before the working session for feedback.

#### EXECUTIVE SESSION:

Upon a motion by Darren Morton, seconded by Oscar Davis, the Board moved to enter executive session at 8:30 pm to discuss a personnel matter.

Respectfully submitted  
*Carolyn Karwowski*  
Secretary