



Wednesday, April 18, 2018 Regular Meeting

Wednesday
6:30
Trustees' Room

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Apr 18, 2018 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

The Regular Board of Wednesday April 18, 2018 was called to order at 6:40 by Trustee Davis.

Subject **1.2 Roll Call**

Meeting Apr 18, 2018 - Regular Meeting

Category 1. Meeting Opening

Type Information, Procedural

Trustee's present: Oscar Davis, Cathlin Gleason, Brian Johnson, Darren Morton.
Trustee Absent: Tanya Southerland

Also present was: Jude Hayes, from Lexus Nexus, Akia Shangai, Cheryl Thomas, Scott Griffith; Library Staff, Gary Newman, CSEA Union President, Juan Jaramillo; Chief Accountant Clerk, Jose Alvelo, Treasurer, Evania Thompson, Director, Doreen McQueen, Administrative Assistant.

Subject **1.3 Pledge of Allegiance**

Meeting Apr 18, 2018 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

The Pledge of Allegiance was led by Trustee Brian Johnson.

Subject **1.4 Acceptance of Agenda**

Meeting Apr 18, 2018 - 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 of approve the agenda for the Regular Meeting of Wednesday April 18,2018, with the addition of adding Resolution #0054-18. The vote carried 4 yes and 0 no.

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

2. Correspondence

Subject 2.1 Correspondence

Meeting Apr 18, 2018 - Regular Meeting
 Category 2. Correspondence
 Type

No correspondence received.

3. Period of Public Expression

Subject 3.1 Public Expression

Meeting Apr 18, 2018 - Regular Meeting
 Category 3. Period of Public Expression
 Type

No comments by the Public.

4. Presentations

Subject 4.1 Lexis Nexis Presentation

Meeting Apr 18, 2018 - Regular Meeting
 Category 4. Presentations
 Type

Verbal Presentation given by Jude Hayes, from Lexus Nexis.

Subject 4.2 Gary Newman Presentation

Meeting Apr 18, 2018 - Regular Meeting

Category 4. Presentations

Type

File Attachments
law collection proposals 2nd revision.pdf (75 KB)

5. Approval of Past Meeting Minutes

Subject 5.1 Minutes 1/17/18 Regular Meeting

Meeting Apr 18, 2018 - Regular Meeting

Category 5. Approval of Past Meeting Minutes

Type Minutes

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted the minutes for the January 17, 2018 Regular Meeting.

Subject 5.2 Minutes 1/24/18 Special Meeting

Meeting Apr 18, 2018 - Regular Meeting

Category 5. Approval of Past Meeting Minutes

Type Minutes

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted the minutes for the January 24, 2018 Special Meeting.

Subject 5.3 Minutes 2/13/18 Working Meeting

Meeting Apr 18, 2018 - Regular Meeting

Category 5. Approval of Past Meeting Minutes

Type Minutes

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted the minutes for the February 13, 2018 Working Meeting.

Subject 5.4 Minutes 2/21/18 Regular Meeting

Meeting Apr 18, 2018 - Regular Meeting

Category 5. Approval of Past Meeting Minutes

Type Minutes

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted the minutes for the February 21, 2018 Regular Meeting.

Subject **5.5 Minutes 2/26/18 Special Meeting**

Meeting Apr 18, 2018 - Regular Meeting

Category 5. Approval of Past Meeting Minutes

Type Minutes

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted the minutes for the February 26, 2018 Special Meeting.

Subject **5.6 Minutes 3/16/18 Special Meeting**

Meeting Apr 18, 2018 - Regular Meeting

Category 5. Approval of Past Meeting Minutes

Type Minutes

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted the minutes for the March 16, 2018 Special Meeting.

Subject **5.7 Minutes 3/19/18 Special Meeting**

Meeting Apr 18, 2018 - Regular Meeting

Category 5. Approval of Past Meeting Minutes

Type Minutes

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted the minutes for the March 19, 2018 Special Meeting.

Subject **5.8 Minutes 3/28/18 Special Meeting**

Meeting Apr 18, 2018 - Regular Meeting

Category 5. Approval of Past Meeting Minutes

Type Minutes

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted the minutes for the March 28, 2018 Special Meeting.

6. Finance

Subject **6.1 BOT Report**

Meeting Apr 18, 2018 - Regular Meeting

Category 6. Finance

Type

File Attachments

[BOT Detail Budget Report - 3rd Quarter ending March 31, 2018.pdf \(86 KB\)](#)

Subject	6.2 Funds Transfer Resolution#0050-18
Meeting	Apr 18, 2018 - 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.

RESOLUTION #0050-18

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.

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 #0050-18. The vote carried 4 yes and 0 no.

Yea Nay Abstained Trustees

X_____ Oscar Davis, Jr.

X_____	Cathlin Gleason
X_____	Brian G. Johnson
X_____	Darren M. Morton
_____	Tanya Southerland

Subject 6.3 Check Signing Resolution#0049-18

Meeting Apr 18, 2018 - 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.

WHEREAS: 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 March 21, 2018 as for Book Expense-MV, which is within the approved budget for the fiscal year ending June 30, 2018. The listing for the check is attached to this Resolution, check number #13219 totaling \$5,580.25.

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

The Administration has reviewed the check and related underlying documentation and certify that the check has been prepared in accordance with such documentation, for the amount of the related invoice 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 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 this check 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 Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted Resolution #0049-18. The vote carried 4 yes and 0 no.

Yea Nay Abstained Trustees

X_____	Oscar Davis, Jr.
X_____	Cathlin Gleason
X_____	Brian G. Johnson

X _____

Darren M. Morton
Tanya Southerland

File Attachments
Check Register for Abdo_Spotlight Magic Wagon check no. 13219.pdf (44 KB)

Subject **6.4 Check Signing Resolution#0051-18**

Meeting Apr 18, 2018 - 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.

WHEREAS: 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 April 18, 2018, 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 13289-13345 totaling \$189,400.31. After grouping these checks according to their respective purpose, a total of \$63.94 was for Lost Book expenses, \$4,976.60 was for Book expenses, \$5,418.69 was for Audio Visual expenses, \$3,548.03 was for Periodicals expenses, \$2,520.00 was for New Technology, \$1,379.38 was for Program expenses-MV, \$1,863.01 was for Supplies expenses-Main, \$586.57 was for Telephone Telecommunication expenses, \$68,458.11 was for WLS Terminal Exp. MV., \$1,900.00 was for Postage expenses, \$1,074.21 was for Office expenses, \$1,943.45 was for Publicity & Print expenses-MV, \$80.00 was for Conferences, \$5,125.76 was for Equipment Maintenance expenses-MV, \$7,354.00 was for Professional Fees, \$2,875.47 was for Electricity expenses-MV, \$3,372.87 was for Fuel expenses-MV, \$703.26 was for Custodial Supplies-MV, \$699.00 was for Repairs to Building expense-MV, \$7,321.90 was for Security Guard expenses, \$2,174.17 was for Service Contract expense-MV, \$1,426.58 was for Miscellaneous expense,\$250.00 Insurance Expense-MV, \$62,193.44 was for Hospital & Medical Retiree Insurance Expense, and \$2,091.87 was for Dental expenses.

FURTHERMORE: The Administration has reviewed the checks and underlying documentation and makes the following affirmation:

The Administration has 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 Darren M. Morton, seconded by Cathlin Gleason, the Board approved and adopted Resolution #0051-18. The vote carried 4 yes and 0 no.

Yea Nay Abstained Trustees

- X _____ Oscar Davis, Jr.
- X _____ Cathlin Gleason
- X _____ Brian G. Johnson
- X _____ Darren M. Morton
- _____ Tanya Southerland

File Attachments
 Summarized Expense Allocation for checks issued on 4-18-2018 Modified(2).pdf (12 KB)
 Check Register for checks issued on 4-18-2018(2).pdf (54 KB)

Subject	6.5 Check Signing Resolution#0052-18
Meeting	Apr 18, 2018 - 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.

WHEREAS: 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 April 18, 2018 is for Publicity & Printing Expense-MV, which is within the approved budget for the fiscal year ending June 30, 2018. The listing for the check is attached to this Resolution, check number #13346 totaling \$2,800.00.

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

The Administration has reviewed the check and related underlying documentation and certify that the check has been prepared in accordance

with such documentation, for the amount of the related invoice 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 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 this check 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 Darren Morton seconded by Cathlin Gleason, the Board approved and adopted Resolution #0052-18. The vote carried 3 yes and 1 no.

Yea Nay Abstained Trustees

- X _____ Oscar Davis, Jr.
- ____X_____ Cathlin Gleason
- X _____ Brian G. Johnson
- X _____ Darren M. Morton
- ____ _____ Tanya Southerland

File Attachments
[Check Register for ALA Productions check no. 13346\(1\).pdf \(43 KB\)](#)

Subject	6.6 Check Signing Resolution #0053-18
Meeting	Apr 18, 2018 - 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.

CHECK SIGNING RESOLUTION #0053-18

WHEREAS: 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 petty cash to replenish petty cash, dated April 18, 2018 as payment for Petty Cash, which is within the approved budget for the fiscal year ending June 30, 2018. The listing for the check is attached to this Resolution, check number #13347 totaling \$287.77. After grouping these checks according to their respective purpose, a total of \$12.37 was for Professional Meeting expense, \$275.40 was for Program expenses.

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

The Administration has reviewed the check and related underlying documentation and certify that the check has been prepared in accordance with such documentation, for the amount of the related invoice 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 two of the Trustees authorized to sign checks, to sign each of the check 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 Darren Morton, seconded by Brian Johnson, the Board approved and adopted Resolution #0053-18. The vote carried 4 yes and 0 no.

Yea Nay Abstained Trustees

- X_____ Oscar Davis, Jr.
- X_____ Cathlin Gleason
- X_____ Brian G. Johnson
- X_____ Darren M. Morton
- _____ Tanya Southerland

File Attachments
Check Register for Petty Cash check no. 133476.pdf (43 KB)

Subject	6.7 Check Signing Resolution#0054-18
Meeting	Apr 18, 2018 - 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.

WHEREAS: 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 April 18, 2018 from the Restricted Construction Funds, which is within the approved budget for the fiscal year ending June 30, 2018. The listing for the check is attached to this Resolution, check number #13348 totaling \$71,000.00.

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

The Administration has reviewed the check and related underlying documentation and certify that the check has been prepared in accordance with such documentation, for the amount of the related invoice 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 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 this check delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Board President.

****Statement by Trustee _____: Reach out to attorney, board needs itemized list of what library will be receiving.**

Upon a motion made by Cathlin Gleason, seconded by Darren Morton, the Board approved and adopted Resolution #0054-18. The vote carried 3 yes and 1 abstain.

Yea Nay Abstained Trustees

- X _____ Oscar Davis, Jr.
- X _____ Cathlin Gleason
- X _____ Brian G. Johnson
- _____ X _____ Darren M. Morton
- _____ Tanya Southerland

File Attachments
[Check Register for Petty Suburban Construction, check no. 13348.pdf \(42 KB\)](#)

7. Directors Report

Subject **7.1 Director's Report for April 2018**

Meeting Apr 18, 2018 - Regular Meeting

Category 7. Directors Report

Type

File Attachments
[Director's Report for April 2018.pdf \(547 KB\)](#)

8. Committee Reports

Subject **8.1 Building & Grounds Committee**

Meeting Apr 18, 2018 - Regular Meeting

Category 8. Committee Reports

Type

Presented by Trustee Davis. Volunteers to paint building. Build relationship with police department to come to building between 3 – 6 while children are here after school. Evaluate security issues.

Subject **8.2 Election Committee**

Meeting Apr 18, 2018 - Regular Meeting

Category 8. Committee Reports

Type

All partitions were due back. Tashawna did a great job organizing the budget. Seven candidates were chosen for the election; five candidates for now.

Subject **8.3 Finance Committee**

Meeting Apr 18, 2018 - Regular Meeting

Category 8. Committee Reports

Type

Jose' BOT report will serve as the Finance committee report. Committee did not meet

Subject **8.4 Personnel Committee**

Meeting Apr 18, 2018 - Regular Meeting

Category 8. Committee Reports

Type

No report

Subject **8.5 Policy & Governance Committee**

Meeting Apr 18, 2018 - Regular Meeting

Category 8. Committee Reports

Type

Trustee Johnson stated he's still waiting for feedback for policies he submitted to Director for review.

Subject 8.6 Technology Committee

Meeting Apr 18, 2018 - Regular Meeting

Category 8. Committee Reports

Type

Trustee Johnson training resolved; tech person should be equipped with data to answer questions regarding self-checkout system, receipt paper, remove ID#;should be name only.

9. Executive Session (If Needed)

Subject 9.1 Executive Session

Meeting Apr 18, 2018 - Regular Meeting

Category 9. Executive Session (If Needed)

Type

Executive Session was not needed.

10. Meeting Closing

Subject 10.1 Adjournment

Meeting Apr 18, 2018 - Regular Meeting

Category 10. Meeting Closing

Type

Upon a motion made by Brian Johnson, seconded by Darren Morton, the Board agreed to adjourn the Regular Meeting at 8:50 PM.

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