# 1. Meeting Opening

<table>
<thead>
<tr>
<th>Subject</th>
<th>1.1 Call To Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Dec 19, 2018 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>1. Meeting Opening</td>
</tr>
<tr>
<td>Type</td>
<td>Procedural</td>
</tr>
</tbody>
</table>

The meeting was called to order at _____ p.m by ________________.

<table>
<thead>
<tr>
<th>Subject</th>
<th>1.2 Roll Call</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Dec 19, 2018 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>1. Meeting Opening</td>
</tr>
<tr>
<td>Type</td>
<td>Action, Procedural</td>
</tr>
</tbody>
</table>

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

Also present was:

<table>
<thead>
<tr>
<th>Subject</th>
<th>1.3 Pledge of Allegiance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Dec 19, 2018 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>1. Meeting Opening</td>
</tr>
<tr>
<td>Type</td>
<td>Procedural</td>
</tr>
</tbody>
</table>

Pledge of Allegiance was led by ____________.
Upon a motion made by ___________, seconded by ____________, the Board approved the agenda for the Regular meeting of Wednesday December 19, 2018. The vote carried ___ yes and ____ no.

2. Correspondence
3. Period of Public Expression
4. Presentation

5. Directors Report

6. Committee Reports

Subject  4.1 Director’s Presentation
Meeting  Dec 19, 2018 - Regular Meeting
Category  4. Presentation
Type

Subject  5.1 Director’s Report
Meeting  Dec 19, 2018 - Regular Meeting
Category  5. Directors Report
Type

Subject  6.1 Bargaining Committee
Meeting  Dec 19, 2018 - Regular Meeting
Category  6. Committee Reports
Type

Subject  6.2 Building & Grounds Committee
Meeting  Dec 19, 2018 - Regular Meeting
Category  6. Committee Reports
Type

Subject  6.3 Election Committee

Subject  1.4 Acceptance of Agenda
Meeting  Dec 19, 2018 - Regular Meeting
Category  1. Meeting Opening
Type  Action
Recommended Action  Motion to approve the agenda
<table>
<thead>
<tr>
<th>Subject</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.4 Finance Committee</td>
<td>Minutes</td>
</tr>
<tr>
<td>6.5 Marketing Committee</td>
<td>Minutes</td>
</tr>
<tr>
<td>6.6 Personnel Committee</td>
<td>Minutes</td>
</tr>
<tr>
<td>6.7 Policy &amp; Governance Committee</td>
<td>Minutes</td>
</tr>
<tr>
<td>6.8 Strategic Planning Committee</td>
<td>Minutes</td>
</tr>
</tbody>
</table>

### 7. Approval of Board Minutes

<table>
<thead>
<tr>
<th>Subject</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1 Minutes of 10/22/18 Special Meeting</td>
<td>Minutes</td>
</tr>
</tbody>
</table>
RESOLUTION #0159-18

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 ______________, seconded by ______________, the Board approved and adopted Resolution #0159-18. The vote carried ___ yes, and __ no.

Yea  Nay  Abstain  Trustees

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

Subject  8.3 Check Signing Resolution #0160-18

Meeting  Dec 19, 2018 - Regular Meeting

Category  8. Finance

Type  Action

Recommended Action  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.

CHECK SIGNING RESOLUTION #0160-18

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 19, 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, 2019. A listing of such checks is attached to this Resolution and includes consecutive check numbers 13948-14026 totaling $217,230.01.
After grouping these checks according to their respective purpose, a total of $1,750.00 was for Accrued expense-Technology, $8,034.39 was for Book expenses, $5,009.32 was for Audio Visual expenses, $20,139.95 was for Periodicals expenses, $6,988.50 was for New Technology, $2,754.09 was for Program expenses-MV, $305.16 was for Supplies expenses-Main, $30,390.54 was for Computer Equipment expense, $689.00 was for Computer Software & Supp. Expenses, $240.67 was for Telephone Telecommunication expenses, $1,000.00 was for Postage expenses, $2,100.00 was for Publicity & Print Exp.-MV, $240.56 was for Equipment Maintenance, $400.00 was for Memberships Expense, $28,755.17 was for Professional Fees Exp. MV, $1,810.90 was for Fuel expenses-MV, $524.31 was for Custodial Supplies-MV, $2,867.63 was for Repairs to Building expense-MV, $22,318.63 was for Security Guard Exp.-MV, $1,785.18 was for Service Contract expense-MV, $2,240.81 was for Miscellaneous Building expense-MV, $50.00 was for Arbitration Processing Fees, $11,658.00 was for Hospital & Medical Retiree Reimb., $63,085.33 was for Hospital & Medical Insurance, $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 ______________, seconded by ______________, the Board approved and adopted Resolution #0160-18. The vote carried ___ yes, and ___ no.

Yea  Nay  Abstain  Trustees

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

**Subject**  8.4 Check Signing Resolution #0162-18 A. Ben Rueben
**Meeting**  Dec 19, 2018 - Regular Meeting
**Category**  8. Finance
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 a check to a third party, dated December 19, 2018 as payment for Program Exp.-MV, which is within the approved budget for the fiscal year ending June 30, 2019. The listing for the check is attached to this Resolution, check number #14028 totaling $550.00 for Program Exp. #5250.01.

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

I have 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 either one 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.

9. Old Business

<table>
<thead>
<tr>
<th>Subject</th>
<th>9.1 Extended Library Hours Resolution #0128-18 Paint &amp; Sip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Dec 19, 2018 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>9. Old Business</td>
</tr>
</tbody>
</table>

RESOLUTION #0128-18

Whereas, the Director of Mount Vernon Public Library recommends to the Board that they approve extending the library hours For the Pint & Sip fundraiser on Friday October 26, 2018,

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 extending the business hours of the library on Friday October 26, 2018 between the hours of 6-8pm for the Friends Paint & Sip Fundraiser. Two extra hours of pay ($44.66) for one person in from maintenance (Thomas Redahan) will be expensed from the Budget line item 4650.01 which is Maintenance Salaries. Two extra hours of pay for security ($32.20) for one person (Tykvan Hardee), which is expensed from security guard service budget line 6700.01.

Upon a motion made by ______________, seconded by ______________, the Board approved and adopted Resolution #0128-18. The vote carried ___ yes, and __ no.

Yea   Nay   Abstain Trustees

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

CHECK SIGNING RESOLUTION #0131-18

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 a third party, dated October 17, 2018, as reimbursement for PLDA Conference fees, which is within the approved budget for the fiscal year ending June 30, 2019. The listing for the check is attached to this Resolution, check number #13797 totaling $415.00 and will be expensed from account #5940.04, Conferences.

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 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 ______________, seconded by ______________, the Board approved and adopted Resolution #0131-18. The vote carried ___ yes, and ___ no.

Yea Nay Abstain Trustees

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

CHECK SIGNING RESOLUTION #0132-18

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 a check to a third party, dated October 17, 2018, as reimbursement for PLDA Conference fees, which is within the approved budget for a total of $325.00 was for Accrued expenses for the fiscal year ending June 30, 2019. The listing for the check is attached to this Resolution, check number #13798 and will be expensed from account #1600.00 Accrued 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 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 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 ______________, seconded by ______________, the Board approved and adopted Resolution #0132-18. The vote carried ___ yes, and __ no.

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

10. New Business

Subject 10.1 Johnson Control Resolution #0155-18 - Elevator Phone Monitoring

Meeting Dec 19, 2018 - Regular Meeting
Category 10. New Business
Type Action
Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that in order to allow the new elevator to pass final inspection they approve a twelve month central monitoring contract of $264.00, as well as, the programming fee of $361.54 to dial Tyco central monitoring, with Johnson Controls Security Solutions LLC, located at 2 Westchester Plaza, Elmsford N.Y. 10523

Resolution # 0155-18

A RESOLUTION TO APPROVE AN ELEVATOR PHONE CENTRAL MONITORING CONTRACT AS WELL AS PROGRAMMING OF THE NEW ELEVATOR PHONE WITH JOHNSON CONTROLS SECURITY SOLUTIONS LLC

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that in order to allow the new elevator to pass final inspection they approve a twelve month central monitoring contract of $264.00, as well as, the programming fee of $361.54 to dial Tyco central monitoring, with Johnson Controls Security Solutions LLC, located at 2 Westchester Plaza, Elmsford N.Y. 10523

WHEREAS, THE Board of Trustees must approve this recommendation

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library approves, adopts and authorizes the acceptance of a twelve month central monitoring contract of $264.00, as well as, the programming fee of $361.54 to dial Tyco central monitoring, with Johnson Controls Security Solutions LLC for a total of $625.54 beginning December 20, 2018. This will be expensed from the Budget Line Item 6650.000 which is Building Repairs.
Upon a motion made by ______________, seconded by _____________, the Board approved and adopted Resolution #0155-18. The vote carried ___ yes, and __ no.

Yea  Nay  Abstain  Trustees

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

11. Personnel

Resolution # 0152-18

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

Resolution # 0152-18

A RESOLUTION TO ACCEPT PERSONNEL CHANGES

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following personnel change: Victor Ramos from a Summer Part Time Aide to a Part Time Permanent Aide effective as of 12/19/18. He may work up to 17.5 hours per week at the current salary of $11.00 per hour. Beginning 12/31/18 the new rate of pay will be at an hourly rate of $12.00. His annually salary is estimated at $10,962.00 and will be expensed from Salaries- Non Professional account 4550.01.

Upon a motion made by ______________, seconded by _____________, the Board approved and adopted Resolution #0152-18. The vote carried ___ yes, and __ no.
Resolution # 0153-18

A RESOLUTION TO ACCEPT PERSONNEL CHANGES

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,
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 following personnel change: Justin Scott from a Summer Part Time Aide to a Part Time Permanent Aide effective as of 12/19/18. He may work up to 17.5 hours per week at the current salary of $11.00 per hour. Beginning 12/31/18 the new rate of pay will be at an hourly rate of $12.00. His annually salary is estimated at $10,962.00 and will be expensed from Salaries- Non Professional account 4550.01.

Upon a motion made by ______________, seconded by ______________, the Board approved and adopted Resolution #0153-18. The vote carried ___ yes, and __ no.

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

Subject  11.2 Hiring of a P/T Library Aide Resolution #0153-18 - J. Scott
Meeting    Dec 19, 2018 - Regular Meeting
Category    11. Personnel
Type        Action
WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 hiring of the following: Jeysell Hichez, as Part Time Permanent Aide for the Community Outreach Dept. effective as of 12/20/18. He may work up to 17.5 hours per week at a salary of $11.00 per hour. Beginning 12/31/18 the new rate of pay will be at an hourly rate of $12.00. His annually salary is estimated at $10,962.00 and will be expensed from Salaries- Non Professional account 4550.01.

Upon a motion made by ______________, seconded by _____________, the Board approved and adopted Resolution #0156-18. The vote carried ___ yes, and __ no.

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

Subject  11.4 Hiring of a P/T Library Aide Resolution#0157-18 T. Smith

Meeting  Dec 19, 2018 - Regular Meeting

Category  11. Personnel

Type  Action

Recommended Action  WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,
Resolution # 0157-18

A RESOLUTION TO HIRE A PART-TIME LIBRARY AIDE

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 hiring of the following: Tyrice Smith, as Part Time Permanent Aide for the Community Outreach Dept. to fill the opening created by Diamond Alford resignation. He may work up to 17.5 hours per week effective 12/12/18 at a salary of $11.00 per hour. Beginning 12/31/18 the new rate of pay will be at an hourly rate of $12.00. His annually salary is estimated at $10,962.00 and will be expensed from Salaries- Non Professional account 4550.01.

Upon a motion made by ______________, seconded by _____________, the Board approved and adopted Resolution #0157-18. The vote carried ___ yes, and __ no.

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

Subject  11.5 Hiring of a Temporary P/T Library Aide Resolution #0158-18 L. Hayden
Meeting  Dec 19, 2018 - Regular Meeting
Category  11. Personnel
Type  Action
Recommended Action  WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

RESOLUTION #0158-18
A RESOLUTION TO HIRE A TEMPORARY PART-TIME LIBRARY AIDE
WHEREAS, the 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 temporary appointment of:
Lia Hayden, a Temporary Part-time Aide effective December 17, 2018
through January 11, 2019 to work up to 17.5 hours per week for the
Accounting Department. Her current rate of pay is at $11.00 an hour and
beginning 12/31/18 the new rate will be at an hourly rate of $12.00, her
estimated earnings for the 4 week period is $805.00 and be expensed from
account # 4600.01, Salaries Administrative.

Upon a motion made by ______________, seconded by ______________, the Board
approved and adopted Resolution #0158-18. The vote carried ___ yes, and __ no.
Yea  Nay  Abstain  Trustees
____  ____  ____  Malcolm I. Clark
____  ____  ____  Oscar Davis, Jr.
____  ____  ____  Judy Williams-Davis
____  ____  ____  Cathlin Gleason
____  ____  ____  Tanya Southerland

12. Upcoming Meetings & Closings Review for Public Posting

<table>
<thead>
<tr>
<th>Subject</th>
<th>12.1 Board &amp; Committee Meetings Jan- April 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Dec 19, 2018 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>12. Upcoming Meetings &amp; Closings Review for Public Posting</td>
</tr>
<tr>
<td>Type</td>
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</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>12.2 2019 Library Holiday Closings to Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Dec 19, 2018 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>12. Upcoming Meetings &amp; Closings Review for Public Posting</td>
</tr>
<tr>
<td>Type</td>
<td></td>
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</tbody>
</table>

13. Executive Session (If Needed)

<table>
<thead>
<tr>
<th>Subject</th>
<th>13.1 Executive Session Request</th>
</tr>
</thead>
</table>
Upon a motion made by __________, seconded by ______________, the Board entered into executive session at _____ p.m.

14. Meeting Closing

14.1 Adjournment

Meeting adjourned at 8:05 p.m.