



**Wednesday, February 19, 2020  
Regular Meeting**

**Wednesday  
6:30  
Trustees' Room**

**1. Meeting Opening**

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**Subject**                    **1.1 Call To Order**

Meeting                    Feb 19, 2020 - Regular Meeting

Category                    1. Meeting Opening

Type                        Procedural

Upon a motion made by Oscar Davis Jr., seconded by Cathlin Gleason the Board entered into executive session at 6:43 p.m, to discuss personnel matters.  
The vote carried 3 yes and 0 no.

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

The Regular meeting of Wednesday February 19, 2020 was called to order at 6:55 p.m by Trustee Oscar Davis Jr.

**Subject**                    **1.2 Roll Call**

Meeting                    Feb 19, 2020 - Regular Meeting

Category                    1. Meeting Opening

Type                        Action, Procedural

Trustees' present : Judy Williams-Davis, Cathlin Gleason, and Oscar Davis Jr.  
Trustee's absent: Malcolm Clark, and Tanya Southerland

Also present was: Jose Alvelo; Treasurer, Ruby Tolbert, Tamara Stewart, Beverly Hutchins, Reverend Petero Subune; patrons, Gary Newman; CSEA Union President/ staff, Dawn Cancellieri, Shirley Garrett, Charlotte Schachter; Friends of the Library, Daniel Frett, Maxine Grandison, Scott Griffith, Debbie Harris, Cheryl Thomas, Christopher Williams, Doris Hackett; Staff, Doreen McQueen; Administrative Assistant.

**Subject**                    **1.3 Pledge of Allegiance**

Meeting                    Feb 19, 2020 - Regular Meeting

Category                    1. Meeting Opening

Type                        Procedural

Pledge of Allegiance was led by Trustee Judy Williams- Davis.

**Subject**                    **1.4 Acceptance of Agenda**

Meeting                    Feb 19, 2020 - 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 Cathlin Gleason, the Board approved the agenda for the Regular meeting of February 19, 2020. The vote carried 3 yes and 0 no.

## **2. Departmental Reports**

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**Subject**                    **2.1 Departmental Report**

Meeting                    Feb 19, 2020 - Regular Meeting

Category                    2. Departmental Reports

Type

## **3. Committee Reports**

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**Subject**                    **3.1 Building & Grounds Committee**

Meeting                    Feb 19, 2020 - Regular Meeting

Category                    3. Committee Reports

Type

Trustee Oscar Davis Reported:

- new doors will be installed soon, some have already been
- elevator- awaiting part to fix
- a masterplan will be presented soon for the building and teen lab

**Subject**                    **3.2 Finance Committee**

Meeting                      Feb 19, 2020 - Regular Meeting

Category                    3. Committee Reports

Type

Trustee Gleason reported:

- working on the budget
- looking for a chief accountant clerk

**Subject**                    **3.3 Marketing Committee**

Meeting                      Feb 19, 2020 - Regular Meeting

Category                    3. Committee Reports

Type

Trustee Williams-Davis reported:

- working on a plan to for branding the library and has given an open invite for suggestions

**Subject**                    **3.4 Personnel Committee**

Meeting                      Feb 19, 2020 - Regular Meeting

Category                    3. Committee Reports

Type

no report given

**Subject**                    **3.5 Policy & Governance Committee**

Meeting                      Feb 19, 2020 - Regular Meeting

Category                    3. Committee Reports

Type

No report given, meeting cancelled

**Subject**                    **3.6 Technology Committee**

Meeting                      Feb 19, 2020 - Regular Meeting

Category                    3. Committee Reports

Type

Trustee Davis reported;

- attended meeting with other libraries along with David Cambillo in regards to e-rates, several are interested in the program

- New Rochelle library install a kiosk, they went a step further an added a credit card machine for payments

#### 4. Past Board Minutes

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**Subject**                    **4.1 Minutes 12/09/2019 Working Meeting**

Meeting                    Feb 19, 2020 - Regular Meeting

Category                    4. Past Board Minutes

Type                        Minutes

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board pulled the minutes to review.

**Subject**                    **4.2 Minutes 12/18/19 Regular Meeting**

Meeting                    Feb 19, 2020 - Regular Meeting

Category                    4. Past Board Minutes

Type                        Minutes

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board pulled the minutes to review.

#### 5. Finance

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**Subject**                    **5.1 BOT Report**

Meeting                    Feb 19, 2020 - Regular Meeting

Category                    5. Finance

Type

Report given by Jose Alvelo

**Subject**                    **5.2 Funds Transfer Resolution #0020-20**

Meeting                    Feb 19, 2020 - Regular Meeting

Category                    5. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES FUNDS TRANSFER  
RESOLUTION #0020-20**

**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 \$427,583.00, Four Hundred- twenty seven thousand-Five Hundred and Eighty Three 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 \$563,531,000 (five hundred-sixty three thousand-five hundred thirty one 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 Judy Williams-Davis, the Board approved and adopted Resolution #0020-20. The vote carried 3 yes and 0 no.

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

**Subject** 5.3 Check Signing Resolution #0021-20

Meeting Feb 19, 2020 - Regular Meeting

Category 5. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**CHECK SIGNING**

**RESOLUTION #0021-20 (AMENDED)**

**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 February 19, 2020 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 #15052-**15077, 1579**-15089 totaling **\$216,806.69**. After grouping these checks according to their respective purpose, a total of \$28.00 was for NYS Ret. Reimburs., \$5.99 was for lost books expenses, \$4,300.67 was for Book expenses, \$3,502.02 was for Audio Visual expenses, \$4,625.40 was for Periodicals expenses, \$5,727.75 was for New Technology, \$1,710.68 was for Program expenses-MV, \$906.97 was for Marketing expenses, \$9,240.89 was for Supplies expenses-Main, \$1,679.22 was for Computer Software & Sup. Exp-MV, \$132.72 was for Telephone – Telecommunication Exp., \$1,027.70 was for Postage Exp.-Main, \$14.76 was for Office expense, \$48.00 was for Staff training, \$3,105.43 was for Fuel expenses, \$240.56 was for Equipment Maint. Exp, \$435.00 was for Memberships expenses, \$4,138.00 was for Professional Fees, \$6,840.00 was for Repairs to Build. Exp.-MV, \$767.2000 was for Custodial supplies, \$1,412.43 was for Service Contract Exp.-MV, \$3,366.28 was for Security systems, \$82,233.56 was for Miscellaneous Build. Exp.-MV, \$24,970.16 was for Insurance expenses, \$100.00 was for Arbitration expenses, \$63,087.30 was for Hospital & Medical Insurance 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.

Upon a motion made by Cathlin Gleason, seconded by Judy Gleason, the Board approved and adopted Resolution #0021-20. The vote carried 3 yes and 0 no. Removing check #15078 in the amount of \$6,840.00.

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

**Subject**                    **5.4 Check Signing Resolution #0022-20 N SSA Program**

Meeting                    Feb 19, 2020 - Regular Meeting

Category                    5. Finance

Type

**MOUNT**

**VERNON PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**

**CHECK**

**SIGNING RESOLUTION #0022-20**

**WHEREAS:** The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2020, 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 February 19, 2020 check #15092 for \$35,000.00 which is within the approved budget for the fiscal year ending June 30, 2020. The listing for this check is attached to this Resolution, it will be expensed from account #8706.03 N SSA program Expense.

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

***The Administration has 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 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 these checks as delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Board President.

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved and adopted Resolution #0022-20. The vote carried 3yes and 0 no.

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

**6. Old Business**

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**Subject**                    **6.1 Resolution#0001-20 Extra Hours - D.Kershaw, T. Isaac**

Meeting                    Feb 19, 2020 - Regular Meeting

Category                    6. Old Business

Type

**Mount Vernon Public Library  
Board of Trustees**

**Resolution #0001-20**

**RESOLUTION TO APPROVE EXTRA WORK HOURS FOR P.T. LIBRARY- CLERKS  
TASHAWNA ISAAC & DEBORAH KERSHAW**

**WHEREAS**, the Director of the Mount Vernon Public Library recommends to the Board that Part Time Clerks, TaShawna Isaac, and Deborah Kershaw be allowed to work additional hours in order to assist with the Budget Vote Election of 2020.

**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 that Part Time Library-Clerks TaShawna Isaac, and Deborah Kershaw be permitted to work over their normal 17.5 hour work week to assist with the 2020 Budget Vote Election. Their salary will be expensed from the Non – Professional salaries account 4550.01 at their current rate of pay of \$16.62 per hour, and should not exceed \$7,000.00.

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved and adopted Resolution #0001-20. The vote carried \_\_\_ yes and \_\_\_ no.

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

**Administrative Content**

**7. New Business**

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**Subject**                    **7.1 Resignation Resolution #0018-20**



Meeting Feb 19, 2020 - Regular Meeting  
 Category 7. New Business  
 Type

Mount Vernon Public Library  
 Board of Trustees  
 Resolution # 0018-20

**A RESOLUTION TO ACCEPT EMPLOYEE RESIGNATION**

**WHEREAS**, the Administration 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 accepted the resignation of:  
 Juan Jaramillo, the Full-time Chief Accountant Clerk for the Administrative office. This resignation is effective as of February 12, 2020.

The Board has this item to review, it has not been voted on yet

**Subject 7.2 PC Pals 2020 Contract Resolution #0019-20**  
 Meeting Feb 19, 2020 - Regular Meeting  
 Category 7. New Business  
 Type

**Mount Vernon  
 Board of Trustees  
 Resolution#0019-20 (AMENDED)**

**A RESOLUTION TO ACCEPT THE PC PALS COMPUTER TRAINING CONSULTANT CONTRACT**

**WHEREAS**, the Administration of the Mount Vernon Public Library recommends the approval of the PC Pals Computer Consultant contract for training services,  
**WHEREAS**, Board of Trustees for the Mount Vernon Public Library must approve the contract,  
**NOW, THEREFORE**, be it  
**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the approval of the PC Pals Computer Consultant System Contract for a **month to month term** effective January 1, 2020 and ending **April 30, 2020**. The consultant will meet and administer program(s) training for all that are interested. The Consultant will provide a variety of programs and projects to the community. The hourly rate of pay is at \$80.00 per hour, and will work 8 hours per week totaling \$640.00 per week. The expense will come from the Library program budget line #5250.01.

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved and adopted Resolution #0019-20. The vote carried 3 yes and 0 no.

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

**Subject** 7.3 HR Consultant Resolution #0023-20

Meeting Feb 19, 2020 - Regular Meeting

Category 7. New Business

Type

**Mount Vernon Public Library**

**Board of Trustees**

**Resolution #0023-20**

**A RESOLUTION TO HIRE AN HR CONSULTANT**

**WHEREAS**, the Personnel Committee of the Board of Trustees recommend that an HR Consultant is retained to conduct personnel matters,

**WHEREAS**, Board of Trustee for the Mount Vernon Public Library must approve these recommendations,

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the hire of an HR consultant to provide human resources consulting support as outlined in the attached documents. The cost will be \$2,500.00 which will come from the budget line professional fees, line 6150.01. Any additional cost for consulting services will need to be presented to Board for approval.

Upon a motion made by Cathlin Gleason, seconded by Judy Williams Davis, the Board approved and adopted Resolution #0023-20. The vote carried 3 yes and 0 no.

Yea	Nay	Abstain	Trustees
_____	_____	_____	Malcolm I. Clark

X\_\_\_\_\_ Oscar Davis, Jr.  
 X\_\_\_\_\_ Judy Williams-Davis  
 X\_\_\_\_\_ Cathlin Gleason  
 \_\_\_\_\_ Tanya Southerland

## 8. Executive Session

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**Subject**                    **8.1 Resolution#0013-20**  
 Meeting                    Feb 19, 2020 - Regular Meeting  
 Category                    8. Executive Session  
 Type

**Subject**                    **8.2 Resolution#0014-20**  
 Meeting                    Feb 19, 2020 - Regular Meeting  
 Category                    8. Executive Session  
 Type

**Subject**                    **8.3 Resolution#0015-20**  
 Meeting                    Feb 19, 2020 - Regular Meeting  
 Category                    8. Executive Session  
 Type

**Subject**                    **8.4 Resolution#0016-20**  
 Meeting                    Feb 19, 2020 - Regular Meeting  
 Category                    8. Executive Session  
 Type

## 9. Correspondence

### 10. Public Expression

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**Subject**                    **10.1 Dawn C. - Friends of the Library**  
 Meeting                    Feb 19, 2020 - Regular Meeting  
 Category                    10. Public Expression  
 Type

Dawn Cancellieri :

- Introduced herself as the President of the Friends of the Library

- Starting their spring initiative for members, the membership fee is \$20.00
- Volunteers are welcome
- sponsor book sales to help raise funds the library
- some of our signage has been confusing to the public that may be interested in joining because of

**Subject** 10.2 Christopher W. - Staff/ CSEA Secretary

Meeting Feb 19, 2020 - Regular Meeting

Category 10. Public Expression

Type

Chris Williams read the following statement to the Board;

Good evening,

On Weds. January 15, 2020. The library staff in an effort to bring to light the challenges it faces working here presented both verbal and written concerns. The concerns addressed were numerous and included:

- **Debilitating micromanagement – Requesting circulation stats on the self-checkout machines (during the board meeting) was an intended jab directed towards the head of circulation. Such requests of stats are done by a director to the head of departments and not a function of the Board President’s to use as a threat.**
- **Creating a hostile work environment – Tonight’s display of the Board President immediately calling for executive session, as pictures were taken of him by the Union president. While this same action of picture taking by the board president without the staff member (I, Christopher Williams) knowledge was deemed acceptable by the Trustees present in the December 18<sup>th</sup> board meeting. The reasoning for this allowance was that I am a public servant and that isn’t deemed unlawful, though It is invasive especially when a bad picture is taken.**
- **Sexual Harassment**
- **Bullying and Intimidation of staff – Example given tonight with the Board President telling the head of circulation, “That I worked hard to give you the promotion” and “you didn’t have to take it (the position.” These words were spoken during the board meeting (February 19<sup>th</sup>) while the two other Trustees members in attendance did nothing to stop this attack on the employee nor was the Board President admonished for his comments. It isn’t noted that Mrs. Hackett had to earn the degree, pay the tuition and have a job performance worthy of the promotion. Only that his benevolence and generosity were the reasons for the promotion.**
- **Questionable hiring practices**
- **Not adhering to the NY State Trustee handbook as it refers to the role of a library trustee**

After our appeal to the Board of Trustees, the Board President assured those in attendance that there would be a fresh start. He shared he was not aware of these allegations and then lauded all the accomplishments he has done for the library apparently single handedly. However, this has not stopped, and the micromanagement continues, the hostile workplace is still present.

We are asking this board what has been done to end this reign of terror? This presidency has cast a dark cloud upon the library. As a trustee, we hope that you have the wellbeing of the staff in your hearts as the staff is the heart of this library. ask you to have a thorough investigation to all that we

alleged at the last board meeting. While the submissions were anonymous, there are staff who are brave enough to come forward to testify to this board even with the fear of retaliation.

The actions of this board have become a liability to this library. In all my years here as an employee, I have never heard of calls of investigations to the actions of the board of trustees. We must believe this is not what this board wants. Staff is intimidated, stressed and worn down but their resolve is absolute in that they will do whatever it takes to bring to light the current work conditions at this library.

**The time has come for the other board members to be heard concerning the actions of the Board President. As officials, you have the authority to out vote him at every instance. Tonight we see 2 seats empty of board members who need be here. Two seats were empty in the January 15<sup>th</sup> Board meeting, but there is one seat that is never empty, the seat of the person who's voice is a constant, in the day to day activity of this library. It's time for the other elected officials of this board to step up and be heard. One more warning that I give to you now; that come the next board meeting when you have your new director in his seat we will be here! You have spoken to your new director and have given him your views of the library. We will be here next meeting and give him ours!**

## **11. Item to Review**

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**Subject**                    **11.1 2020 Holiday Closing Schedule**

Meeting                    Feb 19, 2020 - Regular Meeting

Category                    11. Item to Review

Type

Will the library close Friday 7/3/20 OR Monday 7/6/20 in observance of the 4th of July

Most companies are giving off that Friday 7/3/20 as well as the 4<sup>th</sup>

Approval needed to post on the website

Holiday schedule is attached

## **12. Meeting Closing**

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**Subject**                    **12.1 Adjournment**

Meeting                    Feb 19, 2020 - Regular Meeting

Category                    12. Meeting Closing

Type

The Regular meeting of Wednesday February 19, 2020 adjourned at 8:55 p.m. The vote carried 3 yes, 0 no.