



**Wednesday, January 16, 2019  
Regular Meeting**

**Wednesday  
6:30  
Trustees' Room**

## **1. Meeting Opening**

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

Meeting                    Jan 16, 2019 - Regular Meeting

Category                    1. Meeting Opening

Type                        Procedural

The meeting was called to order at 6:39 p.m by Trustee Oscar Davis Jr.

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

Meeting                    Jan 16, 2019 - Regular Meeting

Category                    1. Meeting Opening

Type                        Action, Procedural

Trustees Present:

Malcolm I. Clark (arrived 6:42pm), Judy Williams-Davis (arrived 7:56pm), Cathlin Gleason, Tanya Southerland, and Oscar Davis, Jr.

Also present: Cheryl Thomas, Scott Griffith, Maxine Grandison, Amanda Nunez, Debbie Harris, Carol White, Cheryl Berent, Deborah Nelson, Doris Hackett, Deborah Kershaw, Doris (Lori) Summers, Mary Dolberry, Marriss Moorehead, Tisha Blackman, Ebony Harris; Library staff, Gary Newman; CSEA Union President, Charlotte Schachter; Friends of the Library, Jose Alveo; Treasurer, Juan Jaramillo; Chief Accountant Clerk, and Doreen McQueen; Administrative Assistant.

Evania Thompson( Director) was absent.

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

Meeting                    Jan 16, 2019 - Regular Meeting

Category                    1. Meeting Opening

Type                        Procedural

Pledge of Allegiance was led by Tanya Southerland.

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

Meeting                    Jan 16, 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 Tanya Southerland, the Board approved the agenda for the Regular meeting of Wednesday January 16, 2019. The vote carried 3 yes and 0 no.

## **2. Correspondence Recieved**

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**Subject**                    **2.1 Mailed letter - Family of Mr. Jason T. Smith**

Meeting                    Jan 16, 2019 - Regular Meeting

Category                    2. Correspondence Recieved

Type

The letter from Jason T. Smith family was read aloud by Doreen McQueen; administrative assistant.

<p>File Attachments  <a href="#">Smith Family Mailed Correspondence 01142019.pdf (1,328 KB)</a></p>
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## **3. Period of Public Expression**

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**Subject**                    **3.1 The public expressions**

Meeting                    Jan 16, 2019 - Regular Meeting

Category                    3. Period of Public Expression

Type

**Carol White**- Read from a written statement, her letter has been uploaded for public record

**Maxine Grandison**- Since NYS Supreme court stated we should have been paid, how does that help us if the money is being used to pay for lawyers. I would like to know why?

**Scott Griffith**- Acknowledged Trustee William- Davis and Trustee Davis for attending the children room's programs and would like to know why the other board members do not attend.

**Marissa Morehead**- stated she is in total agreement with all statements given by her fellow co-workers. The Board is here to run for the people, and she asked that the Board re-consider their stance from the past and work on behalf of the staff and not against us and be committed to the oath and be compliant to it.

**Mary Dolberry-** questioned? Has the Board taking a walk around to see the bad conditions. Patrons complain that the environment is bad and the conditions are not safe, and what is going on with the leaks?

**Deborah Kershaw-** questioned? When will the elevator be fixed? What's going on with the raises, no one has received on. They need their money, it's been approved for them, if they had their money it would change the morale.

**Amanda Nunez-** I am in complete agreement with my colleagues. I speak for myself, when I say I don't see active board members to follow up in the departments to see how every department works, by not doing so it creates a lack of trust.

### **Trustees Responses:**

**Trustee Cathlin Gleason: Scott** your statement is offensive because I try to attend all events. (Scott apologies, and stated Trustee Gleason does attend his programs).

**Cheryl,** the Board did not miss the meeting to negotiate we were notified that morning at 7am that the Union LRS Rep. was sick and wanted to reschedule. I reached out To Cathy Webb in regards to doing something for the staff for the holiday but it was not enough time.

(Staff questioned) when was Cathy notified? Trustee Gleason stated December 12th.

**Carol,** I don't understand why you feel you can't speak! Everyone employed has a right to speak, you have a voice. If there are issue around the building put it in writing and make a report and B&G amd maintenance should be notified.

**Maxine,** I will follow up on the agreement

**Deborah K.,** the elevator is finished, it must be evaluated for safety, we thought it would be finished early we are waiting for the city to do the inspection. The We are not allowed to talk about the negotiation in details because of a blackout. The Board wanted this done before Christmas. The funds are secured and can not be touched. The money was not given back. I promise you that the settlement will be good. We want the library staff to be happy, this is what our intentions are.

### **Trustee Malcolm Clark:**

Thank you for coming out. I see the conditions around the building that you mentioned and building and grounds are working on them. Staff morale is important and I support the union. **Scott,** it is difficult for me to attend all programs but I can and I do try to speak to the staff. We are a new board and we are trying to get a grip on everything.

Trustee Tanya Southerland: Happy New Year, I will admit, I've been re-missed. I'm always bragging about the library and the events. I promise to do more and be mor engaged. This is a volunteered position, but I love the library and I apologize and the other trustees are putting in more time, but I will do more as my schedule permits. I echo the issues of money, people need to make a living. We want this settle in a civil, we want to move with a greater purpose. Overall, I want to say I hear you, I echo the sentiment of the part-timers, the library family all have a say, use your voice.

Trustee Gleason stated that B&G has implemented a weekly meeting every week at 5:30 pm, you are all welcome to come and bring your building concerns.

**Trustee Oscar Davis:** Good evening. I ran for office, I never close the door to talk to anyone. The union has put up a blackout. You were informed that there was a meeting on Monday January 14, 2019. We received an email at 7am canceling. The elevator is in the works, we know the leaks, the lawyer was notified, and they will begin soon working on the roof.

Part- timer, you have a right to come, you have a right to voice your concerns. We have seen improvements, we have to make sure you're happy, and I believe there has been great improvement.

#### 4. Directors Report

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**Subject**                    **4.1 Director's Report**

Meeting                    Jan 16, 2019 - Regular Meeting

Category                    4. Directors Report

Type

The director report was not reviewed in her absence.

<p>File Attachments  <a href="#">Director's Report For January 2019.docx (95 KB)</a></p>
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#### 5. Committee Reports

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**Subject**                    **5.1 Bargaining Committee Report**

Meeting                    Jan 16, 2019 - Regular Meeting

Category                    5. Committee Reports

Type

Trustee Gleason reported in absence of the Chairperson ( Trustee Judy Williams-Davis) The bargaining meeting scheduled this past Monday January 14, 2019 was canceled, due to CSEA representation being ill, awaiting a new date.

**Subject**                    **5.2 Building & Grounds Committee Report**

Meeting                    Jan 16, 2019 - Regular Meeting

Category                    5. Committee Reports

Type

**Subject**                    **5.3 Election Committee Report**

Meeting                    Jan 16, 2019 - Regular Meeting

Category                    5. Committee Reports

Type

The election committee has not been formed yet.

**Subject**                    **5.4 Finance Committee Report**

Meeting Jan 16, 2019 - Regular Meeting  
Category 5. Committee Reports  
Type

Cathlin Gleason reported:

The finance committee did not meet due to scheduling issues, Jose will report on the audit update and all communications with auditors should include Trustee Gleason and Trustee Davis.

The library switched insurance brokers, which increased coverage for less money. Jose will meet with the director in regard to budget and the needs of each department.

**Subject 5.5 Marketing Committee Report**

Meeting Jan 16, 2019 - Regular Meeting  
Category 5. Committee Reports  
Type

No report

**Subject 5.6 Personnel Committee Report**

Meeting Jan 16, 2019 - Regular Meeting  
Category 5. Committee Reports  
Type

Personnel matters will be discussed during executive session.

**Subject 5.7 Policy & Governance Committee Report**

Meeting Jan 16, 2019 - Regular Meeting  
Category 5. Committee Reports  
Type

Trustee Clark reported:

The committee will be working with the director on a consent agenda. A consent agenda is when you have items that will be presented and review before the regular meeting to hammer out any issues. This method will allow the regular meeting to run smoother and more efficient.

Also the committee will be working on policies such as; sick leave, doctor notes, librarian in charge, and Board polices.

**Subject 5.8 Strategic Planning Committee Report**

Meeting Jan 16, 2019 - Regular Meeting  
Category 5. Committee Reports

Type

**Subject**                    **5.9 Technology Committee**

Meeting                    Jan 16, 2019 - Regular Meeting

Category                    5. Committee Reports

Type

Trustee Davis reported:

- a) New computers are being installed, we are moving away from WLS
- b) The library has applied for e-rates, this is the last year we can apply
- c) looking to install; cameras inside and outside for safety of the staff and patrons
- d) looking to invest in key cards for staff entry in secure areas of the building

## **6. Finance**

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**Subject**                    **6.1 BOT Report - Jose Alvelo**

Meeting                    Jan 16, 2019 - Regular Meeting

Category                    6. Finance

Type

**Subject**                    **6.2 Funds Transfer Resolution #0007-19**

Meeting                    Jan 16, 2019 - Regular Meeting

Category                    6. Finance

Type

### **RESOLUTION #0007-19**

**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 Malcolm Clark, seconded by Tanya Southerland, the Board approve and adopted resolution #0007-19. The vote carried 4 yes and 0 no.

Yea    Nay    Abstain Trustees

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

**Subject**                            **6.3 Check Signing Resolution #0008-19**

Meeting                            Jan 16, 2019 - Regular Meeting

Category                            6. Finance

Type

**CHECK SIGNING RESOLUTION #0008-19**

**Amended to:**

**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 January 16, 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 14045-14071, and 14084 totaling \$53,394.09. After grouping these checks according to their respective purpose, a total of \$1,250.00 was for Prepaid expenses, \$720.00 was for Accrued expenses, \$54.93 was for Refund Books expense, \$17,779.91 was for Book expenses, \$2,757.98 was for Audio Visual expenses, \$329.50 was for Periodicals expenses, \$3,990.00 was for New Technology, \$2,062.72 was for Program expenses-MV, \$2,238.13 was for Supplies expenses-Main, \$89.99 was for Computer Software & Supp. Expenses, \$225.30 was for Telephone Telecommunication expenses, \$141.94 was for Postage expenses, \$32.63 was for Professional Meeting-MV, \$240.56 was for Equipment Maintenance expenses-MV, \$3,578 was for Fuel expenses-MV, \$43.98 was for Custodial Supplies-MV, \$3,791.55 was

for Security Guard expenses, \$6,885.49 was for Security System expense, \$4,100.93 was for Service Contract expense-MV, \$13.38 was for Miscellaneous Building expense-MV, \$2,091.87 was for Dental, \$974.85 was for Furniture exp.

**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.***

Upon a motion made by Tanya Southerland, seconded by Cathlin Gleason, the Board approve and adopted resolution #0008-19. The vote carried 5 yes and 0 no.

Yea    Nay    Abstain Trustees

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

## **7. Old Business**

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**Subject**                      **7.1 Insurance Binder Resolution #0166-18 FOA & Sons**

Meeting                      Jan 16, 2019 - Regular Meeting

Category                     7. Old Business

Type

### **A RESOLUTION TO ACCEPT THE INSURANCE QUOTES BY FOA & SONS INSURANCE BROKERS FOR DECEMBER 31, 2018 – DECEMBER 31, 2019**

#### **RESOLUTION #0166-18**

**WHEREAS**, the Treasurer for the Mount Vernon Public Library recommends to the Board to accept the insurance quotes given by FOA & Sons for December 31, 2018 - December 31, 2019 and to pay a total premium amount of \$73, 947. This premium includes: property, general liability, umbrella and cyber insurance necessary to provide complete coverage to the Library,

**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 treasurer to accept the insurance quotes given by FOA & Sons Insurance Brokers for December 31, 2018 – December 31, 2019, and to pay



a total premium amount of \$73,947 and will be expensed from budget line 7001.01 (Insurance). This change is effective immediately.

**Subject** 7.2 Check Signing Resolution #0002-19

Meeting Jan 16, 2019 - Regular Meeting

Category 7. Old Business

Type

**CHECK SIGNING RESOLUTION #0002-19**

**WHEREAS:** The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2018, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.

**FURTHERMORE:** The Administration of the MVPL has prepared a check to a third party, dated December 19, 2018, for Professional fees, which is within the approved budget for the fiscal year ending June 30, 2019. The listing for the check is attached to this Resolution, check number #14023 totaling \$2,082.50.

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

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

**THEREFORE:** It is the recommendation of the Administration of the MVPL that two signers on Board of Trustees sign all such check.

**BE IT RESOLVED:** The Board of Trustees of the Mount Vernon Public Library ("MVPL") hereby authorizes and empowers either one of the Trustees authorized to sign checks, to sign this the check delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Board President.

Upon a motion made by Tanya Southerland, seconded by Cathlin Gleason the Board approve and adopted resolution #0002-19. The vote carried 4 yes and 1 abstained.

Yea Nay Abstain Trustees

X\_\_\_\_\_ Malcolm I. Clark

\_\_\_\_\_ X\_\_\_\_\_ Oscar Davis, Jr.

X\_\_\_\_\_ Judy Williams-Davis

X\_\_\_\_\_ Cathlin Gleason

X\_\_\_\_\_ Tanya Southerland

## 8. New Business

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**Subject** 8.1 PC Pals Contract Resolution #0001-19

Meeting Jan 16, 2019 - Regular Meeting

Category 8. New Business

Type

### **A RESOLUTION TO ACCEPT THE PC PALS COMPUTER TRAINING CONSULTANT CONTRACT RESOLUTION #0001-19**

**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 resolution was pulled by the Board, it will be reviewed and re-presented at the next board meeting.**

**Subject** 8.2 ArtsWestchester Grant- Arts Alive Resolution #0003-19 (Media Mixed Mix)

Meeting Jan 16, 2019 - Regular Meeting

Category 8. New Business

Type

### **RESOLUTION #0003-19**

ARTS-WESTCHESTER, ARTS ALIVE PROJECT GRANT 2019 FOR  
MIXED MEDIA JOURNALING

**WHEREAS**, the Director of the Mount Vernon Public Library recommends to the Board, that they approve the ArtsWestchester - Arts Alive project grant 2019 for Mixed Media Journaling, March-May 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 ArtsWestchester - Arts Alive project grant 2019 in the amount of \$1,000 to be used for Mixed Media Journaling, March-May 2019 budget line #4335.01 ArtsWestchester.

Upon a motion made by Tanya Southerland, seconded by Malcolm Clark, the Board approve and adopted resolution #0003-19. The vote carried 5 yes and 0 no.

Yea    Nay    Abstain Trustees

X \_\_\_\_\_                  Malcolm I. Clark

X \_\_\_\_\_                  Oscar Davis, Jr.

X \_\_\_\_\_                  Judy Williams-Davis

X \_\_\_\_\_                  Cathlin Gleason

X \_\_\_\_\_                  Tanya Southerland

**Subject**                                  **8.3 ArtsWestchester Grant- Arts Alive Resolution#0004-19 (Comic con)**

Meeting                                  Jan 16, 2019 - Regular Meeting

Category                                  8. New Business

Type

### **RESOLUTION #0004-19**

ARTS-WESTCHESTER, ARTS ALIVE PROJECT GRANT 2019 FOR  
MVPL's COMIC EXPO 2019

#### **Amended**

**WHEREAS,** the Director of the Mount Vernon Public Library recommends to the Board, that they approve the 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 ArtsWestchester - Arts Alive project grant 2019 in the amount up to \$2,600.00 to be used for the 2019 Comic Con event budget line #4335.01 ArtsWestchester.

Upon a motion made by Tanya Southerland, seconded by Cathlin Gleason, the Board approve and adopted resolution #0004-19. The vote carried 5 yes and 0 no.

**\*The grant amended from Arts Alive given the library an additional funding has exceeded the \$2,600 amount. This resolution must be amended again to accept the grant for the**

correct donation amount of \$2,625.\*

Yea    Nay    Abstain Trustees

X\_\_\_\_\_                  Malcolm I. Clark

X\_\_\_\_\_                  Oscar Davis, Jr.

X\_\_\_\_\_                  Judy Williams-Davis

X\_\_\_\_\_                  Cathlin Gleason

X\_\_\_\_\_                  Tanya Southerland

**Subject**                                  **8.4 Creative Bug Contract Resolution #0005-19**

Meeting                                  Jan 16, 2019 - Regular Meeting

Category                                  8. New Business

Type

**RESOLUTION #0005-19**

**A RESOLUTION TO APPROVE THE CREATIVE BUG, LLC CONTRACT FOR 2019**

**WHEREAS**, the Director of the Mount Vernon Public Library recommends to the Board, that they approve a contract with Creative Bug, LLC one year

**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 a contract with Creative Bug in the amount of \$2,100 to be expensed from budget line #5250.01 (library programs).

Upon a motion made by Tanya Southerland, seconded by Malcolm Clark, the Board approve and adopted resolution #0005-19. The vote carried 5 yes and 0 no.

Yea    Nay    Abstain Trustees

X\_\_\_\_\_                  Malcolm I. Clark

X\_\_\_\_\_                  Oscar Davis, Jr.

X\_\_\_\_\_                  Judy Williams-Davis

X\_\_\_\_\_                  Cathlin Gleason

X\_\_\_\_\_                  Tanya Southerland

**Subject**                                  **8.5 Website Developer Contract Resolution #0006-19 (Sean Smith of Fredi B Design)**

Meeting Jan 16, 2019 - Regular Meeting  
 Category 8. New Business  
 Type

## **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).

The Board pulled this resolution, additional information must be provided. This item will be re-presented to the Board at a later date.

### **9. Executive Session (If Needed)**

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**Subject** 9.1 Executive Session (Personnel Resolution)

Meeting Jan 16, 2019 - Regular Meeting

Category 9. Executive Session (If Needed)

Type

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland, the Board entered into executive session at 8:21 p.m. to discuss personnel matters. The vote carried 4 yes and no.

**Subject** 9.2 Personnel Resolution#0009-19

Meeting Jan 16, 2019 - Regular Meeting

Category 9. Executive Session (If Needed)

Type

### **10. Meeting Closing**

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**Subject** 10.1 Adjournment

Meeting Jan 16, 2019 - Regular Meeting

Category 10. Meeting Closing

Type

Meeting adjourned at 9:15 p.m.