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
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____ ____ ____    Malcolm 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

3. Committee Reports

Subject   3.1 Building & Grounds Committee
Meeting    Nov 20, 2019 - Regular Meeting
Category   3. Committee Reports

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

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 cab 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
Trustee Davis Reported:
- purchasing more computers for the teen lab

### 4. Past Meeting Minutes

<table>
<thead>
<tr>
<th>Subject</th>
<th>4.1 June 10, 2019 Minutes - Working Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Nov 20, 2019 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>4. Past Meeting Minutes</td>
</tr>
</tbody>
</table>

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_____ ____ ____   Malcolm I. Clark
_____ ____ X____   Oscar Davis, Jr.
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_____ ____ ____   Malcolm I. Clark
_____ ____ X____   Oscar Davis, Jr.
X_____ ____ ____   Judy Williams-Davis
_____ ____ X____   Cathlin Gleason
X_____ ____ ____   Tanya Southerland
<table>
<thead>
<tr>
<th>Subject</th>
<th>4.2 July 1, 2019 Minutes - Special Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Nov 20, 2019 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>4. Past Meeting Minutes</td>
</tr>
<tr>
<td>Type</td>
<td>Minutes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>4.3 July 17, 2019 Re- Organizational Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Nov 20, 2019 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>4. Past Meeting Minutes</td>
</tr>
<tr>
<td>Type</td>
<td>Minutes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>4.4 July 17, 2019 Minutes - Regular Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Nov 20, 2019 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>4. Past Meeting Minutes</td>
</tr>
<tr>
<td>Type</td>
<td>Minutes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>4.5 September 18, 2019 Minutes - Regular Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Nov 20, 2019 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>4. Past Meeting Minutes</td>
</tr>
<tr>
<td>Type</td>
<td>Minutes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>4.6 September 20, 2019 Special Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Nov 20, 2019 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>4. Past Meeting Minutes</td>
</tr>
<tr>
<td>Type</td>
<td>Minutes</td>
</tr>
</tbody>
</table>

### 5. Finance

<table>
<thead>
<tr>
<th>Subject</th>
<th>5.1 BOT Report - Jose Alvelo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Nov 20, 2019 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>5. Finance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>5.2 Check Signing Resolution #0161-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Nov 20, 2019 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>5. Finance</td>
</tr>
</tbody>
</table>
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

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:
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 #0162-19. The vote carried 5 yes and 0 no.

<table>
<thead>
<tr>
<th>Yea</th>
<th>Nay</th>
<th>Abstain</th>
<th>Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td>X_____</td>
<td>____</td>
<td>____</td>
<td>Malcolm I. Clark</td>
</tr>
<tr>
<td>X_____</td>
<td>____</td>
<td>____</td>
<td>Oscar Davis, Jr.</td>
</tr>
<tr>
<td>X_____</td>
<td>____</td>
<td>____</td>
<td>Judy Williams-Davis</td>
</tr>
<tr>
<td>X_____</td>
<td>____</td>
<td>____</td>
<td>Cathlin Gleason</td>
</tr>
<tr>
<td>X_____</td>
<td>____</td>
<td>____</td>
<td>Tanya Southerland</td>
</tr>
</tbody>
</table>

Subject 5.4 Funds Transfer Resolution #0163-19

Meeting Nov 20, 2019 - Regular Meeting

Category 5. Finance

Type

MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES FUNDS TRANSFER
RESOLUTION #0163-19

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 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. Patricia 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

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 Mingoes, 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
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.
7. Correspondence

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

8. Public Expression

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 circulated?

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 psycodrama and it was ill spirited. I went on vacation believing things were settled. Not my idea of a new beginning.

9. Executive Session (If Needed)

10. New Committee Meeting Schedule

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 2\(^{nd}\), 9\(^{th}\), 16\(^{th}\), 23\(^{rd}\), 30\(^{th}\) 2020

**FINANCE COMMITTEE MEETING** - Chairperson Cathlin Gleason  
Meets every 2\(^{nd}\) Monday of the Month at 5:30 P.M.  
November 12\(^{th}\)  
December 9\(^{th}\)  
January 13\(^{th}\) 2020

**PERSONNEL COMMITTEE MEETING / MARKETING** - Chairperson Judy Williams-Davis  
Meets every ________________________________  
November 13\(^{th}\)  
December 11\(^{th}\)  
January 14\(^{th}\) 2019

**POLICY & GOVERNANCE COMMITTEE** - Chairperson Cathlin Gleason  
Meets every 3\(^{rd}\) Wednesday of the Month at 5:30 P.M.  
November 20\(^{th}\)  
December 18\(^{th}\)  
January 15\(^{th}\) 2020

**TECHNOLOGY COMMITTEE MEETING** – Chairperson Oscar Davis Jr.  
Meets every Thursday of the Month at 6:30 P.M.  
November 7\(^{th}\), 14\(^{th}\), 21\(^{st}\),  
December 5\(^{th}\), 12\(^{th}\), 19\(^{th}\), 26\(^{th}\)  
January 2\(^{nd}\), 9\(^{th}\), 16\(^{th}\), 23\(^{rd}\), 30\(^{th}\) 2020

**REGULAR BOARD MEETING**  
Meets every 3\(^{rd}\) Wednesday of the Month at 6:30 P.M.  
November 20\(^{th}\)  
December 18\(^{th}\)  
January 15\(^{th}\) 2020

**WORKING BOARD MEETING**  
Meets every 2\(^{nd}\) Monday of the Month at 6:30 P.M  
November 12\(^{th}\), December 9\(^{th}\), January 13\(^{th}\) 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.