



**Wednesday, October 17, 2018**  
**Regular Board Meeting of October 17, 2018**

**Wednesday**  
**6:30**  
**Trustees Room**

## **1. Meeting Opening**

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**Subject**                    **1.1 Call To Order**

Meeting                    Oct 17, 2018 - Regular Board Meeting of October 17, 2018

Category                    1. Meeting Opening

Type                        Procedural

The meeting was called to order at 6:30 p.m by Trustee Oscar Davis Jr.

**Subject**                    **1.2 Roll Call**

Meeting                    Oct 17, 2018 - Regular Board Meeting of October 17, 2018

Category                    1. Meeting Opening

Type                        Action, Procedural

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

Also present was:

**Subject**                    **1.3 Pledge of Allegiance**

Meeting                    Oct 17, 2018 - Regular Board Meeting of October 17, 2018

Category                    1. Meeting Opening

Type                        Procedural

Pledge of Allegiance led was by \_\_\_\_\_.

**Subject**                    **1.4 Acceptance of Agenda**

Meeting Oct 17, 2018 - Regular Board Meeting of October 17, 2018  
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 Board meeting of Wednesday October 17, 2018.

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## **2. Correspondence**

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## **3. Public Expression**

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## **4. Presentation**

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**Subject 4.1 Presentation by David Cambillo**

Meeting Oct 17, 2018 - Regular Board Meeting of October 17, 2018  
Category 4. Presentation  
Type

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## **5. Board Minutes**

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**Subject 5.1 09/10/18 Working Meeting Minutes**

Meeting Oct 17, 2018 - Regular Board Meeting of October 17, 2018  
Category 5. Board Minutes  
Type Minutes

**Subject 5.2 09/19/18 Regular Meeting Minutes**

Meeting Oct 17, 2018 - Regular Board Meeting of October 17, 2018  
Category 5. Board Minutes  
Type Minutes

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## **6. Director's Report**

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**Subject 6.1 Director's Report**

Meeting Oct 17, 2018 - Regular Board Meeting of October 17, 2018  
Category 6. Director's Report  
Type

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## **7. Committee's Report**

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**Subject 7.1 Bargaining Committee**

Meeting Oct 17, 2018 - Regular Board Meeting of October 17, 2018  
Category 7. Committee's Report

Type

**Subject**                    **7.2 Building & Grounds Committee**

Meeting                    Oct 17, 2018 - Regular Board Meeting of October 17, 2018

Category                    7. Committee's Report

Type

**Subject**                    **7.3 Marketing/ Technology Committee**

Meeting                    Oct 17, 2018 - Regular Board Meeting of October 17, 2018

Category                    7. Committee's Report

Type

**Subject**                    **7.4 Personnel Committee**

Meeting                    Oct 17, 2018 - Regular Board Meeting of October 17, 2018

Category                    7. Committee's Report

Type

**Subject**                    **7.5 Policy & Governance Committee**

Meeting                    Oct 17, 2018 - Regular Board Meeting of October 17, 2018

Category                    7. Committee's Report

Type

**Subject**                    **7.6 Strategic Planning Committee**

Meeting                    Oct 17, 2018 - Regular Board Meeting of October 17, 2018

Category                    7. Committee's Report

Type

## **8. Finance**

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**Subject**                    **8.1 BOT Report -Jose Alvelo**

Meeting                    Oct 17, 2018 - Regular Board Meeting of October 17, 2018

Category                    8. Finance

Type

**Subject**                    **8.2 Funds Transfer Resolution #0134-18**

Meeting Oct 17, 2018 - Regular Board Meeting of October 17, 2018

Category 8. 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.

**RESOLUTION #0134-18**

**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 \_\_\_\_\_, seconded by \_\_\_\_\_, the Board approved and adopted Resolution #0134-18. The vote carried \_\_\_ yes and \_\_\_\_ no.

Yea Nay Abstain Trustees

\_\_\_\_\_ Malcolm I. Clark

\_\_\_\_\_ Oscar Davis, Jr.

\_\_\_\_\_ Judy Williams-Davis

\_\_\_\_\_ Cathlin Gleason

\_\_\_\_\_ Tanya Southerland

**Subject** 8.3 Check Signing Resolution #0131-18 M. Wu

Meeting Oct 17, 2018 - Regular Board Meeting of October 17, 2018

Category 8. Finance

Type Action

### Resolution # 0131-18

**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, as reimbursement for PLDA Conference fees, 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 #13797 totaling \$415.00 and will be expensed from account #5940.04, Conferences.

**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 \_\_\_\_\_, seconded by \_\_\_\_\_, the Board approved and adopted Resolution #0131-18. The vote carried \_\_\_ yes and \_\_\_\_\_ no.

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

**Subject**                    **8.4 Check Signing Resolution #0132-18 D. Nelson**

Meeting                    Oct 17, 2018 - Regular Board Meeting of October 17, 2018

Category                    8. Finance

Type

**CHECK SIGNING RESOLUTION #0132-18**

**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, as reimbursement for PLDA Conference fees, which is within the approved budget for a total of \$325.00 was for Accrued expenses for the fiscal year ending June 30, 2019. The listing for the check is attached to this Resolution, check number #13798 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 \_\_\_\_\_, seconded by \_\_\_\_\_, the Board approved and adopted Resolution #0132-18. The vote carried \_\_\_ yes and \_\_\_\_ no.

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

**Subject**                    **8.5 Check Signing Resolution #0135-18**

Meeting                      Oct 17, 2018 - Regular Board Meeting of October 17, 2018

Category                     8. Finance

Type

**CHECK SIGNING RESOLUTION #0135-18**

**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 October 17, 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 13799-13839, 13841-13852 totaling \$129,085.53. After grouping these checks according to their respective purpose, a total of, \$31.90 was for Lost Book expenses, \$1,217.12 was for Conferences, \$200.00 was for Professional Salaries exp., \$2,380.00 was for New Technology, \$8,572.62 was for Programs exp.-MV, \$11,077.69 was for Book expenses, \$764.51 was for Book expenses-NYSFD, \$3,441.30 was for Audio Visual expenses, \$5,478.15 was for Periodicals expenses, \$172.47 was for Computer Software exp., \$286.71 was for Telephone - Telecommunication, \$3,175.41 was for Supplies expenses, \$120.00 was for Postage exp., \$795.00 was for Publicity & Print expense-MV, \$13.46 was for Professional Meeting-MV, \$14.28 was for Staff Train. & Dev. Exp.-MV, \$3,153.51 was for Equipment Maintenance expenses-MV, \$320.00 was for Miscellaneous expenses-MV, \$2,531.14 was for Professional Fees, \$103.15 was for Fuel expenses-MV, \$470.31 was for Custodial Supplies-MV, \$2,000.00 was for Repairs to Building expense-MV, \$9,277.63 was for Security Guard expenses, \$2,258.75 was for Service Contract expense-MV, \$239.90 was for Miscellaneous Building expense-MV, \$62,190.95 was for Hospital & Medical Insurance, \$2,091.87 was for Dental expenses, and \$7,122.70 was for Furniture & Equip. Exp.-MV.

**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.***

Upon a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board approved and adopted Resolution #0135-18. The vote carried \_\_\_ yes and \_\_\_\_ no.

Yea    Nay    Abstain Trustees

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    Malcolm I. Clark

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

**Subject 8.6 Check Signing Resolution #0136-18**

Meeting Oct 17, 2018 - Regular Board Meeting of October 17, 2018

Category 8. 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.

**CHECK SIGNING RESOLUTION #0106-18**

**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, for Staff Training & Development Expenses, 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 #13855 totaling \$350.00 and will be expensed from account #5950.01.

**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 \_\_\_\_\_, seconded by \_\_\_\_\_, the Board approved and adopted Resolution #0136-18. The vote carried \_\_\_ yes and \_\_\_\_ no.





Meeting Oct 17, 2018 - Regular Board Meeting of October 17, 2018

Category 9. New Business

Type Action

Recommended Action 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,

**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.

Upon a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board approved and adopted Resolution #0128-18. The vote carried \_\_\_ yes and \_\_\_\_ no.

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

**Subject 9.2 NYS 2017 Annual Report Resolution #0129-18**

Meeting Oct 17, 2018 - Regular Board Meeting of October 17, 2018

Category 9. New Business

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the 2017 Annual Report for the library,

**Resolution #0129-18**

**A RESOLUTION TO ACCEPT THE 2017 ANNUAL REPORT**



Upon a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board approved and adopted Resolution #0130-18. The vote carried \_\_\_ yes and \_\_\_\_ no.

Yea    Nay    Abstain Trustees

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

**Subject**                    **9.4 P/T Aide Resignation Resolution #0133-18 J. Youngs**

Meeting                    Oct 17, 2018 - Regular Board Meeting of October 17, 2018

Category                    9. New Business

Type                        Action

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

**Resolution # 133-18**

**A RESOLUTION TO ACCEPT THE RESIGNATION OF JAYDEN YOUNGS 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:

Jayden Youngs, as a Library Aide effective September 28, 2018.

Upon a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board approved and adopted Resolution #0133-18. The vote carried \_\_\_ yes and \_\_\_\_ no.

Yea    Nay    Abstain Trustees

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

## 10. Executive Session (If Needed)

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<b>Subject</b>	<b>10.1 Grievance - Step 2 hearing documents for review</b>
Meeting	Oct 17, 2018 - Regular Board Meeting of October 17, 2018
Category	10. Executive Session (If Needed)
Type	

## 11. Upcoming Meeting Schedules

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<b>Subject</b>	<b>11.1 Meeting Schedule October 2018- January 2019</b>
Meeting	Oct 17, 2018 - Regular Board Meeting of October 17, 2018
Category	11. Upcoming Meeting Schedules
Type	

### BUILDING & GROUNDS MEETING

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

October 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>

November 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 29<sup>th</sup>

December 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup>

January 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup> 2019

### FINANCE COMMITTEE MEETING

**Meets every 1<sup>st</sup> Monday of the Month at 5:30 P.M.**

October 1<sup>st</sup>

November 5<sup>th</sup>

December 3<sup>rd</sup>

January 7<sup>th</sup> 2019

### PERSONNEL COMMITTEE MEETING

**Meets every 2<sup>nd</sup> Monday of the Month at 5:30 P.M.**

October 9<sup>th</sup> (Tuesday)

November 13<sup>th</sup> (Tuesday)

December 11<sup>th</sup>

January 14<sup>th</sup> 2019

### POLICY & GOVERNANCE COMMITTEE

**Meets every 4<sup>th</sup> Friday of the Month at 5:30 P.M.**

October 26<sup>th</sup>

November 23<sup>rd</sup>

December 28<sup>th</sup>

January 24<sup>th</sup> 2019

### TECHNOLOGY & MARKETING COMMITTEE MEETING

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

October 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>

November 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 29<sup>th</sup>

December 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup>

January 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup> 2019

### REGULAR BOARD MEETING

**Meets every 3<sup>rd</sup> Wednesday of the Month at 6:30 P.M.**

September 19<sup>th</sup>

October 17<sup>th</sup>

November 21<sup>st</sup> – Thanksgiving Eve

December 19<sup>th</sup>

January 16<sup>th</sup> 2019

**WORKING BOARD OF TRUSTEE MEETING**

**Meets every 2<sup>nd</sup> Monday of the Month at 6:30 P.M.**

September 10<sup>th</sup>

October 9<sup>th</sup> (Tuesday)

November 13<sup>th</sup> (Tuesday)

December 11<sup>th</sup>

January 14<sup>th</sup> 2019

**12. Meeting Closing**

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**Subject**                      **12.1 Adjournment**

Meeting                      Oct 17, 2018 - Regular Board Meeting of October 17, 2018

Category                      12. Meeting Closing

Type