



MOUNT VERNON
PUBLIC LIBRARY
WHERE OPPORTUNITY AWAITS

Wednesday, December 18, 2019 Regular Meeting

Wednesday
6:30
Trustees' Room

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Dec 18, 2019 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

The Regular meeting of Wednesday December 18, 2019 was called to order at 6:37 p.m. by Oscar Davis Jr.

Subject **1.2 Roll Call**

Meeting Dec 18, 2019 - Regular Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees present: Malcolm Clark, Judy Williams-Davis, and Oscar Davis Jr.

Trustees absent: Catlin Gleason, and Tanya Southerland

Also present was: Jonathan Davis; Patron, Tom Terry; Financial Consultant, Gary Newman; CSEA Union President, Maria Diaz; CSEA Union Rep., Jose Alvelo; Treasurer, Evania Thompson; Director, and DoreenMcQueen; Administrative Assistant.

Subject **1.3 Pledge of Allegiance**

Meeting Dec 18, 2019 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance was led by Malcolm Clark.

Subject **1.4 Acceptance of Agenda**

Meeting Dec 18, 2019 - Regular Meeting
 Category 1. Meeting Opening
 Type Action
 Recommended Action Motion to approve the agenda

Upon a motion made by Judy Williams-Davis, seconded by Malcolm Clark, the Board approved the agenda for the Regular meeting of Wednesday December 18, 2019. The vote carried 3 yes and 0 no.

Yea Nay Abstain Trustees

X___ ___ ___ Malcolm I. Clark
 X___ ___ ___ Oscar Davis, Jr.
 X___ ___ ___ Judy Williams-Davis
 ___ ___ ___ Cathlin Gleason
 ___ ___ ___ Tanya Southerland

2. Director's Report

Subject 2.1 Director's Report - Evania Thompson

Meeting Dec 18, 2019 - Regular Meeting
 Category 2. Director's Report
 Type

Trustee Davis instructed the Director to reach out to Terry Kirchner in regards to the inconsistency in evergreen reports and cc: the other directors

3. Committee Reports

Subject 3.1 Buildings & Grounds Committee

Meeting Dec 18, 2019 - Regular Meeting
 Category 3. Committee Reports
 Type

Trustee Davis Reported:

- The Director needs to give an update ob the plan for the new doors for January 2020.
- Open house procedures discussions should start at next meeting
- Roof is completed
- awaiting plaque
- windows and lights to be replaced

Subject **3.2 Finance Committee**

Meeting Dec 18, 2019 - Regular Meeting

Category 3. Committee Reports

Type

Jose Alvelo will give regular finance report

Subject **3.3 Marketing Committee**

Meeting Dec 18, 2019 - Regular Meeting

Category 3. Committee Reports

Type

No report given

Subject **3.4 Personnel Committee**

Meeting Dec 18, 2019 - Regular Meeting

Category 3. Committee Reports

Type

No report given

Subject **3.5 Policy & Governance Committee**

Meeting Dec 18, 2019 - Regular Meeting

Category 3. Committee Reports

Type

No report given

Subject **3.6 Technology Committee**

Meeting Dec 18, 2019 - Regular Meeting

Category 3. Committee Reports

Type

Trustee Davis reported:

- Next year vision to re-launch MTVPL FOUNDATION
- Create a monthly showcase
- once a month concert
- 4 computers were installed 2 will be reserved
- Senior program was to be completed by December 2019
- not using WLS computers has taken \$10,000 off internet service

4. Finance

Subject **4.1 BOT Report- Jose Alvelo**

Meeting Dec 18, 2019 - Regular Meeting

Category 4. Finance

Type

Subject **4.2 Funds Transfer Resolution #0171-19**

Meeting Dec 18, 2019 - Regular Meeting

Category 4. Finance

Type

MOUNT VERNON PUBLIC LIBRARY BOARD OF TRUSTEES FUNDS TRANSFER

RESOLUTION #0171-19

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 \$333,474.00 (Three hundred and thirty three thousand, four hundred and seventy four 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 \$333,474.00 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 Malcolm Clark, seconded by Judy Williams-Davis, the Board approved and adopted Resolution #0171-19. The vote carried 3 yes and 0 no.

Yea Nay Abstain Trustees

X	_____	_____	_____	Malcolm I. Clark
X	_____	_____	_____	Oscar Davis, Jr.
X	_____	_____	_____	Judy Williams-Davis
	_____	_____	_____	Cathlin Gleason
	_____	_____	_____	Tanya Southerland

Subject 4.3 Check Signing Resolution #0172-19

Meeting Dec 18, 2019 - Regular Meeting

Category 4. Finance

Type

MOUNT VERNON PUBLIC LIBRARY

BOARD OF TRUSTEES

CHECK SIGNING RESOLUTION

#0172-19

WHEREAS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2019, 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 December 18, 2019, 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, 2019. A listing of such checks is attached to this Resolution and includes consecutive check numbers #14902-14935, #14937, #14939-14941, #14943-14966 totaling \$139,418.31. After grouping these checks according to their respective purpose, a total of, \$5,586.83 was for Book expenses, \$3,593.33 was for Audio Visual expenses, \$16,484.54 was for Periodicals expenses, \$4,544.43 was for New Technology, \$6,201.32 was for Program expenses-MV, \$3,614.50 was for Supplies expenses-Main, \$276.49 was for Compu. Software & Sup. Exp.-MV, \$505.25 was for Telephone – Telecommunication Exp., \$51.00 was for Postage Exp.-Main, \$8,050.00 was for Publicity & Print Exp.-MV, \$31.54 was for Professional Meeting-MV, \$25.37 was for Staff Training & Development, \$240.56 was for Equipment Maint. Exp.- MV, \$85.00 was for Miscellaneous Exp., \$6,207.00 was for Professional Fees Exp.-MV, \$1,120.47 was for Custodial Supplies-MV, \$3,005.61 was for Service Contract Exp.-MV, Security \$525.00 was for Miscellaneous Building expense-MV, \$13,008.00 was for Hospital & Medical Retiree Reimb., \$63,087.30 was for Hospital & Medical Insurance Exp., \$2,221.77 was for Dental Exp.-MV, \$950.00 Vision Grant Expense.

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.

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 Malcolm Clark, seconded by Judy Williams-Davis, the Board approved and adopted Resolution #072-19. The vote carried 3 yes and 0 no.

Yea	Nay	Abstain	Trustees
X	_____	_____	Malcolm I. Clark
X	_____	_____	Oscar Davis, Jr.
X	_____	_____	Judy Williams-Davis
_____	_____	_____	Cathlin Gleason
_____	_____	_____	Tanya Southerland

5. New Business

Subject	5.1 Budget Vote Calendar Resolution#0164-19
Meeting	Dec 18, 2019 - Regular Meeting
Category	5. New Business
Type	

**Mount Vernon Public Library
Board of Trustees
Board Resolution # 0164-19**

A RESOLUTION TO APPROVE THE INTERNAL BUDGET VOTE CALENDAR

WHEREAS, the Administration of the Mount Vernon Public Library recommends to the Board that they approve the internal budget vote calendar for the 2020 election,

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 acceptance of the proposed internal budget vote calendar for 2020.

Upon a motion made by Malcolm Clark, seconded by Judy Williams-Davis, the Board approved and adopted Resolution #0164-19. The vote carried 3 yes and 0 no.

Yea Nay Abstain Trustees

X _____ Malcolm I. Clark

X _____ Oscar Davis, Jr.

X _____ Judy Williams-Davis

_____ Cathlin Gleason

_____ Tanya Southerland

Subject 5.2 Donation Resolution #0166-19 (Kurr Foundation)

Meeting Dec 18, 2019 - Regular Meeting

Category 5. New Business

Type

**Mount Vernon Public Library
Board of Trustee
A RESOLUTION TO ACCEPT THE KURR FOUNDATION MONETARY DONATION**

Resolution #0166-19

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they accept the Kurr Foundation’ monetary donation in the amount of \$2,500 to support the creation of a Teen Lab.

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve the donation,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the acceptance of the monetary donation made by the Kurr Foundation of \$2,500 dollars; check #0320 in the amount of \$2,500 will be applied to account #4379.02, the Kurr Foundation Grant (Teen-Lab).

Upon a motion made by Malcolm Clark, seconded by Judy Williams-Davis, the Board approved and adopted Resolution #0166-19. The vote carried 3 yes and 0 no.

Yea	Nay	Abstain	Trustees
X	_____	_____	Malcolm I. Clark
X	_____	_____	Oscar Davis, Jr.
X	_____	_____	Judy Williams-Davis
_____	_____	_____	Cathlin Gleason
_____	_____	_____	Tanya Southerland

Subject 5.3 FOA & Son Insurance Renewal Resolution #0167-19

Meeting Dec 18, 2019 - Regular Meeting

Category 5. New Business

Type

Mount Vernon Public Library
Board of Trustee

**A RESOLUTION TO ACCEPT THE INSURANCE RENEWAL BY
FOA & SONS INSURANCE BROKERS FOR
DECEMBER 31, 2019 –DECEMBER 31, 2020**

Resolution #0167-19

WHEREAS, the Treasurer for the Mount Vernon Public Library recommends to the Board to accept the insurance renewal given by FOA & Sons for December 31, 2019 - December 31, 2020 and to pay a total premium amount of \$77, 966. This premium includes: property, general liability, umbrella and cyber insurance necessary to provide complete coverage to the Library,

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 treasurer to accept the insurance renewal given by FOA & Sons Insurance Brokers for December 31, 2019 – December 31, 2020, and to pay a total premium amount of \$77,966. This will be expensed from budget line item 7001.01 (Insurance). This change is effective immediately.

Upon a motion made by Malcolm Clark, seconded by Judy Williams-Davis, the Board approved and adopted Resolution #0167-19. The vote carried 3 yes and 0 no.

Yea	Nay	Abstain	Trustees
X	_____	_____	Malcolm I. Clark
X	_____	_____	Oscar Davis, Jr.
X	_____	_____	Judy Williams-Davis

_____ Cathlin Gleason

_____ Tanya Southerland

Subject 5.4 ArtsWestchester Grant Resolution #0169-19 Cloth Doll Workshop

Meeting Dec 18, 2019 - Regular Meeting

Category 5. New Business

Type

Mount Vernon Public Library

Board of Trustee

Resolution # 0169-19

A RESOLUTION TO ACCEPT ARTSWESTCHESTER’S 2019-2020 MT. VERNON ARTS INITIATIVE CULTURAL SERVICES AGREEMENT 2019-2020 GRANT

"CLOTH DOLL WORKSHOP"

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board, that they approve the ArtsWestchester's Mount Vernon Arts Initiative Cultural Services Agreement for Arts Initiative Grant 2019 - 2020 "Cloth Doll Workshop,"

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 acceptance of the ArtsWestchester's Mount Vernon Arts Initiative Cultural Services Agreement for Arts Initiative Grant 2019-2020 in the amount of \$1,000.00 to be used for "Cloth Doll Workshop," budget line #4335.01 ArtsWestchester.

Upon a motion made by Malcolm Clark, seconded by Judy Williams-Davis, the Board approved and adopted Resolution #0169-19. The vote carried 3 yes and 0 no.

Yea Nay Abstain Trustees

X_____ Malcolm I. Clark

X_____ Oscar Davis, Jr.

X_____ Judy Williams-Davis

_____ Cathlin Gleason

_____ Tanya Southerland

6. Personnel

Subject 6.1 A. Nunez Retro Adjustment Resolution#0168-19

Meeting Dec 18, 2019 - Regular Meeting

Category 6. Personnel

Type

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES**

**A RESOLUTION TO ADJUST AMANDA NUNEZ RETRO PAYMENT
RESOLUTION #0168-19**

WHEREAS: the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the position of Amanda Nunez, to a Full Time Library Clerk to fill the vacancy in the Technical Services Department Effective November 15, 2017 per Resolution #0122-17. However, when retro raises were distributed the Union President stated that her start date was incorrect and retro calculations had to be adjusted based on a hire date of June 20, 2016.

WHEREAS: offer letter documentation has been presented to confirm date of hire of June 20, 2016. In addition, a letter from the Office of the NYS Comptroller has been submitted for the record that Amanda J. Nunez date of membership was June 20, 2016.

THEREFORE: The Retro calculations have been revised to reflect change in hire date. A special retro p check will be issued on December 20, 2019 for the adjusted amount of \$4,291.00

FURTHERMORE be it resolved that the President of the Board of Trustees has reviewed the underlying documentation and makes the following affirmation:

I have reviewed related underlying documentation and certify that it has been prepared in accordance with such documentation.

RESOLVED: The Board of Trustees of the Mount Vernon Public Library ("MVPL") hereby authorizes and approves revised amount as per corrected start date

Upon a motion made by Malcolm Clark, seconded by Judy Williams-Davis, the Board approved and adopted resolution #0168-18. The vote carried 3 yes and 0 no.

Yea Nay Abstain Trustees

X _____ Malcolm I. Clark

X _____ Oscar Davis, Jr.

X _____ Judy Williams-Davis

_____ Cathlin Gleason

_____ Tanya Southerland

7. Correspondence

Subject **7.1 Correspondence - Letter from M. Brown**

Meeting Dec 18, 2019 - Regular Meeting

Category 7. Correspondence

Type

8. Public Expression

9. Executive Session (If Needed)

Subject **9.1 Grievance Item**

Meeting Dec 18, 2019 - Regular Meeting

Category 9. Executive Session (If Needed)

Type

Upon a Motion made by Judy Williams-Davis, seconded by Malcolm Clark, the Board entered into executive session at 7:40 p.m. to review a grievance presented by LRS Maria Diaz.

10. Committee & Library Closing Schedule for Review

Subject **10.1 2020 Library Closing Schedule**

Meeting Dec 18, 2019 - Regular Meeting

Category 10. Committee & Library Closing Schedule for Review

Type

Please review the notation in reference to Independence Day, Saturday July 4th

Subject **10.2 2020 Committee Schedules January- May**

Meeting Dec 18, 2019 - Regular Meeting

Category 10. Committee & Library Closing Schedule for Review

Type

Trustees,

Clarification is still needed for a few committees, please review the attached schedule. The for the January through May of 2020.

11. Meeting Closing

Subject **11.1 Adjournment**

Meeting Dec 18, 2019 - Regular Meeting

Category 11. Meeting Closing

Type

The Regular Meeting of Wednesday December 18, 2019 adjourned at 8:40 p.m.