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.
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

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No correspondence received

### 3. Period of Public Expression

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### 4. Directors Report

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File Attachments

- Director's Report February 2019.pdf (443 KB)

### 5. Old Business

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<th>Subject</th>
<th>5.1 PC Pals Contract Resolution#0001-19</th>
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<td>5. Old Business</td>
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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

6.1 Bargaining Committee
Meeting: Feb 20, 2019 - Regular Meeting
Category: 6. Committee Reports
Type: No report given

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

6.2 Building & Grounds Committee
Meeting: Feb 20, 2019 - Regular Meeting
Category: 6. Committee Reports
Type: No report given

6.3 Election Committee
Meeting: Feb 20, 2019 - Regular Meeting
Category: 6. Committee Reports
Type: No report given

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
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

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

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
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

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<th>7.1 BOT Report - Jose Alvelo</th>
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Jose gave a verbal finance report

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<th>Subject</th>
<th>7.2 Funds Transfer Resolution#0025-19</th>
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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.
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**
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.
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

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.
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
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.

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 pleased 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.
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.
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, 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,
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.
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.
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

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,
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)
11. Upcoming Meeting Schedule

**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 5th, 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.
MARKETING COMMITTEE

Meets the 2\textsuperscript{nd} & 4\textsuperscript{th} Thursday of the Month

February 28\textsuperscript{th}
March 14\textsuperscript{th}, 28\textsuperscript{th}
April 11\textsuperscript{th}, 25\textsuperscript{th}

TECHNOLOGY COMMITTEE

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

February 7\textsuperscript{th}, 14\textsuperscript{th}, 21\textsuperscript{st}, 28\textsuperscript{th}
March 7\textsuperscript{th}, 14\textsuperscript{th}, 21\textsuperscript{st}, 28\textsuperscript{th}
April 4\textsuperscript{th}, 11\textsuperscript{th}, 18\textsuperscript{th}, 25\textsuperscript{th}

REGULAR BOARD MEETING

Meets every 3\textsuperscript{rd} Wednesday of the Month at 6:30 P.M.

February 20\textsuperscript{th}
March 20\textsuperscript{th}
April 17\textsuperscript{th}

12. Meeting Closing

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<thead>
<tr>
<th>Subject</th>
<th>12.1 Adjournment</th>
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<tbody>
<tr>
<td>Meeting</td>
<td>Feb 20, 2019 - Regular Meeting</td>
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<tr>
<td>Category</td>
<td>12. Meeting Closing</td>
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<tr>
<td>Type</td>
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<tr>
<td></td>
<td>Meeting adjourned at ____ p.m.</td>
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