



**Wednesday, February 20, 2019
Regular Meeting**

**Wednesday
6:30
Trustees' Room**

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Feb 20, 2019 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

The Regular meeting for Wednesday February 20, 2019 was called to order at 6:45 p.m. by Trustee Oscar Davis, J.r.

Subject **1.2 Roll Call**

Meeting Feb 20, 2019 - Regular Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees present:
Malcolm I. Clark (arrived at 6:50 pm), Oscar Davis Jr., Judy Williams-Davis (arrived at 6:50 P.M.), Cathlin Gleason, and

Tanya Southerland was absent

Also present: Doris Hackett, Catherine Webb; library staff, Gary Newman; (CSEA union president), Jose Alvelo; Treasurer, Evania Thompson; Director, and Doreen McQueen; Administrative Assistant.

Subject **1.3 Pledge of Allegiance**

Meeting Feb 20, 2019 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

The pledge of allegiance was led by Judy Williams- Davis.

Subject **1.4 Acceptance of Agenda**

Meeting Feb 20, 2019 - Regular Meeting

Category 1. Meeting Opening

Type Action

Recommended Action Motion to approve the agenda

Upon a motion made by Cathlin Gleason, seconded by Malcolm Clark, the Board approved the agenda for the Regular meeting of Wednesday 2/20/19 and review the items as they are approached.

2. Correspondence

Subject **2.1 Correspondence**

Meeting Feb 20, 2019 - Regular Meeting

Category 2. Correspondence

Type

No correspondence received

3. Period of Public Expression

Subject **3.1 Public Expressions**

Meeting Feb 20, 2019 - Regular Meeting

Category 3. Period of Public Expression

Type

4. Directors Report

Subject **4.1 Directors Report**

Meeting Feb 20, 2019 - Regular Meeting

Category 4. Directors Report

Type

File Attachments
[Director's Report February 2019.pdf \(443 KB\)](#)

5. Old Business

Subject **5.1 PC Pals Contract Resolution#0001-19**

Meeting Feb 20, 2019 - Regular Meeting

Category 5. Old Business

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the PC Pals Computer Consultant contract for training services,

**Mount Vernon
Board of Trustees
Resolution#001-19**

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

WHEREAS, the Director 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 one year term effective June 2018 through June 2019. 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 \$70.00 per hour, and will work 8 hours per week totaling \$560.00 per week. The expense will come from the Library program budget line #5250.01.

This contract for this resolution must be review by the attorney. This resolution will be re-presented to the Board at a special meeting.

Subject 5.2 Arts Alive Grant Resolution #0004-19(A) Comic Con Amended

Meeting Feb 20, 2019 - Regular Meeting

Category 5. Old Business

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board, that they approve the Amended ArtsWestchester - Arts Alive project grant 2019 to be used for the Mount Vernon Public Library’s Comic Expo 2019,

MOUNT VERNON PUBLIC

LIBRARY

BOARD OF TRUSTEES

RESOLUTION #0004-19A

AMENDED

**ARTS-WESTCHESTER, ARTS ALIVE PROJECT GRANT 2019 FOR
MVPL’s COMIC EXPO 2019 AMENDMENT**

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board, that they approve the Amended ArtsWestchester - Arts Alive project grant 2019 to be used for the Mount Vernon

Public Library’s Comic Expo 2019,

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 Amended ArtsWestchester - Arts Alive project grant 2019 in the amounts of \$1,800 and an additional \$825 totaling \$2,625.00 to be used for the 2019 Comic Con event budget line #4335.01 ArtsWestchester.

Upon a motion made by Cathlin Gleason, seconded by Malcolm Clark, the Board approve and adopted resolution #0004-19A. The vote carried 4 yes and 0 no.

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

| | |
|--------------------|---|
| Subject | 5.3 Web Developer contract Resolution#0006-19 Fredi B Design |
| Meeting | Feb 20, 2019 - Regular Meeting |
| Category | 5. Old Business |
| Type | Action |
| Recommended Action | WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board, that they approve the maintenance contract for one year with Website Developer Sean Smith of Fredi B Design |

MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
RESOLUTION #0006-19

MAINTENANCE CONTRACT FOR WEBSITE DEVELOPER SEAN SMITH OF FREDI B DESIGN

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board, that they approve the maintenance contract for one year with Website Developer Sean Smith of Fredi B Design

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 maintenance contract in the amount of \$130.00 per month for 12 months for the agreed upon services to be expensed from budget line #5200.01 (new and cutting edge technology).

This resolution has been pulled, until it has been reviewed by the technology committee, some items in the contract we do not need.

6. Committee Reports

Subject **6.1 Bargaining Committee**

Meeting Feb 20, 2019 - Regular Meeting

Category 6. Committee Reports

Type

No report given

Subject **6.2 Building & Grounds Committee**

Meeting Feb 20, 2019 - Regular Meeting

Category 6. Committee Reports

Type

Trustee Davis reported:

- they are ready to move forward with the security cameras- there should have been a resolution tonight for this! Why isn't it here.
- the elevator is almost complete
- the roof issue maybe a pipe problem, the roof will be check again and another infrared light test will be performed
- B&G met with NY Power Authority, they will replace all the lighting and hvac systems, this is a 1.4 million dollar project, Jose the treasurer will provide a plan to find the funding

Subject **6.3 Election Committee**

Meeting Feb 20, 2019 - Regular Meeting

Category 6. Committee Reports

Type

Evania Thompson reported:

- she has prepared a draft budget calendar for the dates and sent it to the attorney to review, she was instructed by the attorney to present a tax cap resolution for this meeting as a measure of protection
- Ms. Shirley Irons will be the clerk of the works and Ms. Deborah Kershaw will work as her assistant

Subject **6.4 Finance Committee**

Meeting Feb 20, 2019 - Regular Meeting

Category 6. Committee Reports

Type

Cathlin Gleason reported:

- we are still going through an audit
- reviewing the issue of the building ownership and the title
- the lawyer (G. Grant) will be assisting with the title research
- The budget # must be in by the next finance meeting

Subject **6.5 Marketing Committee**

Meeting Feb 20, 2019 - Regular Meeting

Category 6. Committee Reports

Type

Jusdy Williams-Davis reported:

- the committee is working on the contract
- small setback on the PR person,
- looking for a long term goal is to find a person that can really brand the library

Subject **6.6 Personnel Committee**

Meeting Feb 20, 2019 - Regular Meeting

Category 6. Committee Reports

Type

no report given

Subject **6.7 Policy & Governance Committee**

Meeting Feb 20, 2019 - Regular Meeting

Category 6. Committee Reports

Type

Malcolm Clark reported:

- a draft handbook has been created

it includes draft policies such as, social media, code of ethics, dress codes, overtime it is expected to grow

Cathlin Gleason stated- through our insurance there is free legal assistance for documents and perhaps they should review the handbook
It was also mentioned that the insurance company review the evaluation form as well

Subject **6.8 Strategic Planning Committee**

Meeting Feb 20, 2019 - Regular Meeting

Category 6. Committee Reports

Type

Subject **6.9 Technology Committee**

Meeting Feb 20, 2019 - Regular Meeting

Category 6. Committee Reports

Type

Oscar Davis Jr. reported:

It was expressed to the director that he is not happy with the patrons not being able to print, and directed the question to her has the problem been fixed? What took so long?

The director responded yes.

The questioned was asked to the director, " what is the problem with the apple tv?

The director responded she will have an update for him

7. Finance

Subject **7.1 BOT Report - Jose Alvelo**

Meeting Feb 20, 2019 - Regular Meeting

Category 7. Finance

Type

Jose gave a verbal finance report

Subject **7.2 Funds Transfer Resolution#0025-19**

Meeting Feb 20, 2019 - 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.

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES FUNDS TRANSFER
RESOLUTION #0025-19**

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 \$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 Malcolm Clark, the Board approve and adopted resolution #0025-19. The vote carried 4 yes and 0 no.

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

| | |
|--------------------|---|
| Subject | 7.3 Check Signing Resolution #0026-19 |
| Meeting | Feb 20, 2019 - Regular Meeting |
| Category | 7. 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. |

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES**

CHECK SIGNING**RESOLUTION #0026-19**

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 February 20, 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 14099-14140, 14142-14143 totaling \$157,214.73. After grouping these checks according to their respective purpose, a total of \$3,289.04 was for Book expenses, \$3,351.60 was for Audio Visual expenses, \$534.50 was for Periodicals expenses, \$297.50 was for New Technology, \$3,042.31 was for Program expenses-MV, \$427.59 was for Supplies expenses-Main, \$6,875.76 was for Computer Equip. expense- Main, \$176.09 was for Telephone Telecommunication expenses, \$643.00 was for WLS Terminal expenses, \$445.25 was for Postage expenses, \$15.08 was for Professional Meeting-MV, \$87.14 was for Conferences, \$18.91 was for Staff Training & Development, \$240.56 was for Equipment Maintenance expenses-MV, \$500.00 Memberships Exp., \$3,269.00 was for Professional fees, \$4,917.36 was for Fuel expenses-MV, \$175.00 was for Repairs to Building exp., \$18,151.96 was for Security Guard expenses, \$2,576.39 was for Service Contract expense-MV, \$744.81 was for Miscellaneous Building expense-MV, \$42,258.68 was for Insurance exp.- MV, \$63,085.33 was for Hospital & Medical Insurance exp., \$2,091.87 was for Dental.

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 Malcolm Clark, the Board approve and adopted resolution #0026-19. The vote carried 4 yes and 0 no. **Check #14141 was removed for this check signing resolution and will be presented at a special meeting.**

Yea Nay Abstain Trustees

X _____ Malcolm I. Clark

X _____ Oscar Davis, Jr.

X_____ Judy Williams-Davis

X_____ Cathlin Gleason

_____ Tanya Southerland

Subject 7.4 Check Signing Resolution #0030-19

Meeting Feb 20, 2019 - Regular Meeting

Category 7. 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.

MOUNT VERNON PUBLIC

LIBRARY

BOARD OF TRUSTEES

CHECK SIGNING RESOLUTION #0030-19

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 a check to a third party, dated February 20, 2019 from the Restricted Construction Fund for Suburban Construction, 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 #14144 totaling \$43,380.00.

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

The Administration has reviewed the check and related underlying documentation and certify that the check has been prepared in accordance with such documentation, for the amount of the related invoice and that such expenditure is solely for Library purposes.

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 Cathlin Gleason, seconded by Judy Williams-Davis, the Board adopted and approved Resolution#0030-19. The vote carried 4 yes and 0 no.

Yea Nay Abstain Trustees

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

Subject 7.5 ADP Time & Attendance Discussion

Meeting Feb 20, 2019 - Regular Meeting

Category 7. Finance

Type

8. New Business

Subject 8.1 GiveGab Donation Resolution#0019-19

Meeting Feb 20, 2019 - Regular Meeting

Category 8. New Business

Type Action

Recommended Action WHEREAS, the Director of Mount Vernon Public Library recommends to the Board to accept the monetary donations processed on GiveGab Giving Platform on behalf of the Library. A list of donors and itemized amounts is hereto attached totaling \$5,463.00.

**Mount Vernon Public Library
Board of Trustees
Board Resolution # 0019-19**

A RESOLUTION TO ACCEPT THE GIVEGAB DONATIONS

WHEREAS, the Director of Mount Vernon Public Library recommends to the Board to accept the monetary donations processed on GiveGab Giving Platform on behalf of the Library. A list of donors and itemized amounts is hereto attached totaling \$5,463.00. These funds are solely for the Teen lab project.

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve this recommendation, in order for the Library to deposit funds into Contribution Account at Sterling National Bank account #1203301401.

NOW THEREFORE BE IT RESOLVED THAT the Board of MVPL enter into the agreement to accept the donated funds on behalf of MVPL.

Subject 8.2 Donation Thru Network Resolution #0020-19

Meeting Feb 20, 2019 - Regular Meeting

Category 8. New Business

Type Action

Recommended Action WHEREAS, the Director of Mount Vernon Public Library recommends to the Board to accept the monetary donations processed through network for Good /Facebook on behalf of the Library. A list of donors checks and amounts is hereto attached totaling \$595.00

**Mount Vernon Public Library
Board of Trustees
Board Resolution # 0020-19**

A RESOLUTION TO ACCEPT THE ANONYMOUS DONATIONS THRU NETWORK FOR GOOD- FACEBOOK

WHEREAS, the Director of Mount Vernon Public Library recommends to the Board to accept the monetary donations processed through network for Good /Facebook on behalf of the Library. A list of donors checks and amounts is hereto attached totaling \$595.00 these funds are solely for the Teen lab and is the effort and work of former Trustee Brian Johnson.

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve this recommendation, in order for the Library to deposit funds into Contribution Account at Sterling National Bank account #1203301401.

NOW THEREFORE BE IT RESOLVED THAT the Board of MVPL enter into the agreement to accept the donated funds on behalf of MVPL.

Upon a motion made by Malcolm Clark, seconded by Cathlin Gleason, the Board adopted and approved Resolution#0020-19. The vote carried 4 yes and 0 no.

Yea Nay Abstain Trustees

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

Subject 8.3 Budget Calendar Resolution#0021-19

Meeting Feb 20, 2019 - Regular Meeting

Category 8. New Business

Type Action

**Mount Vernon Public Library
Board of Trustees
Board Resolution # 0021-19**

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 2019 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 2019.

This item was presented only for review, the Board will vote at a later date.

| | |
|--------------------|--|
| Subject | 8.4 Clerk of the Works Resolution#0028-19 S. Irons |
| Meeting | Feb 20, 2019 - Regular Meeting |
| Category | 8. New Business |
| Type | Action |
| Recommended Action | WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes, |

Mount Vernon Public Library
Board of Trustees
Resolution #0028-19

A RESOLUTION TO ACCEPT THE CONTRACT FOR THE TEMPORARY APPOINTMENT OF SHIRLEY IRONS AS CLERK OF THE WORKS

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 personnel changes of:

Shirley Irons, as temporary, Clerk of the Works for the election cycle. She will be paid as a library clerk, at a salary of \$17.00 per hour. She will work at no less than 17 hours a week. Her salary will be expensed from the Non-Professional salary account 4550.01 and is not to exceed \$4,500. She will handle all clerical responsibilities including document productions, mailings, arrangement of equipment delivery, printing of ballots, and other assigned duties having to do with the budget and the trustee election.

The Board is not please with the wording of the resolution/ contract. The resolution should refer to a flat rate fee not to exceed a set dollar amount an not hourly. The attorney should also review the contract.

Subject 8.5 Clerk of the Works Assistant Resolution#0029-19 K. Kershaw

Meeting Feb 20, 2019 - Regular Meeting

Category 8. New Business

Type Action

Mount Vernon Public Library
Board of Trustees
Resolution #0029-19

A RESOLUTION TO ACCEPT THE TEMPORARY APPOINTMENT OF DEBORAH KERSHAW AS ASSISTANT TO THE TEMPORARY CLERK OF THE WORKS

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 personnel changes of:

Deborah Kershaw, as temporary assistant to the Temporary Clerk of the Works for the election cycle. She will be paid at 17 hours per week at a salary of \$17. 00 per hour. Her salary will be expensed from the Non-Professional salary account 4550.01 and is not to exceed \$4,000. She will assist in all clerical responsibilities including document productions, mailings, arrangement of equipment delivery, printing of ballots, and other assigned duties having to do with the budget and the trustee election.

Tabled until the clerk of the works resolution #0028-19 is resolved. The hourly rate should be changed to a flat rate to complete the assignment.

Subject 8.6 Tax Cap Resolution#0032-19

Meeting Feb 20, 2019 - Regular Meeting

Category 8. New Business

Type Action

MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
RESOLUTION#0032-19

At a duly called meeting of the Board of Trustees of the Mount Vernon Public Library, held on February 20, 2019, upon a motion made by Cathlin Gleason and seconded by Judy William-Davis the following resolution was considered

RESOLVED that, pursuant to General Municipal Law § 3-c(5), the Board of Trustees of the Mount Vernon Public Library overrides, for the purpose of the Mount Vernon Public Library 2019-20 Fiscal Year budget, the tax levy limit imposed by Municipal Law §3-c(3).

Dated: February 20, 2019

Judy Williams-Davis
Secretary

Vote: In Favor 4
Opposed: 0
Abstentions: 0

9. Personnel

| | |
|--------------------|---|
| Subject | 9.1 Step Increase Resolution #0010-19 S. Dugaw |
| Meeting | Feb 20, 2019 - Regular Meeting |
| Category | 9. Personnel |
| Type | Action |
| Recommended Action | WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change, |

Mount Vernon Public Library
Board of Trustees
Resolution #0010-19

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

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:

Susi Dugaw, Librarian I – Step 2, effective January 1, 2019 due for step increase. Her new step is at step 3 with a salary wage of \$57,059. Her salary will be paid out of the account 4501.01 Salaries – Professional.

Upon a motion made by Judy Williams-Davis, seconded by Malcolm Clark, the Board adopted and approved Resolution#0010-19. The vote carried 4 yes and 0 no.

Yea Nay Abstain Trustees

X_____ Malcolm I. Clark

X_____ Oscar Davis, Jr.

X _____ Judy Williams-Davis

X _____ Cathlin Gleason

_____ Tanya Southerland

Subject 9.2 Step Increase Resolution #0011-19 T. Blackman

Meeting Feb 20, 2019 - Regular Meeting

Category 9. Personnel

Type Action

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

**Mount Vernon Public Library
Board of Trustees
Resolution # 0011-19**

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

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:

Tisha Blackman, Library Clerk-Step 2, effective January 1, 2019 due for step increase. Her new step is at step 3 with a salary wage of \$39,065. Her salary will be paid out of the account 4550.01 Salaries – Non-Professional.

Upon a motion made by Judy Williams-Davis, seconded by Malcolm Clark, the Board adopted and approved Resolution#0011-19. The vote carried 4 yes and 0 no.

Yea Nay Abstain Trustees

X _____ Malcolm I. Clark

X _____ Oscar Davis, Jr.

X _____ Judy Williams-Davis

X _____ Cathlin Gleason

_____ Tanya Southerland

Subject 9.3 Step Increase Resolution #0013-19 S. Griffith

Meeting Feb 20, 2019 - Regular Meeting

Category 9. Personnel

Type Action

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

Mount Vernon Public Library
Board of Trustees
Resolution #0013-19

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

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:

Scott Griffith, Librarian III – Step 4, effective January 1, 2019 due for step increase. His new step is at step 5 with a salary wage of \$76,088. His salary will be paid out of the account 4501.01 Salaries – Professional.

Upon a motion made by Judy Williams-Davis, seconded by Malcolm Clark, the Board adopted and approved Resolution#0013-19. The vote carried 4 yes and 0 no.

Yea Nay Abstain Trustees

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

Subject 9.4 Step Increase Resolution#0014-19 D. Nelson

Meeting Feb 20, 2019 - Regular Meeting

Category 9. Personnel

Type Action

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

**Mount Vernon Public Library
Board of Trustees
Resolution #0014-19**

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

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:

Deborah Nelson, Librarian I – Step 2, effective January 1, 2019 due for step increase. Her new step is at step 3 with a salary wage of \$57,059. Her salary will be paid out of the account 4501.01 Salaries – Professional.

Upon a motion made by Judy Williams-Davis, seconded by Malcolm Clark, the Board adopted and approved Resolution#0014-19. The vote carried 4 yes and 0 no.

Yea Nay Abstain Trustees

X_____ _____ _____ Malcolm I. Clark

X_____ _____ _____ Oscar Davis, Jr.

X_____ _____ _____ Judy Williams-Davis

X_____ _____ _____ Cathlin Gleason

_____ _____ _____ Tanya Southerland

| | |
|--------------------|---|
| Subject | 9.5 Step Increase Resolution#0015-19 A.Nunez |
| Meeting | Feb 20, 2019 - Regular Meeting |
| Category | 9. Personnel |
| Type | Action |
| Recommended Action | WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change, |

Mount Vernon Public Library
Board of Trustees
Resolution # 0015-19

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

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:

Amanda Nunez, Library Clerk-Step 2, effective January 1, 2019 due for step increase. Her new step is at step 3 with a salary wage of \$39,065. Her salary will be paid out of the account 4550.01 Salaries – Non-Professional.

Upon a motion made by Judy Williams-Davis, seconded by Malcolm Clark, the Board adopted and approved Resolution#0015-19. The vote carried 4 yes and 0 no.

Yea Nay Abstain Trustees

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

Subject 9.6 Step Increase Resolution#0016-19 T. Redahan

Meeting Feb 20, 2019 - Regular Meeting

Category 9. Personnel

Type Action

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

**Mount Vernon Public Library
Board of Trustees
Resolution # 0016-19**

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

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:
 Thomas Redahan, Cleaner-Step 2, effective January 1, 2018 due for step increase. His new step is at step 3 with a salary wage of \$42,579. His salary will be paid out of the account 4650.01 Salaries – Maintenance.

Upon a motion made by Judy Williams-Davis, seconded by Malcolm Clark, the Board adopted and approved Resolution#0016-19. The vote carried 4 yes and 0 no.

Yea Nay Abstain Trustees

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

Subject 9.7 Step Increase Resolution#0017-19 N. Stepak

Meeting Feb 20, 2019 - Regular Meeting

Category 9. Personnel

Type Action

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

**Mount Vernon Public Library
Board of Trustees
Resolution # 0017-19**

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

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:

Nishan Stepak, Librarian III – Step 5, effective January 1, 2018 due for step increase. His new step is at step 6 with a salary wage of \$79,689. His salary will be paid out of the account 4501.01 Salaries – Professional.

Upon a motion made by Judy Williams-Davis, seconded by Malcolm Clark, the Board adopted and approved Resolution#0017-19. The vote carried 4 yes and 0 no.

Yea Nay Abstain Trustees

X_____ Malcolm I. Clark

X_____ Oscar Davis, Jr.

X_____ Judy Williams-Davis

X_____ Cathlin Gleason

_____ Tanya Southerland

Subject 9.8 Step Increase Resolution #0018-19 M. Wu

Meeting Feb 20, 2019 - Regular Meeting

Category 9. Personnel

Type Action

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

**Mount Vernon Public Library
Board of Trustees**

Resolution # 0018-19

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

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:

Xiao Yuan (May) Wu, Librarian II – Step 5, effective January 1, 2018 due for step increase. Her new step is at step 6 with a salary wage of \$71,781. Her salary will be paid out of the account 4501.01 Salaries – Professional.

Upon a motion made by Judy Williams-Davis, seconded by Malcolm Clark, the Board adopted and approved Resolution#0018-19. The vote carried 4 yes and 0 no.

Yea Nay Abstain Trustees

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

| | |
|--------------------|--|
| Subject | 9.9 C.Francis Resolution#0027-19 Medical Leave |
| Meeting | Feb 20, 2019 - Regular Meeting |
| Category | 9. Personnel |
| Type | Action |
| Recommended Action | WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes, |

**Mount Vernon Public Library
Board of Trustees
RESOLUTION #0027-19**

A RESOLUTION TO APPROVE CHRISTOPHER FRANCIS MEDICAL LEAVE OF ABSENCE

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 medical leave of absence for Christopher Francis beginning January 3, 2019 through January 18, 2019 a total of 10 working days. Mr. Francis has accumulated sufficient sick time to cover his 10 days of medical leave.

This resolution has been Tabled. It will not be presented again to the Board

| | |
|----------------|--|
| Subject | 9.10 Extra Hours Resolution #0031-19 J.Williams |
| Meeting | Feb 20, 2019 - Regular Meeting |
| Category | 9. Personnel |
| Type | Action |

Mount Vernon Public Library
Board of Trustees
Resolution # 0031-19

RESOLUTION TO APPROVE EXTRA WORK HOURS FOR LIBRARY-AIDE JAMICE WILLIAMS TO DO MENDING

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that in order to do mending, Jamice Williams will work 22 and one half hours a week, instead of 17 and a half hours a week, every week for the next three months

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 Library-Aide Jamice Williams, in order to do mending, will work 22 and one half hours a week, every week for the next three months, after which there will be a review of her progress for the possibility of renewal for another three months. Her salary will be expensed from the Non – Professional salaries account 4550.01 at her current rate of pay - \$12.10 per hour. Effective date is February 21, 2019. Not to exceed \$3,300.

Upon a motion made by Cathlin Gleason, seconded by Malcolm Clark, the Board adopted and approved Resolution#0031-19. The vote carried 4 yes and 0 no.

Yea Nay Abstain Trustees

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

10. Executive Session (If Needed)

Subject **10.1 Advertisement**

Meeting Feb 20, 2019 - Regular Meeting

Category 10. Executive Session (If Needed)

Type

11. Upcoming Meeting Schedule

Subject **11.1 Board Committee Meeting Schedule February thru April 2019**

Meeting Feb 20, 2019 - Regular Meeting

Category 11. Upcoming Meeting Schedule

Type

Board & Committee Meetings 2019

BARGAINING COMMITTEE (to be decided)

BUILDING & GROUNDS

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

February 7th, 14th, 21st, 28th
March 7th, 14th, 21st, 28th
April 4th, 11th, 18th, 25th

ELECTION COMMITTEE (to be decided)

FINANCE COMMITTEE

Meets every 1st Monday of the Month at 5:30 P.M.

February 4th
March 4th
April 1st

PERSONNEL & POLICY & GOVERNANCE COMMITTEE



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

February 26th
March 5^h, 12th, 19th, 26th
April 2nd, 9th, 16th, 23rd, 30th

WORKING BOARD OF TRUSTEE

Meets every 2nd Monday of the Month at 6:30 P.M.

February 11th
March 11th
April 18th

MARKETING COMMITTEE



Meets the 2nd & 4th Thursday of the Month

February 28th
March 14th, 28th
April 11th, 25th

TECHNOLOGY COMMITTEE

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

February 7th, 14th, 21st, 28th
March 7th, 14th, 21st, 28th
April 4th, 11th, 18th, 25th

REGULAR BOARD MEETING

Meets every 3rd Wednesday of the Month at 6:30 P.M.

February 20th
March 20th
April 17th

12. Meeting Closing

Subject **12.1 Adjournment**

Meeting Feb 20, 2019 - Regular Meeting

Category 12. Meeting Closing

Type

Meeting adjourned at ____ p.m.