



**MOUNT VERNON
PUBLIC LIBRARY**
WHERE OPPORTUNITY AWAITS

**Tuesday, November 20, 2018
Regular Meeting of November 20,2018**

**Tuesday
6:30
Trustees' Room**

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 1. Meeting Opening

Type Procedural

The meeting was called to order at 6:35 p.m by Oscar Davis Jr.

Subject **1.2 Roll Call**

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 1. Meeting Opening

Type Action, Procedural

Trustees present: Malcolm I. Clark (left at 7pm), Oscar Davis, Jr., Judy Williams-Davis, Cathlin Gleason

Trustee Tanya Southerland absent.

Also present; Nishan Stepak, Cheryl Thomas, Thea Blessitt, Gary Newman, Ljubish Jovasevic.

Subject **1.3 Pledge of Allegiance**

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance led was by Jose Alvelo.

Subject **1.4 Acceptance of Agenda**

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 1. Meeting Opening

Type Action

Recommended Action Motion to approve the agenda

Upon a motion made by Cathlin Gleason, seconded by Judy Williams- Davis, the Board approved the agenda for the Regular meeting of Tuesday November 20, 2018.

2. Public Expression

Subject 2.1 Public Expression

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 2. Public Expression

Type

Public expression are as followed:

Cheryl Thomas: I am not pleased with the library being opened during the snow storm. It took a lot of people many hours to get home. We are struggling and still waiting for our money.

Thea Blessitt: I wanting to express my concerns, it took me an hour and twenty minutes to get home instead of six minutes during the snow storm. Why weren't we given the same courtesy as WLS and the other libraries.

Nishan Stepak: I notice that workers are getting injured. This environment is becoming more dangerous, too many chances for injury.

Board Responded:

Trustee Williams-Davis: In terms of injuries -my concern is how many injuries? (Trustee Davis stated)", we will not go back and forth I recommend write the situation up and give it to the director to address."

Trustee Gleason: The snow storm was nor recorded properly, I would suggest that the director come up with a procedure to address. Cheryl. We sat down with the union and were told not to discuss. Nishan. I am concerned about the hazardous conditions, put them in writing and give them to the director.

3. Correspondence

4. Presentation

Subject 4.1 Mr. Jovasevic -Presentation for the Teen Room

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 4. Presentation

Type

5. Director's Report

Subject 5.1 Director's Report - October 2018

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 5. Director's Report

Type

6. Finance

Subject **6.1 BOT Report -Jose Alvelo**

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 6. Finance

Type

Subject **6.2 Funds Transfer Resolution #0148-18**

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

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 Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved and adopted Resolution #0148-18. 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	6.3 Check Signing Resolution #0149-18
Meeting	Nov 20, 2018 - Regular Meeting of November 20,2018
Category	6. Finance
Type	Action
Recommended Action	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.

CHECK SIGNING RESOLUTION #0149-18

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 November 20, 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, 2019. A listing of such checks is attached to this Resolution and includes consecutive check numbers 13878-13932 totaling \$110,090.96. After grouping these checks according to their respective purpose, a total of \$10,753.54 was for Book expenses, \$2,799.63 was for Audio Visual expenses, \$820.50 was for Periodicals expenses, \$5,462.16 was for New Technology, \$6,044.69 was for Program expenses-MV, \$3,643.78 was for Supplies expenses-Main, \$141.42 was for Computer Software & Supp. Expenses, \$264.69 was for Telephone Telecommunication expenses, \$106.89 was for Postage expenses, \$248.99 was for Office expenses, \$14.17 was for Professional Meeting-MV, \$493.42 was for Conferences, \$36.07 was for Staff & Train. & Dev. Expenses, \$1,839.49 was for Equipment Maintenance expenses-MV, \$54.66 was for Miscellaneous expenses-MV, \$4,939.00 was for Professional Fees, \$534.32 was for Fuel expenses-MV, \$967.68 was for Custodial Supplies-MV, \$2,700.00 was for Repairs to Building expense-MV, \$2,024.68 was for Service Contract expense-MV, \$868.33 was for Miscellaneous Building expense-MV, \$50.00 was for Arbitration Processing Fees, \$62,190.95 was for Hospital & Medical Insurance, \$2,091.87 was for Dental expenses, \$1,650.03 was for GiveGab expense- Lets Build Robot.

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 Judy Williams-Davis, seconded by Cathlin Gleason, the Board approved and adopted Resolution #0149-18. The vote carried 3 yes, and 0 no. *** Check #13877 was pulled this item must have proof that the contract was changed and will be brought back at a special meeting.***

Yea Nay Abstain Trustees

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

7. Committee Reports

Subject **7.1 Bargaining Committee Report**

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 7. Committee Reports

Type

Trustee Williams-Davis reported: they are working on negotiations

Subject **7.2 Building & Grounds Committee Report**

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 7. Committee Reports

Type

Trustee Davis reported: B&G are working on alot of projects, some items will be discussed in the department head meeting.

The Director (Ms. Evania Thompson) stated the consultant from NY Power Authority is doing a preliminary report on the roof

Subject **7.3 Finance**

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 7. Committee Reports

Type

Subject **7.4 Marketing & Technology Committee Report**

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 7. Committee Reports

Type

Trustee Davis:

Marketing is not where it should be- post cards were not done

Technology: computers were purchased, every employee that needs a machine will get an upgraded machine and it should have the latest software.

Subject **7.5 Personnel Committee Report**

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 7. Committee Reports

Type

No report

Subject **7.6 Policy & Governance**

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 7. Committee Reports

Type

no report

Subject **7.7 Strategic Planning Committee Report**

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 7. Committee Reports

Type

no report

8. Old Business

Subject **8.1 G. Grant Retainer Resolution #0130-18**

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 8. Old Business

Type Action

WHEREAS, the Director of the Mount Vernon Public Library recommends the acceptance of the retainer, \$5,000 per month, for legal services provided by the Law Office of Ghenya B. Grant,

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

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the signing of the contract for a retainer of \$5000.00 per month, for legal services provided by the Law Office of Ghenya B. Grant. The retainer will be expensed from Professional fees, line item 6150.00.

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved and adopted Resolution #0130-18. 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 **8.2 Extended Hours Resolution #0128-18 Paint & Sip**

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 8. Old Business

Type

RESOLUTION #0128-18

A RESOLUTION TO EXTEND THE LIBRARY HOURS FOR THE PAINT & SIP FUNDRAISER

Whereas, the Director of Mount Vernon Public Library recommends to the Board that they approve extending the library hours For the Pint & Sip fundraiser on Friday October 26, 2018 from 6 - 8 pm,

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 extending the business hours of the library Friday October 26, 2018 between the hours of 6 -8pm for the Friends Paint & Sip Fundraiser.

***** This resolution was pulled - the overtime was not included and the cost of the overtime must be added with the budget line in which is will be expensed from*****

Subject 8.3 OLA Boiler Amended Resolution #0144-18A
Meeting Nov 20, 2018 - Regular Meeting of November 20,2018
Category 8. Old Business
Type Action

A RESOLUTION TO APPROVE A PROFESSIONAL SERVICES CONTRACT WITH OLA CONSULTING ENGINEERS TO DESIGN AND MANAGE THE MOUNT VERNON PUBLIC LIBRARY'S BOILER REPLACEMENT

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they approve the proposed professional services agreement/contract of \$29,000.00 with OLA Consulting Engineers to design and manage the Library's Boiler Replacement. This design process is the first stage to develop the specifications required to put the replacement Boiler Project out for formal bidding.

WHEREAS, THE Board of Trustees must approve this recommendation

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library approves, adopts and authorizes the acceptance of the proposed professional services agreement/contract of \$29,000 with OLA Consulting Engineers to design and manage the Library's Boiler Replacement, project completion date by June 30, 2019. This will be expensed from the Budget Line Item 6650.000 which is Building Repairs.

***** Resolution pulled until the Board hears from the attorney***** _

Subject 8.4 Check Signing Resolution #0137-18 S.Harris
Meeting Nov 20, 2018 - Regular Meeting of November 20,2018
Category 8. Old Business
Type Action
Recommended Action 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.

CHECK SIGNING RESOLUTION #0137-18

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 October 17, 2018, which is within the approved budget for a total of \$2,200.00 was for Accrued expenses for the fiscal year ending June 30, 2019. The listing for the check is attached to this Resolution, check number #13853 and will be expensed from account #1600.00 Accrued expenses.

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 Judy Williams-Davis, the Board approved and adopted Resolution #0137-18. 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

9. Personnel

Subject	9.1 R. Mapp Resignation Resolution #0140-18
Meeting	Nov 20, 2018 - Regular Meeting of November 20,2018
Category	9. Personnel
Type	Action

Resolution #0140-18

**A RESOLUTION TO ACCEPT THE RESIGNATION OF ROXANNE MAPP A
SUBSTITUTE PART TIME LIBRARIAN I**

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:

Roxanne Mapp, as a Substitute Librarian I, effective as of October 30, 2018.

Upon a motion made by Judy Williams-Davis, seconded by Cathlin Gleason, the Board approved and adopted Resolution #0140-18. 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 **9.2 J. Walters Resignation Resolution#0141-18**
Meeting Nov 20, 2018 - Regular Meeting of November 20,2018
Category 9. Personnel
Type Action

Resolution # 0141-18

**A RESOLUTION TO ACCEPT THE RESIGNATION OF JORDAN WALTERS 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:

Jordan Walters, a part time summer library aide, effective November 5, 2018.

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved and adopted Resolution #0141-18. 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 9.3 Summer Hires Termination Resolution #0142-18
 Meeting Nov 20, 2018 - Regular Meeting of November 20,2018
 Category 9. Personnel
 Type Action

Resolution # 0142-18

A RESOLUTION TO ACCEPT THE TERMINATION OF THE 2018 SUMMER AIDES

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 termination of the following:

Dillon Evans, a part-time summer library aide for the Community Outreach Department, working up to 17.5 per week, at the pay rate of \$11.00 an hour. His summer employment ended August 31, 2018.

Yussuf Adeyi, a part-time summer library aide for the Community Outreach Department, working up to 17.5 per week, at the pay rate of \$11.00 an hour. His summer employment ended August 31, 2018.

Jalen Hutchins, a part-time summer library aide for the Community Outreach Department, working up to 17.5 per week, at the pay rate of \$11.00 an hour. His summer employment ended August 31, 2018.

Nia Hill, a part-time summer library aide for the Community Outreach Department, working up to 17.5 per week, at the pay rate of \$11.00 an hour. His summer employment ended August 31, 2018.

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved and adopted Resolution #0142-18. 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 **9.4 Maintenance Summer Cleaner Resignation Resolution#0143-18**

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 9. Personnel

Type Action

Resolution # 0143-18

A RESOLUTION TO ACCEPT THE TERMINATION OF GEORGE MCCLENDON A 2018 SUMMER PART TIME MAINTENANCE 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 termination of the following:

George McClendon, a part-time summer cleaner in the maintenance department, working up to 17.5 per week, at the pay rate of \$11.00 an hour. His summer employment ended August 31, 2018.

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved and adopted Resolution #0143-18. 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 9.5 A. Pittman Resignation Resolution#0146-18

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 9. Personnel

Type Action

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

Resolution # 0146-18

A RESOLUTION TO ACCEPT THE RESIGNATION OF ANTHONY PITTMAN, A PART TIME PER-DIEM MAINTENANCE 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 resignation of the following:

Anthony Pittman, a Temporary Part-time per-diem cleaner in the maintenance department, working up to 17.5 per week, at the pay rate of \$11.00 an hour effective as of August 31, 2018.

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved and adopted Resolution #0146-18. 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 9.6 New Hire- Part Time Maintenance Cleaner Resolution#0147-18

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 9. Personnel

Type Action

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

A RESOLUTION TO HIRE A TEMPORARY PART-TIME PER-DIEM CLEANER
Resolution #0147-18

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:

Donald Penn as a Temporary Part-time per-diem cleaner for the maintenance department. He will fill the vacancy in the maintenance department created by Anthony Pittman. For 6 months effective Thursday November 15, 2018 through May 15, 2019. He will be supervised by Christopher Francis. His rate of pay will be \$11.00 per hour, part-time staff may work up to 17.5 hours per week.

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved and adopted Resolution #0147-18. 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

10. Executive Session (If Needed)

11. Meeting Closing

Subject 11.1 Adjournment

Meeting Nov 20, 2018 - Regular Meeting of November 20,2018

Category 11. Meeting Closing

Type