



**MOUNT VERNON
PUBLIC LIBRARY**
WHERE OPPORTUNITY AWAITS

Wednesday, December 20, 2017 Regular Meeting

**Wednesday
6:30
Trustee's Room**

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Dec 20, 2017 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

The meeting was called to order at 6:36 p.m by Trustee Oscar Davis, Jr.

Subject **1.2 Roll Call**

Meeting Dec 20, 2017 - Regular Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees present: Oscar Davis Jr., Cathlin Gleason, Brian Johnson, Darren Morton and Tanya Southerland.

Also present: Tamara Stewart; Library patron, Nishan Stepak, Cheryl Thomas, Scoot Griffith; Library staff.

Subject **1.3 Pledge of Allegiance**

Meeting Dec 20, 2017 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance led was by Jose Alvelo.

Subject **1.4 Acceptance of Agenda**

Meeting Dec 20, 2017 - Regular Meeting

Category 1. Meeting Opening

Type Action

Recommended Action Motion to approve the agenda

Upon a motion made by _____, seconded by _____, the Board approved the agenda for the Regular Board Meeting of Wednesday December 20, 2017.

2. Approval of Past Minutes

Subject 2.1 10/18/17 Regular Meeting Minutes

Meeting Dec 20, 2017 - Regular Meeting

Category 2. Approval of Past Minutes

Type Action, Minutes

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved and adopted the meeting minutes of 10/18/2017.

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

Subject 2.2 11/06/17 Special Meeting Minutes

Meeting Dec 20, 2017 - Regular Meeting

Category 2. Approval of Past Minutes

Type Action, Minutes

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved and adopted the meeting minutes of 11/06/2017.

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

Subject 2.3 11/15/17 Regular Meeting Minutes

Meeting Dec 20, 2017 - Regular Meeting

Category 2. Approval of Past Minutes

Type Action, Minutes

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved and adopted the meeting minutes of 11/15/2017.

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

3. Presentation For Regular Meeting 12/20/17

Subject **3.1 Nishan Stepak Presentation**

Meeting Dec 20, 2017 - Regular Meeting

Category 3. Presentation For Regular Meeting 12/20/17

Type

File Attachments
[FinalUpdatedPresentation - NishanStepak 12-2017.pdf \(1,122 KB\)](#)

4. Correspondence

5. Period of Public Expression

Subject **5.1 Public Expression**

Meeting Dec 20, 2017 - Regular Meeting

Category 5. Period of Public Expression

Type

6. Director's Report

Subject **6.1 Director's Report**

Meeting Dec 20, 2017 - Regular Meeting

Category 6. Director's Report

Type Information

7. Finance

Subject **7.1 BOT Report by Jose Alvelo**

Meeting Dec 20, 2017 - Regular Meeting

Category 7. Finance

Type Information

File Attachments
[BOT Detail Report 5 Months Ending November 2017.pdf \(66 KB\)](#)
[BOT Summary Report - 5 Months Ending November 2017.pdf \(42 KB\)](#)

Subject 7.2 Check Signing Resolution#0134-17 K. Gordon

Meeting Dec 20, 2017 - Regular Meeting

Category 7. 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 November 15, 2017 as payment for Programs Exp.-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 #12928 totaling \$144.76 for program expenses, account #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.

Upon a motion made by Brian Johnson, seconded by Tanya Southerland, the Board approved and adopted Resolution#0134-17. The vote carried 3 yes, and 2 abstained.

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

File Attachments

[Check Register for ck# 12928_Ref Kojo Gordon.pdf \(43 KB\)](#)

[Kojo Gordon Invoice Summary.pdf \(1,306 KB\)](#)

K. Gordon Invoice backup paperwork.pdf (1,755 KB)

Subject 7.3 Check Signing Resolution#0137-17 Abishai Ben Reuben

Meeting Dec 20, 2017 - Regular Meeting

Category 7. 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 November 15, 2017 as payment for Program Exp.-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 #12946 totaling \$600.00 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.

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved and adopted Resolution#0137-17. 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

File Attachments
 Check Register for ck# 12946_Ref Abishai Ben Reuben.pdf (43 KB)
 Abishai Ben Ruben Afrikan Bro Dance.pdf (1,343 KB)

Subject 7.4 Check Signing Resolution#0143-17

Meeting Dec 20, 2017 - Regular Meeting

Category 7. 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 December 20, 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 12982-13047 and check number 13050 totaling \$237,798.90. After grouping these checks according to their respective purpose, a total of \$32,978.00 was for Accrued expenses, \$17.99 was Lost book expenses, \$6,567.68 was for Book expenses, \$1,701.13 was for Audio Visual expenses, \$16,080.40 was for Periodicals expenses, \$5,301.00 was for New Technology, \$2,696.77 was for Program expenses, \$939.95 was for Supplies expenses, \$4,795.00 was for Computer Equip. expenses, \$173.12 was for Telephone Telecommunication expenses, \$400.00 was for Publicity & Print expenses-MV, \$750.00 was for Advertising, \$16.00 was for Staff Train. & Dev. expenses-MV, \$247.08 was for Equipment Maint. expenses-MV, \$4,138.00 was for Professional Fees, \$1,710.35 was for Fuel expenses-MV, \$3,541.27 was for Custodial Supplies-MV, \$20,805.59 was for Repairs to Building-MV, \$5,110.00 was for Security Guard expense, \$393.80 was for Service Contract expenses, \$185.50 was for Miscellaneous expense, \$10,589.70 was for Hospital & Medical Retiree Reimbursement, \$116,474.17 was for Hospital & Medical Insurance expenses, \$2,186.40 was for Dental expenses.

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 Brian Johnson, seconded by Cathlin Gleason, the Board approved and adopted Resolution#0143-17. The vote carried 4 yes, and 1 abstained.

Submitted By: Juan Jaramillo

Yea Nay Abstain Trustees

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Oscar Davis, Jr.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cathlin Gleason
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brian G. Johnson
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Darren M. Morton
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tanya Southerland

File Attachments
 Summarized Expense Allocation for checks issued on 12-20-2017(1).pdf (12 KB)
 Check Register for checks issued on 12-20-2017(1).pdf (55 KB)

Subject **7.5 Check Signing Resolution#0146-17**

Meeting Dec 20, 2017 - Regular Meeting

Category 7. 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 Petty Cash check, dated December 20, 2017, to replenish the Petty Cash funds, which are within the approved budget for the fiscal year ended June 30, 2018. A listing of such check is attached to this Resolution for check number 13051 totaling \$570.27 for the respective purpose of petty cash. A total of \$85.95 was for miscellaneous expenses, \$41.22 was for postage expenses, \$429.51 was for program expenses and \$13.59 was for staff training and development.

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

I have reviewed this check and related underlying documentation and certify that this 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 this 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 this check delineated on the attached check register in accordance with the policies and procedures of the MVPL.

Submitted By: Juan Jaramillo

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board approved and adopted Resolution#0146-17. The vote carried 4 yes, and 1 abstained.

Yea	Nay	Abstain	Trustees
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Oscar Davis, Jr.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cathlin Gleason
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brian G. Johnson
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Darren M. Morton
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tanya Southerland

Subject	7.6 Check Signing Resolution #0148-17
Meeting	Dec 20, 2017 - Regular Meeting
Category	7. 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, dated December 20, 2017, as payment for goods and/ or services duly received by MVPL in ordinary course of business, which are within the approved budget for the fiscal year ended June 30, 2018. A listing of such check is attached to this Resolution for check number 13052 totaling \$8,110.00 for professional fees.

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

I have reviewed this check and related underlying documentation and certify that this 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 this 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 this check delineated on the attached check register in accordance with the policies and procedures of the MVPL.

Submitted By: Juan Jaramillo

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted Resolution#0148-17. 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

File Attachments
[Check Register for Jackson Lewis check no. 13052.pdf \(43 KB\)](#)

Subject	7.7 Funds Transfer Resolution #0144-17
Meeting	Dec 20, 2017 - Regular Meeting
Category	7. 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 Cathlin Gleason, seconded by Darren Morton, the Board approved and adopted Resolution#0144-17. 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

8. Committee Reports

Subject 8.1 Finance Committee Report

Meeting Dec 20, 2017 - Regular Meeting

Category 8. Committee Reports

Type

Trustee Gleason reported: the major thing is the budget, find out the actual finance needs for each department. Jose is searching for a part time person, may have to add funds to the budget. Auditors have cut back to 2 days a week. Cash disbursement process and procedure is in place, including budget for every program.

Subject 8.2 Building & Grounds Committee Report

Meeting Dec 20, 2017 - Regular Meeting

Category 8. Committee Reports

Type

(Director) reported: there are issues with the bathroom, had to apply for a change of scope and still must go out to bid.

Trustee Johnson asked, " will there be signage to reflect what we are working on?"
 Trustee Davis: The doors have been selected, but not satisfied, therefore they will not get the bid for the bathrooms
 Trustee Morton questioned? who is leading? We need a standard update report every month, so that it is documented from Roxanne
 Response:(Roxanne reports to the committee and maintenance)

Subject **8.3 Personnel Committee Report**

Meeting Dec 20, 2017 - Regular Meeting

Category 8. Committee Reports

Type

Trustee Morton reported:

Some items will go under executive session including staffing, positions, title appointments

Working with civil service and what they have on record for library staff, and we must be in compliance with the audit, sent list to the director with things that need to be done
 Requested the director do an internal desk audit, which requires sitting with every employee with what their job specs are, which will help determine their qualifications
 Note: desk audits are not overnight and could ne a year to 5 years

Subject **8.4 Technology Committee Report**

Meeting Dec 20, 2017 - Regular Meeting

Category 8. Committee Reports

Type

Trustee Davis:

No report for the technology committee

Subject **8.5 Policy & Governance Committee Report**

Meeting Dec 20, 2017 - Regular Meeting

Category 8. Committee Reports

Type

Trustee Johnson reported: same as mentioned before, overlooking policies and gave to the director. Board members please email Trustee Southerland or me if there are policies you want to explore

9. Old Business

10. New Business

Subject **10.1 Election Calendar Resolution #0145-17**

Meeting Dec 20, 2017 - Regular Meeting

Category 10. New Business

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they approve the internal budget vote calendar for the 2018 election,

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they approve the internal budget vote calendar for the 2018 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 2018.

Submitted by: Evania Thompson

Board has pulled the election calender and will bring back at the meeting in January.

<p>File Attachments tashawna election.pdf (368 KB)</p>

Subject 10.2 Office Dynamics Resolution#0147-17

Meeting Dec 20, 2017 - Regular Meeting

Category 10. New Business

Type Action

Recommended Action A Resolution authorizing the execution of lease agreement with De Lage Landen Financial Services, Inc. with managed print services from Office Dynamics

WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the lease equipment for 60 lease payments of \$220.00. To be charged to budget line item 5550.01 - EDP Equipment (3 Konica color Minolta copiers and 1 b/w copier) for a total annual cost of \$2,640.00. Equipment Serial Nos.A7PY011018471, A7PY011021031, A5C40110009 and 31101679.

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

We have reviewed the related underlying documentation and certify that such documentation for the proposed quote and related expenditure is solely for Library purposes.

THEREFORE BE IT RESOLVED: That the Board of Trustees of the Mount Vernon Public Library ("MVPL") hereby accepts the proposal of Office Dynamics with Lease processing

center at De Lage Landen Financial Services, Inc. in accordance with the policies and procedures of the MVPL and the affirmation by the Board President.

Submitted by: Jose Alvelo

Upon a motion made by Brian Johnson, seconded by Tanya Southerland, the Board approved and adopted Resolution#0147-17. The vote carried 3 yes, 2 abstained. Trustees approved with instructions given that the copiers must have the capability to scan and full functionality and would like to see monthly statistics.

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

File Attachments
[De Lage Landen Financial Agreement\(Office Dynamics\).pdf \(1,716 KB\)](#)

11. Personnel

Subject 11.1 Mark Narine Resolution#0131-17

Meeting Dec 20, 2017 - 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,

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 appointment of:

Mark Narine as a Part-time Library Aide beginning December 11, 2017. He will fill the vacancy created by Andre Concepcion. He will be supervised by Christopher Williams. Part-time Aides may work up to 17.5 hours per week. His rate of pay, which will come from expense account 4550.01 Salaries Non-Professional, will be \$10.00 as per the current minimum hourly wage for a Part-time, Library Aide 1. A Library aide is a non-competitive Civil Service Position.

Submitted By: Evania Thompson

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted Resolution#0131-17. 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

Subject **11.2 Michia-Gaye Bernard Resolution#0132-17**

Meeting Dec 20, 2017 - 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,

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 appointment of:

Michia-Gaye Bernard as a Part-time Library Aide for the Children’s room beginning December 11, 2017. She will fill the vacancy created by Jerome Wilson. She will be supervised by Christopher Williams. Part-time Aides may work up to 17.5 hours per week. Her rate of pay, which will come from expense account 4550.01 Salaries Non-Professional, will be \$10.00 as per the current minimum hourly wage for a Part-time, Library Aide 1. A Library aide is a non-competitive Civil Service Position.

Submitted by: Evania Thompson

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland, the Board approved and adopted Resolution#0132-17. The vote carried 5 yes, 0 no.

Yea Nay Abstain Trustees

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

Subject **11.3 Anthony Pittman Resolution# 0133-17**

Meeting Dec 20, 2017 - 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,

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 appointment of:

Anthony Pittman as a Temporary Part-time per-diem cleaner for the maintenance department. He will temporarily fill the vacancy in the maintenance department for 6 months effective Monday November 20, 2017 through May 20, 2018. He will be supervised by Christopher Francis. His rate of pay will be \$11.00 per hour, part-time staff may work up to 17.5 hours per week.

Submitted by: Evania Thompson

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted Resolution#0133-17. 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

Subject 11.4 Doris Hackett Resolution#0140-17

Meeting Dec 20, 2017 - 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,

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 Permanent appointment of Doris Hackett to the position of Library Assistant, Step 7. She will begin a 6 month probation period effective December 21, 2017 2017 through June 21, 2018. Her pay scale has been effective since 1/1/2013

and is at an hourly rate of \$31.96. The annual salary totals \$58,105 plus a \$300 longevity payment. Her salary will be expensed from account #4501.01 – Professional Salaries, will be at a total of \$58,405, as per the current yearly wage.

Submitted by: Evania Thompson

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted Resolution#0140-17. The vote carried 3 yes, and 2 abstained.

Yea Nay Abstain Trustees

_____	_____	<u> X </u>	Oscar Davis, Jr.
_____	_____	<u> X </u>	Cathlin Gleason
<u> X </u>	_____	_____	Brian G. Johnson
<u> X </u>	_____	_____	Darren M. Morton
<u> X </u>	_____	_____	Tanya Southerland

12. Executive Session (If Needed)

Subject **12.1 Executive Session**

Meeting Dec 20, 2017 - Regular Meeting

Category 12. Executive Session (If Needed)

Type

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board entered into executive session at 8:43 to discuss personnel matters.

Subject **12.2 2018 Holiday Calendar for Review**

Meeting Dec 20, 2017 - Regular Meeting

Category 12. Executive Session (If Needed)

Type

Subject **12.3 2018 Regular Board Meeting list**

Meeting Dec 20, 2017 - Regular Meeting

Category 12. Executive Session (If Needed)

Type

Subject **12.4 Board Committee Meeting Schedule Jan-April**

Meeting Dec 20, 2017 - Regular Meeting

Category 12. Executive Session (If Needed)

Type

13. Upcoming Meeting Schedules

Subject 13.1 Scheduled Meetings for December 2017

Meeting Dec 20, 2017 - Regular Meeting

Category 13. Upcoming Meeting Schedules

Type

BUILDING & GROUNDS MEETING

Meets every Thursday of the Month at 5:30 P.M.

December 21st

December 28th

POLICY & GOVERNANCE COMMITTEE

Meets every 4th Thursday of the Month at 5:30 P.M.

December 28th

14. Meeting Closing

Subject 14.1 Adjournment

Meeting Dec 20, 2017 - Regular Meeting

Category 14. Meeting Closing

Type