



**Wednesday, March 20, 2019
Regular Meeting**

**Wednesday
6:30
Trustees' Room**

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Mar 20, 2019 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

The meeting was called to order at 6:37 p.m by Oscar Davis Jr.

Subject **1.2 Roll Call**

Meeting Mar 20, 2019 - Regular Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees present:

Malcolm I. Clark, Oscar Davis, Jr., Cathlin Gleason, Tanya Southerland (arrived at 6:53 pm), and Judy Williams-Davis (absent)

Also present was: Charlotte Schachter; Friends of the Library President, Susan Kantar; friends of the library, Gary Newman; CSEA Union President, Johnathan Davis; patron, Doris Hackett, Cheryl Thomas, Thea Blessitt, Scott Griffith, maxine Grandison, Catherine Webb, Debbie Harris; staff, Jose Alvelo; Treasurer, Juan Jaramillo; Chief Accountant Clerk, Evania Thompson; Director, and Doreen McQueen; Administrative Assistant.

Subject **1.3 Pledge of Allegiance**

Meeting Mar 20, 2019 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance was led by _____.

Subject **1.4 Acceptance of Agenda**

Meeting Mar 20, 2019 - Regular Meeting

Category 1. Meeting Opening

Type Action

Recommended Action Motion to approve the agenda

Upon a motion made by _____, seconded by _____, the Board approved the agenda for the Regular meeting of Wednesday March 20, 2019. The vote carried ___ yes and ___ no.

2. Correspondence

Subject **2.1 Email correspondence -Merci Train**

Meeting Mar 20, 2019 - Regular Meeting

Category 2. Correspondence

Type

File Attachments
[Correspondence 32019 Meeting MERCI TRAIN LETTER.pdf \(95 KB\)](#)

3. Period of Public Expression

4. Director's Report

Subject **4.1 Director's Report**

Meeting Mar 20, 2019 - Regular Meeting

Category 4. Director's Report

Type

5. Committee Reports

Subject **5.1 Bargaining Committee**

Meeting Mar 20, 2019 - Regular Meeting

Category 5. Committee Reports

Type

Report will be given at the April 17, 2019 regular meeting.

Subject **5.2 Building & Grounds Committee**

Meeting Mar 20, 2019 - Regular Meeting

Category 5. Committee Reports

Type

Report will be given at the April 17, 2019 regular meeting.

Subject **5.3 Election Committee**

Meeting Mar 20, 2019 - Regular Meeting

Category 5. Committee Reports

Type

Report will be given at the April 17, 2019 regular meeting.

Subject **5.4 Finance Committee**

Meeting Mar 20, 2019 - Regular Meeting

Category 5. Committee Reports

Type

Report will be given at the April 17, 2019 regular meeting.

Subject **5.5 Marketing Committee**

Meeting Mar 20, 2019 - Regular Meeting

Category 5. Committee Reports

Type

Report will be given at the April 17, 2019 regular meeting.

Subject **5.6 Personnel Committee**

Meeting Mar 20, 2019 - Regular Meeting

Category 5. Committee Reports

Type

Report will be given at the April 17, 2019 regular meeting.

Subject **5.7 Policy & Governance**

Meeting Mar 20, 2019 - Regular Meeting

Category 5. Committee Reports

Type

Report will be given at the April 17, 2019 regular meeting.

Subject **5.8 Strategic Planning Committee**

Meeting Mar 20, 2019 - Regular Meeting

Category 5. Committee Reports

Type

Report will be given at the April 17, 2019 regular meeting.

Subject 5.9 Technology Committee

Meeting Mar 20, 2019 - Regular Meeting

Category 5. Committee Reports

Type

Report will be given at the April 17, 2019 regular meeting.

6. Past Meeting Minutes

Subject 6.1 Board Minutes of 1/14/19 Working

Meeting Mar 20, 2019 - Regular Meeting

Category 6. Past Meeting Minutes

Type Minutes

Upon a motion made by cathlin Gleason, seconded by Malcolm Clark, the Board approved the minutes for the working meeting of January 14, 2019.

Yea Nay Abstain Trustees

X_____ Oscar Davis, Jr.

X_____ Judy Williams-Davis

_____ Cathlin Gleason

X_____ Tanya Southerland

X_____ Malcolm I. Clark

Subject 6.2 Board Minutes of 1/16/19 Regular

Meeting Mar 20, 2019 - Regular Meeting

Category 6. Past Meeting Minutes

Type Minutes

Upon a motion made by cathlin Gleason, seconded by Malcolm Clark, the Board approved the minutes for the regular meeting of January 16, 2019.

Yea Nay Abstain Trustees

X_____ Oscar Davis, Jr.

X_____ Judy Williams-Davis

_____ Cathlin Gleason

X_____ Tanya Southerland

X_____ Malcolm I. Clark

7. Finance

Subject **7.1 BOT Report by Jose Alvelo**

Meeting Mar 20, 2019 - Regular Meeting

Category 7. Finance

Type

Subject **7.2 Funds Transfer Resolution#0040-19**

Meeting Mar 20, 2019 - Regular Meeting

Category 7. Finance

Type Action

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES FUNDS TRANSFER
RESOLUTION #0040-19**

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

FURTHERMORE: The Mount Vernon Public Library ("MVPL") maintains an operating account at Sterling National Bank with an account number ending in 0601 for the purpose of dispersing various amounts in the ordinary course of business to both employees for payroll and related costs and various amounts to third party vendors for expenses incurred each in accordance with the approved budget.

THEREFORE: It is the recommendation of the Management of the MVPL that the Board of Trustees authorize the transfer of exactly \$500,000.00 (five hundred thousand dollars) from the Sterling National Bank MVPL Money Market account ending in 8241 into the Sterling National Bank MVPL Operating account ending in 0601.

BE IT RESOLVED: The Board of Trustees of the Mount Vernon Public Library ("MVPL") hereby authorizes the transfer of \$500,000 (five hundred thousand dollars) from the Sterling National Bank MVPL Money Market account ending in 8241 into the Sterling National Bank MVPL Operating account ending in 0601.

Upon a motion made by Cathlin Gleason, seconded by Malcolm Clark, the Board approved and adopted Resolution #0040-19. 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 **7.3 Check Signing Resolution #0041-19**

Meeting Mar 20, 2019 - Regular Meeting

Category 7. Finance

Type

BOARD OF TRUSTEES

CHECK SIGNING RESOLUTION

#0041-19

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 March 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 14163-14191, 14194-14205, 14207-14220, and 14223-14227 totaling \$189,812.28. After grouping these checks according to their respective purpose, a total of \$7,490.45 was for Book expenses, \$3,364.00 was for Audio Visual expenses, \$1,306.36 was for Periodicals expenses, \$13,787.12 was for New Technology, \$2,363.00 was for Program expenses-MV, \$2,522.69 was for Supplies expenses-Main, \$1,010.00 was for Computer Equipment-MV, \$250.01 was for Computer Software & Supp. Expenses, \$417.21 was for Telephone Telecommunication expenses, \$240.56 was for Equipment Maint. Exp.- MV, \$4,265.57 was for Fuel expenses-MV, \$1,646.62 was for Custodial Supplies-MV, \$9,429.20 was for Security Guard expenses, \$3,906.45 was for Security System expense, \$2,524.23 was for Service Contract expense-MV, \$170.00 was for Miscellaneous Building expense-MV, \$11,778.00 was for Hospital & Medical Retiree Reimb. Exp., \$131,650.34 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 Tanya Southerland, seconded by Cathlin Gleason, the Board approved and adopted Resolution #0041-19, **with the resolution being amended. Check #14193 -1,010.00, #14206- \$2,240.00, #14221-\$3,961.80, and #14222-\$3,189.60 were pulled these items should have been reviewed with the technology committee.** 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

8. New Business

Subject	8.1 Budget Vote Calendar Resolution #0021-19
Meeting	Mar 20, 2019 - Regular Meeting
Category	8. New Business
Type	Action

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

A RESOLUTION TO APPROVE THE INTERNAL BUDGET VOTE CALENDAR

WHEREAS, the Administration of the Mount Vernon Public Library recommends to the Board that they approve the internal budget vote calendar for the 2019 election,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the acceptance of the proposed internal budget vote calendar for 2019.

Upon a motion made by Cathlin Gleason, seconded by Malcolm Clark, the Board approved and adopted Resolution #0021-19. The vote carried 3 yes and 0 no.

Yea Nay Abstain Trustees

x _____ Malcolm I. Clark

x _____ Oscar Davis, Jr.

_____ Judy Williams-Davis

x _____ Cathlin Gleason

_____ Tanya Southerland

Subject 8.2 Election & Budget Vote Resolution #0037-19

Meeting Mar 20, 2019 - Regular Meeting

Category 8. New Business

Type Action

MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
RESOLUTION#0037-19

At a duly called meeting of the Board of Trustees of the Mount Vernon Public Library, held on [March 20, 2019](#), upon a motion made by [Cathlin Gleason](#), and seconded by [Malcolm Clark](#), the following resolution was considered

WHEREAS, the Board of Trustees is authorized by the Education Law to call a special district meeting of the Mount Vernon City School District to ask the voters to vote on a tax levy to support the operating budget of the Library and the election of Trustees, and

WHEREAS, the Board of Trustees finds that it is necessary and desirable to conduct a special district meeting of the voters of the Mount Vernon City School District for the purpose of voting on a tax levy to support the operating budget of the Library.

NOW therefore be it **RESOLVED** that, pursuant to Section 260 of Education Law the Board of Trustees calls a special district meeting of the Mount Vernon City School District to be held on May 7, 2019, from the hours of 7:00 a.m. to 9:00 p.m., for the purpose of submitting to the voters of said District a proposed tax levy to support the operating budget of the Mount Vernon Public Library and electing three trustees, and it is further

RESOLVED that, pursuant to Section 260 of the Education Law, the special district meeting shall be established, noticed, and conducted in the same manner and to the same extent as such a meeting would be conducted by the Board of Education, except that the Board of Trustees shall make all determinations and take all action in respect thereto otherwise required of the Board of Education, and except that the meeting shall not be held in the election districts established by the Board of Education, but shall be held at the Mount Vernon Public Library located at 28 South 1st Avenue, Mount Vernon, New York, and it is further

RESOLVED that, the Board of Trustees authorizes the Library Director to incur costs necessary to conduct the election, including but not limited to printing, postage, publication fees, inspector fees, technician fees, supplies, and professional services which shall be paid by the Library upon presentation to the Board of Trustees of authenticated vouchers in accordance with its usual and customary payment procedures, and it is further

RESOLVED that, the Library Director, in conjunction with a consultant and counsel shall cause the legal notice required under the Education Law to be published in the two official newspapers of the Mount Vernon City School District, and it is further

RESOLVED that, pursuant to Sections 259 and 260 of the Education Law, the Board of Trustees of the Mount Vernon Public Library will submit the following question to the voters of the Mount Vernon City School District at the special district meeting to be held on May 7, 2019:

Shall the sum of **\$4,779,094** be raised by annual levy of a tax upon the taxable real property within the Mount Vernon City School District for the purpose of funding the operating budget of the Mount Vernon Public Library?

YES **3** NO **0**

Dated: March 20, 2019

Evania Thompson
Secretary

Vote: 3 In Favor
Opposed
Abstentions

Upon a motion made by Cathlin Gleason, seconded by Malcolm Clark, the Board approved and adopted Resolution #0037-19. The vote carried 3 yes and 0 no.

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

Subject 8.3 Legal Notice Resolution #0038-19

Meeting Mar 20, 2019 - Regular Meeting

Category 8. New Business

Type

NOTICE OF SPECIAL

MEETING OF THE

MOUNT VERNON CITY SCHOOL

DISTRICT

RESOLUTION#0038-19

NOTICE IS HEREBY GIVEN that on Tuesday May 7, 2019, between the hours of 7:00 A.M. and 9:00 P.M., a special district meeting of the Mount Vernon City School District will be held to take votes on the following issues:

PROPOSITION #1 - Shall the sum of **\$4,779,094** be raised by annual levy of a tax upon the taxable real property within the Mount Vernon City School District for the purpose of funding the operating budget of the Mount Vernon Public Library?

NOTICE IS ALSO GIVEN that votes on the above issue will be taken on Tuesday, May 7, 2019 between the hours of 7:00 A.M. and 9:00 P.M. at the Mount Vernon Public Library, located at 28 South 1st Avenue, Mount Vernon, New York;

NOTICE IS FURTHER GIVEN that the Board of Registration shall meet on April 23, 2019 from 11:00 A.M. until 5:00 P.M. at the Mount Vernon Public Library, located at 28 South 1st Avenue, Mount Vernon, New York, for the purpose of preparing a register of the said qualified voters of the school district for the special district meeting, at which time any person shall be entitled to have his/her name placed upon such register, provided that at such meeting of the Board of Registration he/she is known or proven to the satisfaction of such Board of Registration to be then or thereafter entitled to vote at said special district meeting. Additionally, any person otherwise entitled to vote at said special district meeting may register at the Office of the District Clerk of the Mount Vernon City School District on any school day between the hours of 9:00 a.m. and 4:00 p.m. through April 23, 2019. The register of the qualified voters of said School District shall be used by said Board of Registration as the basis for said special district meeting to be held on May 7, 2019. In addition, any person otherwise qualified to vote who is registered with the Board of Elections of Westchester County under the provisions of the Election Law, shall be entitled to vote at said special district meeting without further registration. Immediately upon its completion, said register will be filed in the Mount Vernon Public Library and will be open for inspection by any qualified voter of the District no later than April 23, 2019 to the day of the vote May 7, 2019, on any business day between the hours of 9:00 A.M. and 4:00 P.M.

NOTICE IS FURTHER GIVEN that applications for absentee ballots may be obtained at the Mount Vernon Public Library during normal operating hours. If the ballot is to be mailed to the voter, the completed application must be received by the Library no later than seven (7) days before the vote, April 30, 2019. If the ballot is to be delivered personally to the voter, the completed application must be received by the Library no later than 5:00 P.M. on May 6, 2019. Completed absentee ballots must be received by the Library not later than 5:00 P.M. on May 7, 2019.

A list of all persons whom absentee ballots shall have been issued will be available in the Library on each of the five days prior to the day of the vote, between the hours of 9:00 A.M. and 4:00 P.M. except Saturdays and Sundays, and on May 7, 2019. Only qualified voters who are duly registered will be permitted to vote.

Evania Thompson
Library Director

MOUNT VERNON PUBLIC LIBRARY

Upon a motion made by Cathlin Gleason, seconded by Malcom Clark, the Board approved and adopted Resolution #0038-19. The vote carried 3 yes and 0 no.

Yea Nay Abstain Trustees

X _____ _____ _____ Malcolm I. Clark

X _____ _____ _____ Oscar Davis, Jr.

_____ _____ _____ Judy Williams-Davis

X _____ _____ _____ Cathlin Gleason

_____ _____ _____ Tanya Southerland

Subject 8.4 WLS Agreement Resolution#0042-19

Meeting Mar 20, 2019 - Regular Meeting

Category 8. New Business

Type Action

**Board of Trustees
Resolution #0042-19**

A RESOLUTION TO ACCEPT AN AGREEMENT WITH WESTCHESTER LIBRARY SYSTEM (WLS) REGARDING FUNDS REIMBURSEMENT AS A "NET LENDER"

WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the Reimbursement Agreement with the Westchester Library System in order for the Mount Vernon Public Library to receive and spend \$13,303 to enhance local collection development activities from January 1, 2019 – October 31 2019

WHEREAS, Board of Trustees for the Mount Vernon Public Library must accept the Reimbursement Agreement as presented by Westchester Library System,

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 Reimbursement Agreement with the Westchester Library System in order for the Mount Vernon Public Library to receive and spend \$13,303 to enhance local collection development activities from January 1, 2019 – October 31, 2019.

Upon a motion made by Cathlin Gleason, seconded by Malcom Clark, the Board approved and adopted Resolution #0042-19. The vote carried 3 yes and 0 no.

Yea Nay Abstain Trustees

X _____ _____ _____ Malcolm I. Clark

X _____ Oscar Davis, Jr.
 _____ Judy Williams-Davis
 X _____ Cathlin Gleason
 _____ Tanya Southerland

Subject **8.5 Clean Rite Resolution#0044-19**
 Meeting Mar 20, 2019 - Regular Meeting
 Category 8. New Business
 Type Action

RESOLUTION #0044-19

**RESOLUTION TO AWARD A CONTRACT TO CLEANRITE CARPET CO.
 Public Library Construction Program - Mount Vernon Public Library
 Project # 0386-18-7430**

WHEREAS, being the lowest responsive bidder, the Trustees’ resolve to award a contract to Cleanrite Carpet Company located at 282 Fifth Avenue, New Rochelle, NY 10901, in an amount not to exceed \$11,000 as part of a project for ACM Flooring in the technical services area, that will be abated and replaced with new code compliant resilient floor tile and repair of subflooring.

WHEREAS, Board of Trustees for the Mount Vernon Public Library, have to approve this recommendation,

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 Cleanrite Carpet Company as part of a project for ACM Flooring in the technical services area, that will be abated and replaced with new code compliant resilient floor tile and repair of subflooring in an amount not to exceed \$11,000. The contract fee for this service will be expensed from line #1160.07 Restricted Construction Funds.

Upon a motion made by Cathlin Gleason, seconded by Malcolm Clark, the Board approved and adopted Resolution #0044-19. The vote carried 3 yes and 0 no.

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

Subject **8.6 Financial Consultant Resolution #0045-19**

Meeting Mar 20, 2019 - Regular Meeting

Category 8. New Business

Type Action

**Board of Trustees
Resolution # 0045-19**

A RESOLUTION TO ACCEPT THE CONTRACT FOR A TEMPORARY FINANCIAL CONSULTANT

WHEREAS, the Trustees of the Mount Vernon Public Library resolve to enter into an agreement with Thomas L. Terry, a financial consultant, in order to review and oversee the financial processes and procedures of the Accounting Department and report findings back to the Board of Trustees. His responsibilities will include but are not limited to, auditing the finance and accounting department in regards to personnel and financial procedures and make recommendations to the Board of Trustees, research and implement a purchase order system/procedure, streamline inventory tracking and contract renewals. Mr. Terry will oversee the budgetary process. Mr. Terry will dedicate 15 hours per week. Other responsibilities will include matters directed by the Board of Trustees.

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:
 Thomas L. Terry as temporary financial consultant until December 31, 2019, with the possibility of a renewal. His salary will be expensed from the Professional Salary account 6150.01 and is not to exceed \$19,000.00. The payment schedule will be \$1500.00 per month. Mr. Terry will serve at the pleasure of the Board of Trustees.
 The Board of Trustees and Mr. Terry agree 30 days notice will be given if either side requires a relief of service.

Upon a motion made by Cathlin Gleason, seconded by Malcolm Clark, the Board approved and adopted Resolution #0045-19. The vote carried 3 yes and 0 no.

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

Subject **8.7 MVCSD Article 78 Resolution# 0046-19**

Meeting Mar 20, 2019 - Regular Meeting

Category 8. New Business

Type

**Mount Vernon Public Library
Board of Trustees
Resolution # 0046-19**

A RESOLUTION TO JOIN THE MOUNT VERNON CITY SCHOOL DISTRICT AS A PLAINTIFF IN THE ARTICLE 78 PROCEEDINGS

WHEREAS, the Mount Vernon Public Library will join the Mount Vernon City School District as a plaintiff in an Article 78 proceeding against the City of Mount Vernon, and or the city comptroller,

WHEREAS, the Mount Vernon City School District intends to initiate an Article 78 proceeding in regards to returning the warrant and payment of all taxes

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the agreement to enter into as a plaintiff with the Mount Vernon City School District on an Article 78 proceeding.

Upon a motion made by Cathlin Gleason, seconded by Malcolm Clark, the Board approved and adopted Resolution #0046-19. The vote carried 3 yes and 0 no.

Yea Nay Abstain Trustees

X ___ ___ ___ Malcolm I. Clark

X ___ ___ ___ Oscar Davis, Jr.

___ ___ ___ Judy Williams-Davis

X ___ ___ ___ Cathlin Gleason

___ ___ ___ Tanya Southerland

9. Executive Session (If Needed)

10. Meeting Closing

Subject 10.1 Adjournment

Meeting Mar 20, 2019 - Regular Meeting

Category 10. Meeting Closing

Type

Meeting adjourned at ___ p.m.