



**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.

Subject 1.4 Acceptance of Agenda

Meeting Jul 19, 2017 - Regular Meeting
 Category 1. Meeting Opening
 Type Action
 Recommended Action Motion to approve the agenda

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

Subject 2.1 Public Comments

Meeting Jul 19, 2017 - Regular Meeting
 Category 2. Period of Public Expression
 Type

3. Approval of Past Minutes

Subject 3.1 4/19/17 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 3.2 5/1/17 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 **3.3 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

X _____	_____	_____
_____	_____	X _____

Darren M. Morton
Tanya Southerland

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

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

4. Interim Director's Report

Subject 4.1 Interim Director's Report Presented by Evania Thompson

Meeting Jul 19, 2017 - Regular Meeting

Category 4. Interim Director's Report

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

Category 5. MVPL Foundation Report

Type

6. Finance

Subject 6.1 Check Signing Resolution#00076-17

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 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

File Attachments
[Check Register for check to Black Westchester Magazine.pdf \(45 KB\)](#)

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

<p>File Attachments</p> <p>Summarized Expense Allocation for checks issued on 7-19-2017.pdf (12 KB)</p> <p>Check Register for checks issued on 7-19-2017.pdf (53 KB)</p>
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Subject 6.3 Funds Transfer Resolution#00079-17

Meeting Jul 19, 2017 - Regular Meeting

Category 6. Finance

Type Action

Recommended Action WHERE AS: The Mount Vernon Public Library ("MVPL") maintains a money market account at Sterling National Bank with an account number ending in 8241 for the purpose of depositing and holding the tax levy money remitted by the citizens of Mount Vernon via the Mount Vernon School District.

FURTHERMORE: 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

Subject 6.4 BOT Report- Presented by Jose Avelo

Meeting Jul 19, 2017 - Regular Meeting

Category 6. Finance

Type Information

File Attachments

[BOT Detail Report - For the 12 months ending June 2017.pdf \(43 KB\)](#)

[BOT Sum Report - For the 12 months ending June 2017.pdf \(28 KB\)](#)

7. Committee Reports

8. New Business

Subject **8.1 Resignation Resolution #00072-17**

Meeting Jul 19, 2017 - Regular Meeting

Category 8. New Business

Type Action

Recommended Action WHEREAS, the Interim 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 resignation of:

Andre Concepcion as a part-time Library-Aide for the Circulation Desk effective as of June 23, 2017.

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

File Attachments
[Andre Concepcion Resignation Letter.pdf \(1,206 KB\)](#)

Subject **8.2 PC Pals Resolution#00074-17**

Meeting Jul 19, 2017 - Regular Meeting

Category 8. New Business

Type Action

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

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 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

File Attachments
[PC Pals Computer Learning Center.pdf \(3,179 KB\)](#)

Subject 8.3 WEBS Counseling Resolution#00075-17

Meeting Jul 19, 2017 - Regular Meeting

Category 8. New Business

Type Action

Recommended Action WHEREAS, the Interim Director of the Mount Vernon Public Library recommends the approval of the WEBS Career Counseling Contract,

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

File Attachments

WEBS Career & Educational Counseling Service.pdf (5,497 KB)

webs flyer.pdf (7,712 KB)

Subject **8.4 New Hires Resolution#00077-17**

Meeting Jul 19, 2017 - Regular Meeting

Category 8. New Business

Type Action

Recommended Action WHEREAS, the Interim 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:

George McClendon, as a Temporary Cleaner for the maintenance department, supervised by Chris Francis.**Jason Boney, KoJo Gordon, and Bre'Anna McQueen**, as Part-time Aides for the Community Outreach Department supervised by Cathy Webb.**LaShawn Brady, Denzel Covington, and Aliya John** as Part-time Aides for the Children Room Department, supervised by Scott Griffith.**Patrick Daley**, as a Part-time Aide for the Periodicals Desk, supervised by Maxine Grandison.**Keenan Perkins**, as a Part-time Aide for the Young Adults Department, supervised by Cheryl Berent.**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.

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

9. Executive Session (If Needed)**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 8:07p.m.