



**Wednesday, May 16, 2018
Regular Meeting**

**Wednesday
6:30
Trustees' Room**

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting May 16, 2018 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

The Regular Meeting for May 16, 2018 was call to order at 6:32 p.m., by Trustee Oscar Davis.

Subject **1.2 Roll Call**

Meeting May 16, 2018 - Regular Meeting

Category 1. Meeting Opening

Type Information, Procedural

Trustees present: Oscar Davis, Cathlin Gleason, Brian Johnson, Darren Morton (left at 7:14 p.m.), Tanya Southerland (arrived at 6:45 p.m and left at 8:20 p.m.).

Also present was: Deborah Porter, Tamara Stewart, Cynthia Turnquist, DJ Jazzy Joyce; Library Patrons, Nishan Stepak; Library Staff, Gary Newman, CSEA Union President, Juan Jaramillo; Chief Accountant Clerk, Jose Alvelo; Treasurer, Evania Thompson, Director, Doreen McQueen, Administrative Assistant.

Subject **1.3 Pledge of Allegiance**

Meeting May 16, 2018 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance led was by Trustee Brian Johnson.

Subject **1.4 Acceptance of Agenda**

Meeting May 16, 2018 - Regular Meeting
 Category 1. Meeting Opening
 Type Action

Recommended Action Motion to approve the agenda

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved the agenda for the Regular meeting of Wednesday 16, 2018.

2. Correspondence

3. Period Of Public Expression

Subject 3.1 Public Expression Read Aloud by Tamara Stewart

Meeting May 16, 2018 - Regular Meeting
 Category 3. Period Of Public Expression
 Type

File Attachments Tamara Stewart Public Expression Statement.pdf (10,150 KB)
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4. Presentation

Subject 4.1 Presentation- Let Girl's Learn

Meeting May 16, 2018 - Regular Meeting
 Category 4. Presentation
 Type Information

5. Past Meeting Minutes

Subject 5.1 4/9/18 Special Meeting Minutes

Meeting May 16, 2018 - Regular Meeting
 Category 5. Past Meeting Minutes
 Type Minutes

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved and accepted the minutes of the Special Meeting Of April 9, 2018. The vote carried 4 yes and 0 no.

Yea	Nay	Abstain	Trustees
X_____	_____	_____	Oscar Davis, Jr.
X_____	_____	_____	Cathlin Gleason
X_____	_____	_____	Brian G. Johnson
X_____	_____	_____	Darren M. Morton
_____	_____	_____	Tanya Southerland

Subject 5.2 4/9/18 Working Meeting Minutes

Meeting May 16, 2018 - Regular Meeting
 Category 5. Past Meeting Minutes
 Type Minutes

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved and accepted the minutes of the Working Meeting Of April 9, 2018. The vote carried 4 yes and 0 no.

Yea	Nay	Abstain	Trustees
X_____	_____	_____	Oscar Davis, Jr.
X_____	_____	_____	Cathlin Gleason
X_____	_____	_____	Brian G. Johnson
X_____	_____	_____	Darren M. Morton
_____	_____	_____	Tanya Southerland

6. Finance

Subject 6.1 BOT Report

Meeting May 16, 2018 - Regular Meeting
 Category 6. Finance
 Type Information

Subject 6.2 Funds Transfer Resolution #0068-18

Meeting May 16, 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.

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 Darren Morton, seconded by Brian Johnson, the Board approved and adopted Resolution #0068-18. The vote carried 5 yes, and 0 no.

Yea	Nay	Abstain	Trustees
X_____	_____	_____	Oscar Davis, Jr.
X_____	_____	_____	Cathlin Gleason
X_____	_____	_____	Brian G. Johnson
X_____	_____	_____	Darren M. Morton
X_____	_____	_____	Tanya Southerland

Subject **6.3 Check Signing Resolution#0069-18**

Meeting May 16, 2018 - Regular Meeting

Category 6. Finance

Type Action

Recommended Action 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 various checks to various third parties, dated May 16, 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 13364-13365, 13367, 13369-13430, 13432

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.

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 May 16, 2018, for Staff Development and Training, 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 #13340 totaling \$1,750.00.

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

The Administration has reviewed the check and related underlying documentation and certify that the check has been prepared in accordance with such documentation, for the amount of the related invoice and that such expenditure is solely for Library purposes 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 Darren Morton, seconded by Brian Johnson, the Board approved and adopted Resolution #0070-18. The vote carried 5 yes, and 0 no.

Yea	Nay	Abstain	Trustees
X_____	_____	_____	Oscar Davis, Jr.
X_____	_____	_____	Cathlin Gleason
X_____	_____	_____	Brian G. Johnson
X_____	_____	_____	Darren M. Morton
X_____	_____	_____	Tanya Southerland

Subject 6.5 Check Signing Resolution#0073-18

Meeting May 16, 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.

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 May 16, 2018, for Suburban Construction, 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 #13341 totaling \$44,400.00

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

The Administration has reviewed the check and related underlying documentation and certify that the check has been prepared in accordance with such documentation, for the amount of the related invoice and that such expenditure is solely for Library purposes 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 Cathlin Gleason, seconded by Tanya Southerland, the Board approved and adopted Resolution #0073-18. The vote carried 5 yes, and 0 no.

Yea	Nay	Abstain	Trustees
X	_____	_____	Oscar Davis, Jr.
X	_____	_____	Cathlin Gleason
X	_____	_____	Brian G. Johnson
X	_____	_____	Darren M. Morton
X	_____	_____	Tanya Southerland

File Attachments

- [signed page of MVPL contract.pdf \(124 KB\)](#)
- [Elevator Signed Contract.pdf \(43,129 KB\)](#)
- [Check Register for Suburban Const. check no.13441.pdf \(43 KB\)](#)
- [document\(6\)\(1\).pdf \(758 KB\)](#)
- [Transmittal - 00004.pdf \(68 KB\)](#)

7. Director's Report

Subject **7.1 Director's Report**

Meeting May 16, 2018 - Regular Meeting

Category 7. Director's Report

Type

<p>File Attachments Director's Report May 2018.pdf (852 KB)</p>
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8. Committee Reports

Subject **8.1 Building & Grounds**

Meeting May 16, 2018 - Regular Meeting

Category 8. Committee Reports

Type

Subject **8.2 Election**

Meeting May 16, 2018 - Regular Meeting

Category 8. Committee Reports

Type

Subject **8.3 Finance**

Meeting May 16, 2018 - Regular Meeting

Category 8. Committee Reports

Type

Subject **8.4 Personnel**

Meeting May 16, 2018 - Regular Meeting

Category 8. Committee Reports

Type

Subject **8.5 Policy & Governance**

Meeting May 16, 2018 - Regular Meeting

Category 8. Committee Reports

Type

Subject **8.6 Technology**

Meeting May 16, 2018 - Regular Meeting

Category 8. Committee Reports

Type

9. New Business

Subject **9.1 US Security Contract Resolution #0064-18**

Meeting May 16, 2018 - Regular Meeting

Category 9. New Business

Type Action

Recommended Action WHEREAS, Director of the Mount Vernon Public Library recommends to the Board that they approve the acceptance of the Security and/or Patrol Service Agreement with the changes as out lined by Foreman Chris Francis.

WHEREAS, Director of the Mount Vernon Public Library recommends to the Board that they approve the acceptance of the Security and/or Patrol Service Agreement with the changes as out lined by Foreman Chris Francis.

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

NOW, THEREFORE, be it

RESOLVED, that upon the request of the Director and the recommendation of the Building & Grounds Committee, the Board of Trustees for the Mount Vernon Public Library approves, adopts and authorizes the acceptance of the Security And/Or Patrol Service Agreement with US Security Associates as prepared by the Foreman. The contract fee for this service is not to exceed \$103,000 and will be expensed from line #6700.01 security guard services.

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland, the Board approved and adopted Resolution #0064-18. The vote carried 4 yes, and 0 no.

Yea	Nay	Abstain	Trustees
X	_____	_____	Oscar Davis, Jr.
X	_____	_____	Cathlin Gleason
X	_____	_____	Brian G. Johnson
_____	_____	_____	Darren M. Morton
X	_____	_____	Tanya Southerland

File Attachments
 US Security Contract documents.pdf (4,183 KB)
 513 Mt. Vernon Public Library.pdf (437 KB)

Subject 9.2 Budget Vote Inspectors Resolution#0065-18

Meeting May 16, 2018 - Regular Meeting

Category 9. New Business

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the Budget Vote Elections Inspectors,

WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the Budget Vote Elections Inspectors,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve the Election Inspectors,

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 Budget Vote Inspectors, the funds will come from budget line # 5960.00. Seven (7) received a payment of \$200 for their work on the day of the election. This is a total of \$1,400.

In addition, the ten (10) inspectors selected received an additional \$25 for attending the informational session. This is a total of \$250. The grand total expensed for the budget vote inspectors is \$2,350.

FURTHERMORE, one of our inspectors is also a part-time employee. Payment to this staff member will be \$225 and will be processed through payroll, allocated to the election expense.

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland, the Board approved and adopted Resolution #0065-18. The vote carried 4 yes, and 0 no.

Yea	Nay	Abstain	Trustees
X_____	_____	_____	Oscar Davis, Jr.
X_____	_____	_____	Cathlin Gleason
X_____	_____	_____	Brian G. Johnson
_____	_____	_____	Darren M. Morton
X_____	_____	_____	Tanya Southerland

Subject 9.3 Westlaw Contract Resolution #0067-18

Meeting May 16, 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 Thomson Reuters Westlaw Contract,

WHEREAS, the Director of Mount Vernon Public Library recommends to the Board to accept the Thomson Reuters Westlaw Contract,

WHEREAS, on the recommendation of the Director, is that we purchase West Proflex (NYS core legal materials for patron use) from Thomson Reuters

FURTHERMORE, the minimum term of said contract is for Thirty six (36) months or three (3) years at a monthly charge of \$297.50 per month, with a year to year increase during the minimum term of 3%. In addition we will receive one (1) first month free service. This will service will be charged to line item 5200.01, New Technology

NOW THEREFORE BE IT RESOLVED that the Board of MVPL enter into agreement to accept and approve Thomson Reuters Westlaw Subscription.

Upon a motion made by Tanya Southerland, seconded by Cathlin Gleason, the Board approved and adopted Resolution #0067-18. The vote carried 3 yes, and 1 no.

Yea	Nay	Abstain	Trustees
_____	_____	X_____	Oscar Davis, Jr.
X_____	_____	_____	Cathlin Gleason
X_____	_____	_____	Brian G. Johnson
_____	_____	_____	Darren M. Morton
X_____	_____	_____	Tanya Southerland

File Attachments
[Mt. Vernon Public Library_West Order Form_2018-04-24\(1\).pdf \(215 KB\)](#)
[Gary's email Westlaw Information.pdf \(2,794 KB\)](#)

Subject 9.4 Dismissal of Budget Vote Inspector Resolution#0071-18

Meeting May 16, 2018 - Regular Meeting

Category 9. New Business

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the Dismissal of one Budget Vote Inspectors and the hiring of another,

WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the Budget Vote Elections Inspectors,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve the Election Inspectors,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the dismissal of one Budget Vote Inspector and replaced with another. The funds will come from budget line #5960.00. The dismissed inspector received a partial payment of \$100 and the replacement inspector received a payment of \$200. This is a total of \$300 expensed for these two budget vote inspectors.

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved and adopted Resolution #0071-18. The vote carried 4 yes, and 0 no.

Yea	Nay	Abstain	Trustees
X	_____	_____	Oscar Davis, Jr.
X	_____	_____	Cathlin Gleason
X	_____	_____	Brian G. Johnson
_____	_____	_____	Darren M. Morton
X	_____	_____	Tanya Southerland

Subject 9.5 Elevator/ Booklift Resolution#0072-18

Meeting May 16, 2018 - Regular Meeting

Category 9. New Business

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library, requests the approval of \$44,400.00 in mobilization costs to Suburban Construction of NY, Inc. as per their invoice dated 5/14/2018.

WHEREAS, the Director of the Mount Vernon Public Library, requests the approval of \$44,400.00 in mobilization costs to Suburban Construction of NY, Inc. as per their invoice dated 5/14/2018.

WHEREAS, Mobilization costs are commonly done to facilitate the beginning of a construction project

NOW, THEREFORE, be it

RESOLVED, that upon the request of the Director, and as per the recommendation of the Architect, OLA Consulting Engineers, 12 East 49th Street, New York, N.Y. 10550 , the Board of Trustees for the Mount Vernon Public Library, has approved, adopted, and authorized the mobilization funds in the amount of \$44,400.00 from line item 6650.00 (Building Repairs).

This resolution will not be voted on, please refer to Check Signing Resolution #0073-18 for complete details.

10. Personnel

Subject **10.1 S. Santiago Resolution #0060-18**

Meeting May 16, 2018 - Regular Meeting

Category 10. Personnel

Type Action

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

Resolution # 0060-18

A RESOLUTION TO ACCEPT THE RESIGNATION OF SHERILYN SANTIAGO PART-TIME 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:
Sherilyn Santiago as a part-time aide for the Community Outreach Department effective March 13, 2018.

Upon a motion made by Brian Johnson, seconded by Tanya Southerland, the Board approved and adopted Resolution #0060-18. The vote carried 3 yes, and 0 no.

Yea	Nay	Abstain	Trustees
X_____	_____	_____	Oscar Davis, Jr.
_____	_____	_____	Cathlin Gleason
X_____	_____	_____	Brian G. Johnson
_____	_____	_____	Darren M. Morton
X_____	_____	_____	Tanya Southerland

Subject **10.2 J. Henry Resolution #0061-18**

Meeting May 16, 2018 - Regular Meeting

Category 10. Personnel

Type Action

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

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:
Julia Henry as a part-time Library Aide for the Circulation Department effective April 27, 2018.

Upon a motion made by Brian Johnson, seconded by Tanya Southerland, the Board approved and adopted Resolution #0060-18. The vote carried 3 yes, and 0 no.

Yea	Nay	Abstain	Trustees
X_____	_____	_____	Oscar Davis, Jr.
_____	_____	_____	Cathlin Gleason
X_____	_____	_____	Brian G. Johnson
_____	_____	_____	Darren M. Morton
X_____	_____	_____	Tanya Southerland

11. Executive Session (If Needed)

12. Upcoming Meeting Schedules

Subject 12.1 Board Committee Meeting Schedule May Through August 2018

Meeting May 16, 2018 - Regular Meeting

Category 12. Upcoming Meeting Schedules

Type

BUILDING & GROUNDS MEETING

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

May 3rd, 10th, 17th, 24th, 31st

June 7th

July 5th

August – No Meetings Scheduled

FINANCE COMMITTEE MEETING

Meets every 1st Monday of the Month at 5:30 P.M.

May 7th

June 4th

July 2nd

August – No Meetings Scheduled

PERSONNEL COMMITTEE MEETING

Meets every 2nd Monday of the Month at 5:30 P.M.

May 14th

June 11th

July 9th

August – No Meetings Scheduled

POLICY& GOVERNANCE COMMITTEE

Meets every 4th Friday of the Month at 5:30 P.M.

May 24th

June 28th

July 26th

August – No Meetings Scheduled

TECHNOLOGY COMMITTEE MEETING 

Meets every Thursday of the Month at 6:30 P.M.

May 17th, 24th, 31st

June 7th, 14th, 21st, 28th

July 5th, 12th, 19th, 26th

August – No Meetings Scheduled

REGULAR BOARD MEETING

Meets every 3rd Wednesday of the Month at 6:30 P.M.

May 16th

June 20th

July 18th

August – No Meetings Scheduled

WORKING BOARD OF TRUSTEE MEETING

Meets every 2nd Monday of the Month at 6:30 P.M.

May 14th

July 11th

July 9th

August – No Meetings Scheduled

13. Meeting Closing
