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

Wednesday
6:30
Trustees Room

1. Meeting Opening

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.

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:

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 ________________.

1.4 Acceptance of Agenda
Upon a motion made by ___________, seconded by ___________, the Board approved the agenda for the Regular Board meeting of Wednesday October 17, 2018.

2. Correspondence

3. Public Expression

4. Presentation

5. Board Minutes

6. Director's Report

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

### 7.2 Building & Grounds Committee
- **Meeting**: Oct 17, 2018 - Regular Board Meeting of October 17, 2018
- **Category**: 7. Committee's Report

### 7.3 Marketing/ Technology Committee
- **Meeting**: Oct 17, 2018 - Regular Board Meeting of October 17, 2018
- **Category**: 7. Committee's Report

### 7.4 Personnel Committee
- **Meeting**: Oct 17, 2018 - Regular Board Meeting of October 17, 2018
- **Category**: 7. Committee's Report

### 7.5 Policy & Governance Committee
- **Meeting**: Oct 17, 2018 - Regular Board Meeting of October 17, 2018
- **Category**: 7. Committee's Report

### 7.6 Strategic Planning Committee
- **Meeting**: Oct 17, 2018 - Regular Board Meeting of October 17, 2018
- **Category**: 7. Committee's Report

## 8. Finance

### 8.1 BOT Report -Jose Alvelo
- **Meeting**: Oct 17, 2018 - Regular Board Meeting of October 17, 2018
- **Category**: 8. Finance

### 8.2 Funds Transfer 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
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.
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
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
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.
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.
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

Resolution #0129-18

A RESOLUTION TO ACCEPT THE 2017 ANNUAL REPORT

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

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

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

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 Annual Report.

Upon a motion made by ________________, seconded by ______________, the Board approved and adopted Resolution #0129-18. The vote carried __ yes and ____ no.

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

Subject  9.3 G.Grant Retainer Resolution #0130-18
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 acceptance of the retainer, $5,000 per month, for legal services provided by the Law Office of Ghenya B. Grant,

Resolution # 0130-18

A RESOLUTION TO APPROVE A RETAINER FOR LEGAL SERVICES PROVIDED BY THE LAW OFFICE OF GHENYA B. GRANT

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 ________________, 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)

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

11. Upcoming Meeting Schedules

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

BUILDING & GROUNDS MEETING
Meets every Thursday of the Month at 5:30 P.M.
October 4th, 11th, 18th, 25th
November 1st, 8th, 15th, 22nd, 29th
December 6th, 13th, 20th, 27th
January 3rd, 10th, 17th, 24th, 31st 2019

FINANCE COMMITTEE MEETING
Meets every 1st Monday of the Month at 5:30 P.M.
October 1st
November 5th
December 3rd
January 7th 2019

PERSONNEL COMMITTEE MEETING
Meets every 2nd Monday of the Month at 5:30 P.M.
October 9th (Tuesday)
November 13th (Tuesday)
December 11th
January 14th 2019

POLICY & GOVERNANCE COMMITTEE
Meets every 4th Friday of the Month at 5:30 P.M.
October 26th
November 23rd
December 28th
January 24th 2019

TECHNOLOGY & MARKETING COMMITTEE MEETING
Meets every Thursday of the Month at 5:30 P.M.
October 4th, 11th, 18th, 25th
November 1st, 8th, 15th, 22nd, 29th
December 6th, 13th, 20th, 27th
January 3rd, 10th, 17th, 24th, 31st 2019

REGULAR BOARD MEETING
Meets every 3rd Wednesday of the Month at 6:30 P.M.
September 19th
October 17th
November 21st – Thanksgiving Eve
December 19th
January 16th 2019

https://go.boarddocs.com/ny/mvpl/Board.nsf/Public#
**12. Meeting Closing**

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