



MOUNT VERNON
PUBLIC LIBRARY
WHERE OPPORTUNITY AWAITS

Wednesday, November 20, 2019 Regular Meeting

Wednesday
6:30
Trustees' Room

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Nov 20, 2019 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

The Regular meeting was called to order at 6:32 pm by Oscar Davis Jr.

Subject **1.2 Roll Call**

Meeting Nov 20, 2019 - Regular Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees present: Malcolm Clark, Cathlin Gleason, Judy Williams-Davis, Judy Williams-Davis, and Tanya Southerland (arrived 6:35pm)

Also present was: Doris Hackett, Chris Williams; library staff, Gary Newman; CSEA Union President, Thomas Terry; Financial Consultant, Jose Alvelo; Treasurer, Evania Thompson; Director, and Doreen McQueen; Administrative Assistant.

Subject **1.3 Pledge of Allegiance**

Meeting Nov 20, 2019 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance was led by Malcolm Clark.

Subject **1.4 Acceptance of Agenda**

Meeting Nov 20, 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 Malcolm Clark, the Board approved the agenda for the working meeting of Wednesday November 20, 2019.

The vote carried 5 yes and 0 no.

Yea Nay Abstain Trustees

X____ _ Malcom I. Clark

X____ _ Oscar Davis, Jr.

X____ _ Judy Williams-Davis

X____ _ Cathlin Gleason

X____ _ Tanya Southerland

2. Director's Report

Subject 2.1 Director's Report

Meeting Nov 20, 2019 - Regular Meeting

Category 2. Director's Report

Type

3. Committee Reports

Subject 3.1 Building & Grounds Committee

Meeting Nov 20, 2019 - Regular Meeting

Category 3. Committee Reports

Type

Trustee Davis reported:

Building & Grounds has not met. The roof finally has been done, there may be a crack in the drainage pipe, but it has not effected the roof.

Subject 3.2 Finance Committee

Meeting Nov 20, 2019 - Regular Meeting

Category 3. Committee Reports

Type

Trustee Gleason reported:

- Went over the contract with the union

- reviewing the 990 and if we are still required to file, depending if we are still considered 501c
- Spoke with Schofield, confirmed we shouldn't have receive 501c, but if we have it do not get rid of it.
- auditors have issued a unofficial report, trying to find out which building title is correct
- ADP education training
- we are whole with the school district, and now focusing on retro checks

Subject **3.3 Marketing Committee**

Meeting Nov 20, 2019 - Regular Meeting

Category 3. Committee Reports

Type

Trustee Judy Williams- Davis reported:

- The goal is to advocate a PR person
- we do much more in programs and we need a staff person
- we must market outside events and do better at the marketing aspect

Trustee Southerland commented that- one thing that would be useful is to create a hashtag for marketing and also branding

Trustee Davis also mentioned wrapping the building in different themes such as local veterans, etc. Trustee Gleason questioned- Is there a way the library can stream live events? Maybe this can be a teaching event.

Subject **3.4 Personnel Committee**

Meeting Nov 20, 2019 - Regular Meeting

Category 3. Committee Reports

Type

Trustee Judy Williams-Davis:

Personnel will be discussed in executive session

Subject **3.5 Policy & Governance Committee**

Meeting Nov 20, 2019 - Regular Meeting

Category 3. Committee Reports

Type

Trustee Cathlin Gleason reported:

Committee did not meet, however we worked on personnel policies last month and revised some stagnant policies

Subject **3.6 Technology Committee**

Meeting Nov 20, 2019 - Regular Meeting

Category 3. Committee Reports

Type

Trustee Davis Reported:

- purchasing more computers for the teen lab

4. Past Meeting Minutes

Subject 4.1 June 10, 2019 Minutes- Working Meeting

Meeting Nov 20, 2019 - Regular Meeting

Category 4. Past Meeting Minutes

Type Minutes

Upon a motion made by Cathlin Gleason, seconded by Malcolm Clark, the Board approved and adopted the board minutes collectively for

- 4.1 June 10, 2019
- 4.2 July 1, 2019
- 4.3 July 17, 2019 Re-Organizational
- 4.4 July 17, 2019 Regular
- 4.6 September 20, 2019

Yea Nay Abstain Trustees

X_____ Oscar Davis, Jr.

_____ X_____ Malcolm I. Clark

X_____ Judy Williams-Davis

X_____ Cathlin Gleason

X_____ Tanya Southerland

Upon a motion made by Malcolm Clark, seconded by Judy Williams-Davis, the Board approved and adopted the board minutes for

- 4.5 September 18, 2019

Yea Nay Abstain Trustees

X_____ Oscar Davis, Jr.

_____ X_____ Malcolm I. Clark

X_____ Judy Williams-Davis

_____ X_____ Cathlin Gleason

X_____ Tanya Southerland

Subject **4.2 July 1, 2019 Minutes- Special Meeting**

Meeting Nov 20, 2019 - Regular Meeting

Category 4. Past Meeting Minutes

Type Minutes

Subject **4.3 July 17, 2019 Re- Organizational Meeting**

Meeting Nov 20, 2019 - Regular Meeting

Category 4. Past Meeting Minutes

Type Minutes

Subject **4.4 July 17, 2019 Minutes - Regular Meeting**

Meeting Nov 20, 2019 - Regular Meeting

Category 4. Past Meeting Minutes

Type Minutes

Subject **4.5 September 18, 2019 Minutes - Regular Meeting**

Meeting Nov 20, 2019 - Regular Meeting

Category 4. Past Meeting Minutes

Type Minutes

Subject **4.6 September 20, 2019 Special Meeting**

Meeting Nov 20, 2019 - Regular Meeting

Category 4. Past Meeting Minutes

Type Minutes

5. Finance

Subject **5.1 BOT Report- Jose Alvelo**

Meeting Nov 20, 2019 - Regular Meeting

Category 5. Finance

Type

Subject **5.2 Check Signing Resolution #0161-19**

Meeting Nov 20, 2019 - Regular Meeting

Category 5. Finance

Type

MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #0161-19

WHEREAS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2020, 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, 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, 2020. A listing of such checks is attached to this Resolution and includes consecutive check numbers #14848-14879, #14881-14887, #14889-14892 totaling \$152,861.88. After grouping these checks according to their respective purpose, a total of \$1,250.00 was for Prepaid expenses, \$15,984.54 was for Book expenses, \$3,820.26 was for Audio Visual expenses, \$387.48 was for Periodicals Exp.-MV, \$7,998.10 was for New Technology, \$3,838.70 was for Program expenses-MV, \$2,790.25 was for Supplies expenses-Main, \$745.09 was for Computer Software & Supply Exp.-MV, \$143.52 was for Telephone- Telecommunication Exp., \$1,025.50 was for Postage Exp.-MV, \$67.85 was for Professional Meetings-MV, \$121.48 was for Staff Training & Dev., \$353.10 was Professional Dev., \$5,466.99 was for Equipment Maint. Exp.-MV, \$4,851.05 was for Professional Fees Exp, \$733.80 was for Custodial Supplies Exp.-MV, \$26,338.40 was for Security Guard Exp., \$3,366.28 was for Security System Exp., \$4,702.32 was for Service Contract Exp., \$2,573.68 was for Miscellaneous Building Exp., \$64,046.67 was for Hospital & Medical Insurance Exp., \$2,156.82 was for Dental Exp.

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 Cathlin Gleason, seconded by Tanya Southerland, the Board approved and adopted Resolution #0161-19. The vote carried 5 yes and 0 no.

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

Subject	5.3 Check Signing Resolution #0162-19
Meeting	Nov 20, 2019 - Regular Meeting
Category	5. Finance
Type	

LIBRARY

MOUNT VERNON PUBLIC

BOARD OF TRUSTEES

CHECK SIGNING RESOLUTION

#0162-19

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 November 20, 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 #14893 totaling \$1,500.00, and will be expensed from account #6150.01 Professional fees.

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

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 Tanya Southerland, the Board approved and adopted Resolution #0163-19. The vote carried 4 yes and 1 abstained.

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

6. New Business

Subject	6.1 Bench & Plaque Donation Resolution #0154-19
Meeting	Nov 20, 2019 - Regular Meeting
Category	6. New Business
Type	

Mount Vernon Public Library
Board of Trustees

BENCH & PLAQUE DONATION RESOLUTION #0154-19

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they accept Ms. Patrica Williams', and her family's, monetary donation of \$853.19 in order to purchase an outdoors bench, with plaque, in honor of Rose Santas' 100th birthday, and donate both to the Mount Vernon Public Library.

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

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 monetary donation made by Ms. Patricia Williams, and her family, of \$853.19 dollars; check #1015, which was applied to the purchase of an outdoor bench with plaque for the Mount Vernon Public Library.

Upon a motion made by Malcolm Clark, seconded by Tanya Southerland, the Board approved and adopted Resolution #0154-19. The vote carried 5 yes and 0 no.

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

Subject **6.2 Paint & Sip Extra Hours Resolution #0157-19**

Meeting Nov 20, 2019 - Regular Meeting

Category 6. New Business

Type

**Mount Vernon Public Library
Board of Trustees**

RESOLUTION #0157-19

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 25, 2019,

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 on Friday October 25, 2018 between the hours of 6-8pm for the Friends Paint & Sip Fundraiser. Two extra hours of pay at (\$44.66) for one person in from maintenance Thomas Redahan will be expensed from the Budget line item 4650.01 which is Maintenance Salaries. Two extra hours of pay for security at (\$35.20) for one person Albert Mingoies, which is expensed from security guard service budget line 6700.01.

Upon a motion made by Malcolm Clark, seconded by Tanya Southerland, the Board approved and adopted Resolution #0157-19. The vote carried 5 yes and 0 no.

Yea	Nay	Abstain	Trustees
X	_____	_____	Malcolm I. Clark

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

Subject 6.3 Extra Hours Resolution #0160-19 Maintenance Staff

Meeting Nov 20, 2019 - Regular Meeting

Category 6. New Business

Type

Mount Vernon Public Library
Board of Trustees
Resolution #0160-19

RESOLUTION TO APPROVE EXTRA WORK HOURS FOR THE TWO MAINTENANCE PART-TIMERS DURING FOREMAN’S VACATION

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that the two maintenance part-timers listed below, be allowed to work additional hours in order to assist while the Foreman, and one other maintenance full-timer are on vacation the week of November 25, 2019 thru November 30, 2019.

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 the following two maintenance part-time staff:

Tony B. Paylor and Donald D. Penn, work over their normal seventeen-and-a-half-hour work week (17 ½), but not to exceed 24 hours a week, to assist while the Foreman, and one other maintenance full-timer are on vacation. This will allow for one full-timer and one part-timer per shift during their absence. The part-timers’ salary will be expensed from Maintenance salaries, account 4650.01 at their current rate of pay \$12.00 per hour.

Upon a motion made by Malcolm Clark, seconded by Tanya Southerland, the Board approved and adopted Resolution #0156-19. The vote carried 5 yes and 0 no.

Yea Nay Abstain Trustees

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

7. Correspondence

Subject	7.1 Correspondence
Meeting	Nov 20, 2019 - Regular Meeting
Category	7. Correspondence
Type	

The Director read a letter she received pertaining to a grant.

8. Public Expression

Subject	8.1 Public Expression
Meeting	Nov 20, 2019 - Regular Meeting
Category	8. Public Expression
Type	

Public Expression:

Christopher Williams: On 9/18/19 a very interesting picture was released that put the board in a tizzy. Gary sent me an email with my picture in which I did not pose for and this photo was sent to your lawyers. You took a picture on work time was there a policy without my knowledge? Why was this picture taken and circulaed?

Trustees' Responses:

Trustee Gleason: I will honestly say I will look into the situation, please put your concerns in an email and it will be researched and taken into consideration.

Trustee Williams-Davis: We can all agree that this may have been done in poor taste.

Mr. Newman then stated: Chris! seeing this was done to create psyco drama and it was ill spirited.I went on vacation believing things were settled. Not my idea of a new begginging.

9. Executive Session (If Needed)

10. New Committee Meeting Schedule

Subject	10.1 Committee Meeting Schedule
Meeting	Nov 20, 2019 - Regular Meeting
Category	10. New Committee Meeting Schedule
Type	

Board & Committee Schedule 2019-2020

**BUILDING & GROUNDS MEETING – Chairperson Oscar Davis Jr.
Meets every Thursday of the Month at 5:30 P.M.**

November 7th, 14th, 21st,

December 5th, 12th, 19th, 26th

January 2nd, 9th, 16th, 23rd, 30th 2020

FINANCE COMMITTEE MEETING- Chairperson Cathlin Gleason

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

November 12th

December 9th

January 13th 2020

PERSONNEL COMMITTEE MEETING / MARKETING- Chairperson Judy Williams-

Davis

Meets every _____

November 13th (Wednesday)

December 11th

January 14th 2019

POLICY& GOVERNANCE COMMITTEE- Chairperson Cathlin Gleason

Meets every 3rd Wednesday of the Month at 5:30 P.M.

November 20th

December 18th

January 15th 2020

TECHNOLOGY COMMITTEE MEETING – Chairperson Oscar Davis Jr.

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

November 7th, 14th, 21st,

December 5th, 12th, 19th, 26th

January 2nd, 9th, 16th, 23rd, 30th 2020

REGULAR BOARD MEETING

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

November 20th

December 18th

January 15th 2020

WORKING BOARD MEETING

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

November 12th , December 9th , **January 13th 2020**

11. Meeting Closing

Subject	11.1 Adjournment
Meeting	Nov 20, 2019 - Regular Meeting
Category	11. Meeting Closing

Type

Upon a motion made by _____, seconded by _____, the regular meeting of Wednesday 14, 2019 adjourned at _____. The vote carried ___ yes, ___ no.