



**Wednesday, January 17, 2018
Regular Meeting**

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

1. Meeting Opening

Subject	1.1 Call To Order
Meeting	Jan 17, 2018 - Regular Meeting
Category	1. Meeting Opening
Type	Procedural

The regular meeting of Wednesday January 17, 2018 was postponed, trustees did not have a quorum to conduct this regular meeting. A special meeting will be held on Wednesday January 24, 2018.

Resolution #0005-18 the NYS 2017-2020 NYS Construction Grant Phase II will be signed by the Trustee Davis tonight Wednesday January 17, 2017 due to the item being time sensitive for grant funding.

Presentations will be the only other items presented tonight Wednesday January 17, 2018.

Subject	1.2 Roll Call
Meeting	Jan 17, 2018 - Regular Meeting
Category	1. Meeting Opening
Type	Action, Procedural

Trustee's present: Oscar Davis, Jr., Darren Morton
Trustee's absent: Cathlin Gleason, Brian Johnson, and Tanya Southerland

Also present was: Jeff Laino; NYPA (New York Power Authority), Tiffany Morris; Mt. Vernon Youth Bureau, Tamara Stewart; Patron, Gary Newman; CSEA Union President, Doris Hackett, Marissa Morehead, Elise Alpert, James Finch, Scott Griffith, Cheryl Thomas, and Cathy Webb; Library staff, Juan Jaramillo; Chief Accountant Clerk, Jose Alvelo; Treasurer, Evania Thompson; Library Director, and Doreen McQueen; Administrative Assistant.

Subject	1.3 Pledge of Allegiance
Meeting	Jan 17, 2018 - Regular Meeting
Category	1. Meeting Opening
Type	Procedural

Pledge of Allegiance led was not performed.

Subject	1.4 Acceptance of Agenda
Meeting	Jan 17, 2018 - Regular Meeting
Category	1. Meeting Opening
Type	Action
Recommended Action	Motion to approve the agenda

The regular meeting of Wednesday January 17, 2018 was postponed, trustees did not have a quorum to conduct this regular meeting. A special meeting will be held on Wednesday January 24, 2018.

2. Presentation

Subject	2.1 Presentation Presented by Leslie Alpert
Meeting	Jan 17, 2018 - Regular Meeting
Category	2. Presentation
Type	

3. Correspondence

Subject	3.1 correspondence
Meeting	Jan 17, 2018 - Regular Meeting
Category	3. Correspondence
Type	Information

A special meeting will be held on Wednesday January 24, 2018 any correspondence will be read at that time.

4. Period of Public Expression

Subject	4.1 Public Expression
Meeting	Jan 17, 2018 - Regular Meeting
Category	4. Period of Public Expression
Type	Discussion

A special meeting will be held on Wednesday January 24, 2018, public expression will be allowed at that time.

5. Director's Report

Subject **5.1 Director's Report**

Meeting Jan 17, 2018 - Regular Meeting

Category 5. Director's Report

Type Information

A special meeting will be held on Wednesday January 24, 2018, the Director's report will be given at that time.

<p>File Attachments Director's Report January 2018.pdf (394 KB)</p>
--

6. Finance

Subject **6.1 BOT Report by Jose Alvelo**

Meeting Jan 17, 2018 - Regular Meeting

Category 6. Finance

Type Information

A special meeting will be held on Wednesday January 24, 2018, the BOT by Jose Alvelo will be given at that time.

<p>File Attachments BOT Summary Budget Report - 6 Months Ending December 2017.pdf (43 KB) BOT Detail Budget Report 6 Months Ending December 2017.pdf (69 KB)</p>
--

Subject **6.2 Funds Transfer Resolution #0002-18**

Meeting Jan 17, 2018 - Regular Meeting

Category 6. Finance

Type Action

Recommended Action WHERE AS: The Mount Vernon Public Library ("MVPL") maintains a money market account at Sterling National Bank with an account number ending in 8241 for the purpose of depositing and holding the tax levy money remitted by the citizens of Mount Vernon via the Mount Vernon School District.

FURTHERMORE: The Mount Vernon Public Library ("MVPL") maintains an operating account at Sterling National Bank with an account number ending in 0601 for the purpose of dispersing various amounts in the ordinary course of business to both employees for

payroll and related costs and various amounts to third party vendors for expenses incurred each in accordance with the approved budget.

THEREFORE: It is the recommendation of the Management of the MVPL that the Board of Trustees authorize the transfer of exactly \$400,000.00 (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 \$400,000 (four hundred thousand dollars) from the Sterling National Bank MVPL Money Market account ending in 8241 into the Sterling National Bank

Submitted By: Jose Alvelo

A special meeting will be held on Wednesday January 24, 2018 at which time the Board will review and vote on the items brought before them.

Subject	6.3 Check Signing Resolution #0003-18
Meeting	Jan 17, 2018 - Regular Meeting
Category	6. Finance
Type	Action
Recommended Action	WHERE AS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2018, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.

FURTHERMORE: The Administration of the MVPL has prepared various checks to various third parties, dated January 17, 2018, as payment for goods and/or services duly received by the MVPL in the ordinary course of business, which are within the approved budget for the fiscal year ended June 30, 2018. A listing of such checks is attached to this Resolution and includes consecutive check numbers 13067-13105 totaling \$170,609.50. After grouping these checks according to their respective purpose, a total of \$3,193.48 was for Book expenses, \$3,550.51 was for Audio Visual expenses, \$269.25 was for Periodicals expenses, \$2,100.00 was for New Technology, \$1,384.06 was for Program expenses-MV, \$2,358.78 was for Supplies expenses-Main, \$538.70 was for Computer Equip. expenses, \$169.77 was for Telephone Telecommunication expenses, \$819.45 was for Office expenses, \$805.00 was for Publicity & Print expenses-MV, \$3,645.97 was for Equipment Maintenance expenses-MV, \$4,354.96 was for Professional Fees, \$6,806.04 was for Electricity expenses-MV, \$2,678.11 was for Fuel expenses-MV, \$628.30 was for Custodial Supplies-MV, \$8,723.50 was for Security Guard expenses, \$3,157.14 was for Service Contract expenses, \$2,167.71 was for Miscellaneous expense, \$58,169.46 was for Insurance expenses-MV, \$62,640.33 was for Hospital & Medical Insurance, \$2,186.40 was for Dental expenses, and \$262.58 was for Furniture & Equipment expenses.

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.

Submitted By: Jose Alvelo

A special meeting will be held on Wednesday January 24, 2018 at which time the Board will review and vote on the items brought before them.

File Attachments

Summarized Expense Allocation for checks issued on 1-5-2018.pdf (11 KB)

Check Register for checks issued on 1-17-2018.pdf (52 KB)

Check Register Documents 01172018.pdf (3,090 KB)

Subject	6.4 Check Signing Resolution #0006-18
Meeting	Jan 17, 2018 - Regular Meeting
Category	6. Finance
Type	Action
Recommended Action	FURTHERMORE: The Administration of the MVPL has prepared a check to a third party, dated January 17, 2018 as payment for Constant Contact (Annual contract renewal), which is within the approved budget for the fiscal year ending June 30, 2018. The listing for the check is attached to this Resolution, check number #13106 totaling \$875.75 for New Technology operating account #0601.

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 January 17, 2018 as payment for Constant Contact (Annual contract renewal), which is within the approved budget for the fiscal year ending June 30, 2018. The listing for the check is attached to this Resolution, check number #13106 totaling \$875.75 for New Technology operating account #0601.

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

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

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

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

Submitted by: Juan Jaramillo

A special meeting will be held on Wednesday January 24, 2018 at which time the Board will review and vote on the items brought before them.

File Attachments

Check Register for Constant Contact check no. 13106.pdf (42 KB)

7. Committee Reports

Subject **7.1 Finance Committee Report**

Meeting Jan 17, 2018 - Regular Meeting

Category 7. Committee Reports

Type

A special meeting will be held on Wednesday January 24, 2018 at which time the Finance Committee will give their report.

Subject **7.2 Building & Grounds Committee Report**

Meeting Jan 17, 2018 - Regular Meeting

Category 7. Committee Reports

Type

A special meeting will be held on Wednesday January 24, 2018 at which time the Building & Grounds Committee will give their report.

Subject **7.3 Personnel Committee Report**

Meeting Jan 17, 2018 - Regular Meeting

Category 7. Committee Reports

Type

A special meeting will be held on Wednesday January 24, 2018 at which time the Personnel Committee will give their report.

Subject **7.4 Technology Committee Report**

Meeting Jan 17, 2018 - Regular Meeting

Category 7. Committee Reports

Type

A special meeting will be held on Wednesday January 24, 2018 at which time the Technology Committee will give their report.

Subject **7.5 Policy & Governance Committee Report**

Meeting Jan 17, 2018 - Regular Meeting

Category 7. Committee Reports

Type

A special meeting will be held on Wednesday January 24, 2018 at which time the Policy & Governance Committee will give their report.

8. Old Business

Subject **8.1 Finalization of the Holiday Closing Calendar of 2018**

Meeting Jan 17, 2018 - Regular Meeting

Category 8. Old Business

Type

File Attachments
2018 LIBRARY HOLIDAY.pdf (250 KB)

9. New Business

Subject **9.1 Arts Alive Grant Resolution#0001-18**

Meeting Jan 17, 2018 - Regular Meeting

Category 9. New Business

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board, that they approve the Arts Alive grant,

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board, that they approve the Arts Alive grant,*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 Arts Alive Grant in the amount of \$2,400 to be used for the 2018 Comic Con event budget line #4335.01 ArtsWestchester.

Submitted by:Evania Thompson

A special meeting will be held on Wednesday January 24, 2018 at which time the Board will review and vote on the items brought before them.

File Attachments

[Arts Alive Correspondence for Comic Con.pdf \(245 KB\)](#)**Subject** **9.2 GiveGab Donation Resolution #0004-18**

Meeting Jan 17, 2018 - Regular Meeting

Category 9. 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

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 \$6,380.00 less bank fees & platform fees resulting in a net receipt amount of \$6,330.97*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

Submitted by: Jose Alvelo

A special meeting will be held on Wednesday January 24, 2018 at which time the Board will review and vote on the items brought before them.

File Attachments
Give Gab Donors List.pdf (873 KB)

Subject 9.3 NYS Construction Grant Resolution#0005-18

Meeting Jan 17, 2018 - Regular Meeting

Category 9. New Business

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board of Trustees the approval of a resolution to allow the filing of the NYS Library Construction Grants Phase II #0386-18-7430 application , in order to upgrade the libraries plumbing and ventilation system.

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board of Trustees the approval of a resolution to allow the filing of the NYS Library Construction Grants Phase II #0386-18-7430 application , in order to upgrade the libraries plumbing and ventilation system.

WHEREAS, the Board of Trustees for the Mount Vernon Public Library must approve these recommendations, and sign the assurances for state library aid.

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the NYS construction grant application for the Capital project phase II, #0386-18-7430, the assurances to be signed by the Board President.

Submitted by: Evania Thompson

This resolution was signed by the Board President Trustee Oscar Davis, Jr., due to the item being a sensitive document that required attention before the grant expired.

This resolution will be brought back at the special meeting held on Wednesday January 24, 2018 at which time the entire Board will review and vote on this item.

File Attachments
Assurances NYSL MTVPL Grant 2018-20.pdf (94 KB)

10. Personnel

Subject 10.1 S. Griffith Resolution #0007-18

Meeting Jan 17, 2018 - Regular Meeting

Category 10. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library, together with the Personnel Committee, recommends to the Board the following employee changes,

WHEREAS, the Director of the Mount Vernon Public Library, together with the Personnel Committee, 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 provisional appointment to Librarian III, step 4 of: Scott Griffith, beginning January 18, 2018. The provisional appointment shall last until the position of Head Children's Librarian is permanently filled. Additionally, Scott Griffith will take the Librarian III exam when it is next given. His yearly pay rate of \$72,784.00 is based in the 2013 pay scale, and has earned a cumulative longevity payment of \$300. This will be expensed from account 4501.01 professional salaries. Mr. Griffith has been certified by the MV Civil Service for this appointment.

Submitted by: Evania Thompson

A special meeting will be held on Wednesday January 24, 2018 at which time the Board will review and vote on the items brought before them.

11. Executive Session (If Needed)

Subject 11.1 Executive Session

Meeting Jan 17, 2018 - Regular Meeting

Category 11. Executive Session (If Needed)

Type

12. Meeting Closing

Subject 12.1 Adjournment

Meeting Jan 17, 2018 - Regular Meeting

Category 12. Meeting Closing

Type

Open session of Wednesday January 17, 2018 closed at 8:10 p.m.