



**Wednesday, June 19, 2019  
Regular Meeting**

**Wednesday  
6:30  
Trustees' Room**

## **1. Meeting Opening**

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

Meeting                    Jun 19, 2019 - Regular Meeting

Category                    1. Meeting Opening

Type                        Procedural

The Regular meeting of Wednesday June 19, 2019 was called to order at 6:32 p.m. by Trustee Oscar Davis, Jr.

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

Meeting                    Jun 19, 2019 - Regular Meeting

Category                    1. Meeting Opening

Type                        Action, Procedural

Trustees presents: Cathlin Gleason, Tanya Southerland, and Oscar Davis, Jr.

Absent: Malcolm Clark, and Judy Williams-Davis, and Evania Thompson

Also present was: Gary Newman; CSEA Union President, Doris Hackett, Cheryl Thomas, Scott Griffith, Carol White, Deborah Kershaw, Thomas Terry; staff, Jose Alvelo; Treasurer, Juan Jaramillo; Chief Accountant Clerk, and Doreen McQueen; Administrative Assistant.

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

Meeting                    Jun 19, 2019 - Regular Meeting

Category                    1. Meeting Opening

Type                        Procedural

The pledge of allegiance was led by Jose Alvelo.

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

Meeting                    Jun 19, 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 June 19, 2019.

**2. Correspondence**

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**Subject**                    **2.1 Correspondence**

Meeting                    Jun 19, 2019 - Regular Meeting

Category                    2. Correspondence

Type

There was no correspondence received.

**3. Director's Report**

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**Subject**                    **3.1 Director's Report**

Meeting                    Jun 19, 2019 - Regular Meeting

Category                    3. Director's Report

Type

The director's report will be reviewed as the next regular board meeting of July 2019.

**4. Committee Resports**

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**Subject**                    **4.1 Bargaining Committee**

Meeting                    Jun 19, 2019 - Regular Meeting

Category                    4. Committee Resports

Type

Trustee Gleason - Bargaining committee did not meet

**Subject**                    **4.2 Building & Grounds**

Meeting                    Jun 19, 2019 - Regular Meeting

Category                    4. Committee Resports

Type

Trustee Gleason reported

- The Tech room painting has been completed

- tiles have been selected for the tech office
- the handicap push button will be repaired
- thermo scan was done on the roof- there are 60 new holes created by squirrels
- awaiting the doors from A.B. Rag

**Subject**                      **4.3 Finance**

Meeting                      Jun 19, 2019 - Regular Meeting

Category                      4. Committee Resports

Type

Trustee Gleason reported

- Jose is working on the ownership project
- working on purchase order procedures

**Subject**                      **4.4 Marketing**

Meeting                      Jun 19, 2019 - Regular Meeting

Category                      4. Committee Resports

Type

No report given

**Subject**                      **4.5 Personnel**

Meeting                      Jun 19, 2019 - Regular Meeting

Category                      4. Committee Resports

Type

No report given

**Subject**                      **4.6 Policy & Governance**

Meeting                      Jun 19, 2019 - Regular Meeting

Category                      4. Committee Resports

Type

No report given

**Subject**                      **4.7 Strategic Planning**

Meeting                      Jun 19, 2019 - Regular Meeting

Category                      4. Committee Resports

Type

No report given

**Subject**                    **4.8 Technology**

Meeting                    Jun 19, 2019 - Regular Meeting

Category                    4. Committee Resports

Type

No report given

## **5. Past Meeting Minutes**

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**Subject**                    **5.1 May 13, 2019 Working Meeting**

Meeting                    Jun 19, 2019 - Regular Meeting

Category                    5. Past Meeting Minutes

Type                         Action, Minutes

Upon a motion made by Cathlin Gleason, seconded by Tonya Southerland, the Board approve the past minutes for the May 13, 2019 working meeting.

## **6. Finance**

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**Subject**                    **6.1 BOT Report - Jose Alevelo**

Meeting                    Jun 19, 2019 - Regular Meeting

Category                    6. Finance

Type

**Subject**                    **6.2 Fund Transfer Resolution #0097-19**

Meeting                    Jun 19, 2019 - Regular Meeting

Category                    6. Finance

Type

### **MOUNT VERNON PUBLIC LIBRARY BOARD OF TRUSTEES FUNDS TRANSFER RESOLUTION #0097-19**

**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 Tanya Southerland, seconded by Cathlin Gleason, the Board approved and adopted Resolution #0097-19. The vote carried 3 yes and 0 no.

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

**Subject** 6.3 Check Signing Resolution#0092-19 O'Connor Davies

Meeting Jun 19, 2019 - Regular Meeting

Category 6. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY**

**BOARD OF TRUSTEES**

**CHECK SIGNING RESOLUTION #0092-19**

**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 May 15, 2019, for Professional fees expense –MV, 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 #14341 totaling \$12,900.00, and will be expensed from G/L account #6150.01 Professional fees.

**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 this 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 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 Tanya Southerland, the Board approved and adopted Resolution #0092-19. The vote carried 3 yes and 0 no.

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

**Subject** 6.4 Check Signing Resolution #0098-19

Meeting Jun 19, 2019 - Regular Meeting

Category 6. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**CHECK SIGNING RESOLUTION #0098-19**

**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 June 19, 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,



Meeting Jun 19, 2019 - Regular Meeting

Category 6. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
CHECK SIGNING RESOLUTION #0099-19**

**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 June 19, 2019 check #14500 for \$400.00 as a deposit for the Golf Tournament fundraiser scheduled September 9, 2019, this expense, which is within the approved budget for the fiscal year ending June 30, 2019. The listing for this check is attached to this Resolution, and will be expensed from GL account #8704.01 Golf Tournament Fundraiser.

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

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

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

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

Upon a motion made by Tanya Southerland, seconded by Cathlin Gleason, the Board approved and adopted Resolution #0099-19. The vote carried 3 yes and 0 no.

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



**Subject**                    **6.6 Check Signing Resolution #0100-19 RJV Furniture**

Meeting                     Jun 19, 2019 - Regular Meeting

Category                    6. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**CHECK SIGNING RESOLUTION #0100-19**

**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 June 19, 2019 check #14501 for \$6,701.50 as a 50% deposit for the Tech office furniture, which is within the approved budget for the fiscal year ending June 30, 2019. The listing for this check is attached to this Resolution, and will be expensed from accounts #7901.01 Furniture and 1160.07 Restricted Construction fund.

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

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

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

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

**This item has been pulled and will be represented at a later date.**

**Subject**                    **6.7 Check Signing Resolution#0101-19 Chamber More Life**

Meeting                     Jun 19, 2019 - Regular Meeting

Category                    6. Finance

Type

**LIBRARY**

**MOUNT VERNON PUBLIC**

**BOARD OF TRUSTEES**

**CHECK SIGNING**

**RESOLUTION #0101-19**

**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 June 19, 2019 check #14502 for \$6,800.00 for Chamber More life, which is within the approved budget for the fiscal year ending June 30, 2019. The listing for this check is attached to this Resolution, and will be expensed from accounts #6800.01 Miscellaneous Building expense and #1160.07 Restricted Construction Funds.

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

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

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

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

Upon a motion made by Tanya Southerland, seconded by Cathlin Gleason, the Board approved and adopted Resolution #0101-19. The vote carried 3 yes and 0 no. The check will be signed but, it will not be released to the vendor until the job is completed and inspected.

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

**7. New Business**

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**Subject**                      **7.1 Daiken Contract Resolution #0088-19**

Meeting                      Jun 19, 2019 - Regular Meeting

Category                      7. New Business

Type

Mount Vernon Public Library  
Board of Trustees  
Resolution # 0088-19

**A RESOLUTION TO AWARD A CONTRACT TO DAIKIN FOR SERVICE AND REPAIR OF THE LIBRARY’S DAIKIN HEATING & AIR CONDITIONING UNITS AS PART OF THE HEATING PLANT SYSTEM,  
AS WELL AS TO INSTALL ONE (1) COOLMASTER.NET CONTROLLER  
NYSL Construction Program Grant #0386-17-6901**

**WHEREAS**, the Director of the Mount Vernon Public Library recommends to the Board that they approve the service and repair contract with Daikin (sole source) located at 43-24 21<sup>st</sup> street, Long Island City, N.Y. 11101 for the contract amount of \$17,536.50, in order to repair two of the Library’s Daikin Heating & Air Conditioning units, as part of the Library’s Heating Plant System, as well as approve, one coolmasternet.controller to the existing Daikin Touch Controller for remote monitoring of the existing Daikin Touch controller for the service and repair contract amount of \$5,847.00

**WHEREAS**, The Board of Trustees must approve this recommendation  
**AND WHEREAS** the amount budgeted for the Heating Plant System in the project, per NYSL Construction Program Grant #0386-17-6901 is \$150,260.00

- Total MVPL Contribution \$74,156.00
- Total NYSL Grant \$ 212,579.00

**NOW, THEREFORE, be it**

**RESOLVED**, that that upon the request of the Director, and upon the recommendation of the Building and Grounds Committee, the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the acceptance of the contract to Daikin, in an amount not to exceed \$17,536.50, as well as approve, adopt and authorize one coolmasternet.controller to the existing Daikin Touch Controller in an amount not to exceed of \$5,847.00 The contract fees for both these services will be expensed from line #1160.07 Restricted Construction Funds in a total amount not to exceed \$23,383.60.

Upon a motion made by Tanya Southerland, seconded by Cathlin Gleason, the Board approved and adopted Resolution #0088-19. The vote carried 3 yes and 0 no.

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

**Subject** 7.2 ALA Conference Resolution#0089-19

Meeting Jun 19, 2019 - Regular Meeting

Category 7. New Business

Type

**Mount Vernon Public Library  
Board of Trustees  
Resolution # 0089-19**

**A RESOLUTION TO ATTEND 2019 AMERICAN LIBRARIES ASSOCIATION  
(ALA) ANNUAL CONFERENCE & EXHIBITION**

**WHEREAS**, the Director of the Mount Vernon Public Library recommends the approval of the attendance of : Trustee Oscar Davis Jr., Trustee Judy Williams-Davis, Librarian Deborah Nelson, Library Assistant Cathy Webb, and Principal Clerk Maxine Grandison, at the American Library Association Conference & Exhibition taking place in Washington, D.C., from June 20-25, 2019.

**WHEREAS**, Board of Trustees for the Mount Vernon Public Library must approve their attendance at the conference,

**NOW, THEREFORE, be it**

**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the attendance of: Trustee Oscar Davis Jr., Trustee Judy Williams-Davis, Librarian Deborah Nelson, Library Assistant Cathy Webb, and Principal Clerk Maxine Grandison, at the American Library Association Conference on June 20 - June 25, 2019 in Washington, D.C. This expense will come from the Professional Meeting budget line 5940.04.

Upon a motion made by Tanya Southerland, seconded by Cathlin Gleason, the Board approved and adopted Resolution #0089-19. The vote carried 3 yes and 0 no.

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

**Subject** 7.3 Dell Laptop Resolution #0094-19

Meeting Jun 19, 2019 - Regular Meeting  
 Category 7. New Business  
 Type

**Mount Vernon Public Library  
 Board of Trustee  
 Resolution #0094-19**

**RESOLUTION TO PURCHASE SIX (6) DELL LAPTOPS**

**WHEREAS**, the Director of the Mount Vernon Public Library recommends to the Board that they approve the payment for the purchase of six (6) Dell laptops for the use of staff and patrons in the amount of \$3,961.80

**WHEREAS**, The Board of Trustees must approve this recommendation

**NOW, THEREFORE**, *be it,*

**RESOLVED**, that upon the request of the Director, and upon the recommendation of the Technology Committee, the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the payment to purchase six (6) Dell laptops. These items will be expensed from line item #5200.01 New Technology in a total amount not to exceed \$3,961.80.

Upon a motion made by Tanya Southerland, seconded by Cathlin Gleason, the Board approved and adopted Resolution #0094-19. The vote carried 3 yes and 0 no. **The Board approved, however the written report was not provided. The plan for the usage of the laptops must be completed and uploaded to Board Docs.**

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

**Subject 7.4 Golf Fundraising Event Resolution #0095-19**

Meeting Jun 19, 2019 - Regular Meeting  
 Category 7. New Business  
 Type

**Mount Vernon Public Library  
 Board of Trustees  
 Resolution #0095-19**

**A RESOLUTION TO HOST A GOLF FUNDRAISING EVENT FOR THE MOUNT VERNON PUBLIC LIBRARY IN SEPTEMBER OF 2019**

**WHEREAS**, the Board of Trustees shall have the power to fund raise on behalf of the Mount Vernon Public Library,

**WHEREAS**, the Board of Trustees on its own initiative has decided to throw a fundraising event at the Pelham Bay Golf Course in September of 2019

**Now, Therefore**, be it

**Resolved**, that upon the request of the Director, and as per the recommendations of the finance committee, the Board of Trustees for the Mount Vernon Public Library, has approved, adopted, and authorized a Golf Event Fundraiser held at the Pelham Bay Course in September of 2019. We will incur a cost not to exceed \$5,320.00 for the event, and the \$5,320.00 will be paid the day after the event. It will be expensed from GL account #8704.01.

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland, the Board approved and adopted Resolution #0095-19. The vote carried 3 yes and 0 no.

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

**Subject** 7.5 RJV Office Furniture Resolution #0096-19 Tech Area

Meeting Jun 19, 2019 - Regular Meeting

Category 7. New Business

Type

Mount Vernon Public Library  
Board of Trustee  
Resolution # 0096-19

**RESOLUTION PURCHASE OFFICE FURNITURE FOR THE STAFF TECH AREA**

**WHEREAS**, the Director of the Mount Vernon Public Library recommends to the Board that they approve the lowest quote for the purchase of office furniture for the staff tech area by RJV Office Furniture. LLC located at 165 Marine Street, Farmingdale, N.Y. 11735 in the amount of \$13,403.00

**WHEREAS**, The Board of Trustees must approve this recommendation

***NOW, THEREFORE, be it,***

**RESOLVED**, that upon the request of the Director, and upon the recommendation of the Building & Grounds Committee, the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the purchase and payment to RJV Office Furnishing LLC in an amount not exceed a total amount of \$13,403.00. A 50% payment in the amount of \$6,701.50 is required and the balance will be paid based on Net 30 terms. These items will be expensed from budget line #7901.01 Furniture expense (\$2,900), and #1160.07 Restricted Construction Funds (\$10,503.00).

**This item has been pulled, the invoice and floor plan must be adjusted.**

**8. Personnel**

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**Subject**                    **8.1 M. Narine Resignation Resolution #0085-19**  
Meeting                    Jun 19, 2019 - Regular Meeting  
Category                    8. Personnel  
Type

**Mount Vernon Public Library  
Board of Trustee  
Resolution #0085-19**

**A RESOLUTION TO ACCEPT THE RESIGNATION OF MARK NARINE A LIBRARY AIDE**

**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 resignation of:

Mark Narine, as a Library Aide for the Circulation Department effective June 4, 2019.

Upon a motion made by Tanya Southerland, seconded by Cathlin Gleason, the Board approved and adopted Resolution #0085-19. The vote carried 3 yes and 0 no.

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

**Subject** 8.2 J. Williams Extra Hours Resolution #0086-19 Extension  
 Meeting Jun 19, 2019 - Regular Meeting  
 Category 8. Personnel  
 Type

**Mount Vernon Public Library  
 Board of Trustees  
 Resolution # 0086-19**

**RESOLUTION TO EXTEND 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, Jamice Williams can continue working 22 ½ hours a week, every week instead of 17 ½ hours 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, can to continue working 22 ½ hours every week, instead of her regular 17 ½ work schedule in order to continue mending. This extension is requested for the next months (June thru August 2019), and after the 3 month extension there will be another review of her progress to determine an additional extension. Her salary will be expensed from the Non – Professional salaries account 4550.01 at her current rate of pay - \$12.10 per hour. Effective June 2019.

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland, the Board approved and adopted Resolution #0086-19. The vote carried 3 yes and 0 no.

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

**Subject** 8.3 D. Penn Extra Hours Approval Resolution #0087-19  
 Meeting Jun 19, 2019 - Regular Meeting  
 Category 8. Personnel



Type

**Mount Vernon Public Library  
Board of Trustees  
Resolution # 0087-19**

**A RESOLUTION TO APPROVE EXTRA HOURS WORKED & TO REQUEST APPROVAL OF  
ADDITIONAL HOURS FOR A MAINTENANCE CLEANER**

**WHEREAS**, the Director of the Mount Vernon Public Library recommends to the Board that the Maintenance Cleaner listed below, be paid 7 ½ extra hours worked over his regular 17 ½ hour schedule for the week ending June 8, 2019,

**WHEREAS**, the Director of the Mount Vernon Public Library also recommends to the Board that the Maintenance Cleaner listed below, at the request of his supervisor Chris Francis be allowed to work future additional hours as needed. The additional hours are not to exceed 43 hours per pay period.

**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 that Donald Penn (Maintenance Cleaner) with the permission of his supervisor worked over his normal 17 ½ hours. His salary will be expensed from the Non – Professional salaries account 4550.01 at his current rate of pay.

**NOW, THEREFORE**, be it

**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized that that Donald Penn (Maintenance Cleaner), will be allowed to work additional hours as needed. The additional hours are not to exceed 43 hours per pay period (June-August 31, 2019) pending The Board President approval.

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland, the Board approved and adopted Resolution #0087-19. The vote carried 3 yes and 0 no.

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

**Subject**                      **8.4 M. Cabrera Reimbursement Resolution #0090-19**

Meeting Jun 19, 2019 - Regular Meeting

Category 8. Personnel

Type

**Mount Vernon Public Library  
Board of Trustees  
Resolution #0090-19**

**RESOLUTION TO APPROVE PAYMENT OF STAFF DEVELOPMENT TRAINING  
(USCIS CITIZENSHIP TRAINING) FOR P.T. LIBRARIAN MAYRA CABRERA**

**WHEREAS**, the Director of the Mount Vernon Public Library recommends to the Board that p.t. librarian Mayra Cabrera be paid for the six (6) hours worked, by taking the Bridge to Citizenship class on March 25, 2019 in order to begin offering citizenship classes at the Mount Vernon Public 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 that p.t. Librarian Mayra Cabrera be paid for six (6) hours worked by taking the Bridge to Citizenship class on March 25, 2019. Her salary will be expensed from the Professional Salaries account 4501.01 at her current rate of pay \$23.84 per hour.

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland, the Board approved and adopted Resolution #0090-19. The vote carried 3 yes and 0 no.

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

**Subject 8.5 T. Paylor Resolution #0093-19 Part Time Cleaner**

Meeting Jun 19, 2019 - Regular Meeting

Category 8. Personnel

Type

**Mount Vernon Public Library  
Board of Trustee**

# Resolution #0093-19

## A RESOLUTION TO HIRE A TEMPORARY PART-TIME PER-DIEM CLEANER

**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 appointment of:  
Tony B. Paylor as a Part-time per-diem cleaner for the maintenance department. He will fill the vacancy in the maintenance department created by William Valentine. He will be supervised by Christopher Francis. His rate of pay will be \$12.00 per hour, part-time staff may work up to 17.5 hours per week.

Upon a motion made by Tanya Southerland, seconded by Cathlin Gleason, the Board approved and adopted Resolution #0093-19. The vote carried 3 yes and 0 no.

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

### 9. Period of Public Expression

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**Subject**                    **9.1 Public Expression**

Meeting                    Jun 19, 2019 - Regular Meeting

Category                    9. Period of Public Expression

Type

### 10. Executive Session (If Needed)

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**Subject**                    **10.1 Executive Session**

Meeting                    Jun 19, 2019 - Regular Meeting

Category                    10. Executive Session (If Needed)

Type

Upon a motion made by Tanya Southerland, and seconded by Cathlin Gleason, the Board entered into executive session at 7:38 P.M. to discuss personnel matters. Excecutive session ended at 7:53 P.M.

## **11. Meeting Closing**

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**Subject**                    **11.1 Adjournment**

Meeting                    Jun 19, 2019 - Regular Meeting

Category                    11. Meeting Closing

Type

Meeting adjourned at 7:54 P.M.