Wednesday, July 19, 2017
Regular Meeting

Wednesday
6:30
Community Room

1. Meeting Opening

Subject 1.1 Call To Order
Meeting Jul 19, 2017 - Regular Meeting
Category 1. Meeting Opening
Type Procedural

The meeting was called to order at 7:06 p.m. by Trustee Oscar Davis.

Subject 1.2 Roll Call
Meeting Jul 19, 2017 - Regular Meeting
Category 1. Meeting Opening
Type Action, Procedural

Trustees present- Trustees: Oscar Davis, Cathlin Gleason, Brian Johnson, Darren Morton, Tanya Southerland

Also present was: Trustee Elect, Tamara Stewart, Julie Worthey, Mikala Bell, Manuel Costa, Chloe Narcel, Derrick Dukes, Ginger Narcel; library patron, Scott Griffith, Cheryl Thomas, Nishan Stepak, Cathy Webb, Maxine Grandison; Library Staff, Gary Newman(CSEA Union President), Juan Jaramillo; Chief Accountant Clerk, Jose Alvelo; Treasurer, Evania Thompson; Interim Director, and Doreen McQueen; Administrative Assistant.

Subject 1.3 Pledge of Allegiance
Meeting Jul 19, 2017 - Regular Meeting
Category 1. Meeting Opening
Type Procedural

Pledge of Allegiance was omitted, the allegiance was performed by Trustee Southerland during the re-organizational meeting.
Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board accepted the agenda for the Regular Meeting of Wednesday July 19, 2017, with the amendment to move the public expression from item 7 to item 2 on the agenda. The vote carried 4 yes and 1 abstain.

2. Period of Public Expression

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board adopted and approved the minutes collectively for the meetings of 4/19/17, 5/1/17, 5/3/17, 5/8/17, 5/17/17, 6/8/17, and 6/12/17.

3. Approval of Past Minutes

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board adopted and approved the minutes collectively for the meetings of 4/19/17, 5/1/17, 5/3/17, 5/8/17, 5/17/17, 6/8/17, and 6/12/17.

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<th>Yea</th>
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Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board adopted and approved the minutes collectively for the meetings of 4/19/17, 5/1/17, 5/3/17, 5/8/17, 5/17/17, 6/8/17, and 6/12/17.

Yea            Nay            Abstain                   Trustees
X____          ____           ____                     Oscar Davis, Jr.
X____          ____           ____                     Cathlin Gleason
X____          ____           ____                     Brian G. Johnson
X____          ____           ____                     Darren M. Morton
____           ____          X ____                 Tanya Southerland

Subject  3.3 5/3/17 Minutes
Meeting    Jul 19, 2017 - Regular Meeting
Category   3. Approval of Past Minutes
Type       Minutes

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board adopted and approved the minutes collectively for the meetings of 4/19/17, 5/1/17, 5/3/17, 5/8/17, 5/17/17, 6/8/17, and 6/12/17.

Yea            Nay            Abstain                   Trustees
X____          ____           ____                     Oscar Davis, Jr.
X____          ____           ____                     Cathlin Gleason
X____          ____           ____                     Brian G. Johnson
X____          ____           ____                     Darren M. Morton
____           ____          X ____                 Tanya Southerland

Subject  3.4 5/8/17 Minutes
Meeting    Jul 19, 2017 - Regular Meeting
Category   3. Approval of Past Minutes
Type       Minutes

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board adopted and approved the minutes collectively for the meetings of 4/19/17, 5/1/17, 5/3/17, 5/8/17, 5/17/17, 6/8/17, and 6/12/17.

Yea            Nay            Abstain                   Trustees
X____          ____           ____                     Oscar Davis, Jr.
X____          ____           ____                     Cathlin Gleason
X____          ____           ____                     Brian G. Johnson
Subject: 3.5 5/17/17 Minutes
Meeting: Jul 19, 2017 - Regular Meeting
Category: 3. Approval of Past Minutes
Type: Minutes

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board adopted and approved the minutes collectively for the meetings of 4/19/17, 5/1/17, 5/3/17, 5/8/17, 5/17/17, 6/8/17, and 6/12/17.

Yea Nay Abstain Trustees
X____ ____ ____ Oscar Davis, Jr.
X____ ____ ____ Cathlin Gleason
X____ ____ ____ Brian G. Johnson
X____ ____ ____ Darren M. Morton
____ ____ X____ Tanya Southerland

Subject: 3.6 6/8/17 Minutes
Meeting: Jul 19, 2017 - Regular Meeting
Category: 3. Approval of Past Minutes
Type: Minutes

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board adopted and approved the minutes collectively for the meetings of 4/19/17, 5/1/17, 5/3/17, 5/8/17, 5/17/17, 6/8/17, and 6/12/17.

Yea Nay Abstain Trustees
X____ ____ ____ Oscar Davis, Jr.
X____ ____ ____ Cathlin Gleason
X____ ____ ____ Brian G. Johnson
X____ ____ ____ Darren M. Morton
____ ____ X____ Tanya Southerland

Subject: 3.7 6/12/17 Minutes
Meeting: Jul 19, 2017 - Regular Meeting
Category: 3. Approval of Past Minutes
Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board adopted and approved the minutes collectively for the meetings of 4/19/17, 5/1/17, 5/3/17, 5/8/17, 5/17/17, 6/8/17, and 6/12/17.

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<td>Tanya Southerland</td>
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4. Interim Director's Report

Subject 4.1 Interim Director's Report Presented by Evania Thompson
Meeting Jul 19, 2017 - Regular Meeting
Type

File Attachments
Interim Director June 2017 Report.pdf (398 KB)
Report on Registration Requirements with Target Dates.pdf (254 KB)

5. MVPL Foundation Report

Subject 5.1 Oral Report Presented By Brian Johnson
Meeting Jul 19, 2017 - Regular Meeting
Type

6. Finance

Subject 6.1 Check Signing Resolution#00076-17
Meeting Jul 19, 2017 - Regular Meeting
Type Action

Recommended Action
WHERE AS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2018, 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 a third party, dated July 19, 2017 as payment for the Black Westchester Magazine for the MVPL, which are within the approved budget for the fiscal year ending June 30, 2018. The check
register is attached to this Resolution and the check number is #12658 totaling $375.00 is for Publicity and Printing Expense.

FURTHERMORE: The President has reviewed the check and underlying documentation and makes the following affirmation:

*I have reviewed the 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 such check.

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 Board President.

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland, the Board approved and adopted Resolution #00076-17. The vote carried 5 yes and 0 no.

Yea                 Nay                 Abstained                    Trustees
X___                 ___                 ____                          Oscar Davis, Jr.
X___                 ___                 ____                          Cathlin Gleason
X___                 ___                 ____                          Brian G. Johnson
X___                 ___                 ____                          Darren M. Morton
X___                 ___                 ____                          Tanya Southerland

Submitted By: Juan Jaramillo

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**Subject**                   6.2 Check Signing Resolution #00078-17

**Meeting**                  Jul 19, 2017 - Regular Meeting

**Category**                 6. Finance

**Type**                     Action

**Recommended Action**       WHERE AS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2018, 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, dated July 19, 2017, 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, 2018. A listing of such checks is attached to this Resolution and includes consecutive check numbers 12597-12657 totaling $161,255.34. After grouping these checks according to their respective purpose, a total of $149.26 was for...
Employee exchange account, $235.80 was for Gifts and Donations, $58.90 was Lost book expense, $16,628.90 was for Book Expense- MV, $6,023.95 was for Audio Visual expenses, $257.00 was for Periodicals expenses, $7,296.59 was for New Technology, $5,495.15 was for Program expenses, $4,280.39 was for Supplies, $180.00 was for Computer Equip. Exp, $185.87 was for Telephone expense, $1,120.00 was for Postage Expense, $195.00 was for Office Exp., $100.00 was for Publicity & Print Exp., $17.33 was for Professional Meeting-MV, $58.87 was for Staff Training, $9,867.95 was for Equipment Maintenance expenses, $158.00 was for Miscellaneous Exp.-MV, $23,856.50 was for Professional Fees, $3,678.59 was for Electricity expenses, $99.18 was for Fuel expenses, $754.85 was for Custodial Supplies, $1,239.97 was for Repairs to Building, $7,300.00 was for Security Guard expense, $11,132.95 was for Service Contract expenses, $1,115.00 was for Misc. Building expenses, $57,458.83 was for Hospital & Medical Insurance expenses, $2,310.51 was for Dental Expense.

FURTHERMORE: The Administration 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.

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland, the Board approved and adopted Resolution #00078-17. The vote carried 5 yes and 0 no.

Yea                   Nay                   Abstained       Trustees

X___                   ___                   ____             Oscar Davis, Jr.
X___                   ___                   ____             Cathlin Gleason
X___                   ___                   ____             Brian G. Johnson
X___                   ___                   ____             Darren M. Morton
X___                   ___                   ____             Tanya Southerland

Submitted By: Juan Jaramillo

File Attachments
Summarized Expense Allocation for checks issued on 7-19-2017.pdf (12 KB)
Check Register for checks issued on 7-19-2017.pdf (53 KB)
The Mount Vernon Public Library ("MVPL") maintains an operating account at Sterling National Bank with an account number ending in 0601 for the purpose of dispersing various amounts in the ordinary course of business to both employees for payroll and related costs and various amounts to third party vendors for expenses incurred each in accordance with the approved budget.

FURTHERMORE: Checks have been duly prepared by the Chief Account Clerk for the purposes described above which aggregate approximately $500,000, which checks need to be issued as soon as possible. Once issued, these checks will only be valid once the funds are transferred from the Money Market Account into the Operating Account.

THEREFORE: It is the recommendation of the Management of the MVPL that the Board of Trustees authorize the transfer of exactly $500,000.00 (five hundred thousand dollars) from the Sterling National Bank MVPL Money Market account ending in 8241 into the Sterling National Bank MVPL Operating account ending in 0601.

BE IT RESOLVED: The Board of Trustees of the Mount Vernon Public Library ("MVPL") hereby authorizes the transfer of $500,000 (five hundred thousand dollars) from the Sterling National Bank MVPL Money Market account ending in 8241 into the Sterling National Bank MVPL Operating account ending in 0601.

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted Resolution #00079-17. The vote carried 5 yes and 0 no.

Yea  Nay  Abstain  Trustees
X   ____  ____  __  Oscar Davis, Jr.
X   ____  ____  __  Cathlin Gleason
X   ____  ____  __  Brian G. Johnson
X   ____  ____  __  Darren M. Morton
X   ____  ____  __  Tanya Southerland

Submitted By: Jose Alvelo

6.4 BOT Report- Presented by Jose Avelo
7. Committee Reports

8. New Business

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 resignation of:


Upon a motion made by Cathlin Gleason, seconded by Darren Morton, the Board approved and adopted Resolution #00072-17. The vote carried 5 yes and 0 no.

Yea                Nay                Abstained                Trustees
X___                ___                ____                      Oscar Davis, Jr.,
X___                ___                ____                      Brian G. Johnson
X___                ___                ____                      Cathlin Gleason
X___                ___                ____                      Darren M. Morton
X___                ___                ____                      Tanya Southerland

Submitted By: Evania Thompson

WHEREAS, the Interim Director of the Mount Vernon Public Library recommends the approval of the PC Pals Computer Consultant contract for training services,

NOW, THEREFORE, be it
RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the approval of the PC Pals Computer Consultant System Contract for a one year term effective July 2017 through July 2018. The consultant will meet and administer program(s) training for all that are interested. The Consultant will provide a variety of programs and projects to the community. The hourly rate of pay is at $70.00 per hour, and will work 8 hours per week totaling $560.00 per week. The expense will come from the Library program budget line #5250.01.

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland, the Board approved and adopted Resolution #00074-17. The vote carried 4 yes and 1 abstained.

Yea Nay Abstained Trustees
___ ___ X____ Oscar Davis, Jr.,
X___ ___ ___ Brian G. Johnson
X___ ___ ___ Cathlin Gleason
X___ ___ ___ Darren M. Morton
X___ ___ ___ Tanya Southerland

Submitted By: Evania Thompson

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve the contract, NOW, THEREFORE, be it RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the approval of the WLS WEBS career Counseling Contract. WLS will provide career guidance staffing services for one day a week for six hours per day for 30 weeks, from January 2017- December 2017 at the Mount Vernon Public Library. The Library will make two payments to WLS in the amount of $7,200.00 totaling $14,400.00. This will come from budget line item, 5250.01, Library Programs.

Upon a motion made by _______________ , seconded by ______________, the Board approved and adopted Resolution #00075-17. The vote carried ___ yes and ___ no.

Yea Nay Abstained Trustees
___ ___ ___ Oscar Davis, Jr.
___ ___ ___ Brian G. Johnson
___ ___ ___ Cathlin Gleason
___ ___ ___ Darren M. Morton
___ ___ ___ Tanya Southerland

Submitted By: Evania Thompson
WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

NOW, THEREFORE, \textit{be it}

\textit{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:

\textbf{George McClendon}, as a Temporary Cleaner for the maintenance department, supervised by Chris Francis.

\textbf{Jason Boney}, \textbf{KoJo Gordon}, and \textbf{Bre'Anna McQueen}, as Part-time Aides for the Community Outreach Department supervised by Cathy Webb.

\textbf{LaShawn Brady}, \textbf{Denzel Covington}, and \textbf{Aliya John} as Part-time Aides for the Children Room Department, supervised by Scott Griffith.

\textbf{Patrick Daley}, as a Part-time Aide for the Periodicals Desk, supervised by Maxine Grandison.

\textbf{Keenan Perkins}, as a Part-time Aide for the Young Adults Department, supervised by Cheryl Berent.

\textbf{Jalen Brown}, as a Part-time Aide for the Technical Service Department, supervised by May Wu.

The new hires may work up to 17.5 hours per week, beginning July 10, 2017 through August 31, 2017.

The hourly rate of pay for all Part Time aides is $10.00 per hour and will come from the Non Professional Budget line#4550.01.

Upon a motion made by Darren Morton, seconded by Brian Johnson, the Board approved and adopted Resolution #00077-17. The vote carried 5 yes and 0 no.

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\textbf{Trustees} \\
Oscar Davis, Jr. \\
Brian G. Johnson \\
Cathlin Gleason \\
Darren M. Morton \\
Tanya Southerland
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Submitted By: Evania Thompson

9. Executive Session (If Needed)

\textbf{Subject} 9.1 Executive Session Advertisement
Meeting  Jul 19, 2017 - Regular Meeting
Category  9. Executive Session (If Needed)
Type

Subject  9.2 EEOC Matters
Meeting  Jul 19, 2017 - Regular Meeting
Category  9. Executive Session (If Needed)
Type

Subject  9.3 Treasurer Items
Meeting  Jul 19, 2017 - Regular Meeting
Category  9. Executive Session (If Needed)
Type

10. Meeting Closing

Subject  10.1 Adjournment
Meeting  Jul 19, 2017 - Regular Meeting
Category  10. Meeting Closing
Type

The meeting adjourned at 8:07 p.m.