Wednesday, October 18, 2017
Regular Board Meeting

Wednesday
6:30
Trustees' Room

1. Meeting Opening

1.1 Call To Order

Meeting Oct 18, 2017 - Regular Board Meeting
Category 1. Meeting Opening
Type Procedural

The meeting was called to order at 6:32 p.m by Trustee Oscar Davis.

1.2 Roll Call

Meeting Oct 18, 2017 - Regular Board Meeting
Category 1. Meeting Opening
Type Action, Procedural

Trustee's present- Oscar Davis Jr., Cathlin Gleason (left at 8:20 pm), Brian Johnson, Darren Morton, and Tanya Southerland.

Also present was: John Bekisz; Sentinel Security, Tamara Stewart, Winston Brooks, Charlene (last name not given); library patrons, Scott Griffith, Cheryl Thomas, Maxine Grandison, Cathy Webb, Chris Francis; Library Staff, Gary Newman (CSEA Union President), Juan Jaramillo; Chief Accountant Clerk, Jose Alvelo; Treasurer, Evania Thompson (arrived at 6:55 pm); Library Director, and Doreen McQueen; Administrative Assistant.

1.3 Pledge of Allegiance

Meeting Oct 18, 2017 - Regular Board Meeting
Category 1. Meeting Opening
Type Procedural

Pledge of Allegiance led was Trustee Darren Morton.

1.4 Acceptance of Agenda
Upon a motion made by Brian Johnson, seconded by Tanya Southerland, the Board accepted the agenda for the Regular Meeting of Wednesday October 18, 2017.

2. Approval of Past Minutes

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board adopted and approved the minutes collectively for the meetings of 6/21/17, 7/10/17 special, 7/10/17, 7/19/17 re-organizational, 7/19/17, 7/27/17, 8/1/17, 8/28/17, 9/11/17 special, 9/11/17, 9/20/17, and 9/27/17. The vote carried 5 yes 0 no.

Yea            Nay            Abstain                  Trustees
X____          ____           ____                      Oscar Davis, Jr.
X____          ____           ____                      Cathlin Gleason
X____          ____           ____                      Brian G. Johnson
X____          ____           ____                      Darren M. Morton
X ____         ____           ____                      Tanya Southerland

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board adopted and approved the minutes collectively for the meetings of 6/21/17, 7/10/17 special, 7/10/17, 7/19/17 re-organizational, 7/19/17, 7/27/17, 8/1/17, 8/28/17, 9/11/17 special, 9/11/17, 9/20/17, and 9/27/17. The vote carried 5 yes 0 no.

Yea            Nay            Abstain                  Trustees
X____          ____           ____                      Oscar Davis, Jr.
X____          ____           ____                      Cathlin Gleason
Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board adopted and approved the minutes collectively for the meetings of 6/21/17, 7/10/17 special, 7/19/17, 7/19/17 re-organizational, 7/19/17, 7/27/17, 8/1/17, 8/28/17, 9/11/17 special, 9/11/17, 9/20/17, and 9/27/17. The vote carried 5 yes 0 no.

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board adopted and approved the minutes collectively for the meetings of 6/21/17, 7/10/17 special, 7/19/17, 7/19/17 re-organizational, 7/19/17, 7/27/17, 8/1/17, 8/28/17, 9/11/17 special, 9/11/17, 9/20/17, and 9/27/17. The vote carried 5 yes 0 no.
Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board adopted and approved the minutes collectively for the meetings of 6/21/17, 7/10/17 special, 7/10/17, 7/19/17 re-organizational, 7/19/17, 7/27/17, 8/1/17, 8/28/17, 9/11/17 special, 9/11/17, 9/20/17, and 9/27/17. The vote carried 5 yes 0 no.

Yea | Nay | Abstain | Trustees
--- | --- | --- | ---
X | | | Oscar Davis, Jr.
X | | | Cathlin Gleason
X | | | Brian G. Johnson
X | | | Darren M. Morton
X | | | Tanya Southerland

Subject 2.6 Approval of Past Minutes 07/27/2017 Special Meeting

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board adopted and approved the minutes collectively for the meetings of 6/21/17, 7/10/17 special, 7/10/17, 7/19/17 re-organizational, 7/19/17, 7/27/17, 8/1/17, 8/28/17, 9/11/17 special, 9/11/17, 9/20/17, and 9/27/17. The vote carried 5 yes 0 no.

Yea | Nay | Abstain | Trustees
--- | --- | --- | ---
X | | | Oscar Davis, Jr.
X | | | Cathlin Gleason
X | | | Brian G. Johnson
X | | | Darren M. Morton
X | | | Tanya Southerland

Subject 2.7 Approval of Past Minutes 08/01/2017 Special Meeting

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board adopted and approved the minutes collectively for the meetings of 6/21/17, 7/10/17 special,
7/10/17, 7/19/17 re-organizational, 7/19/17, 7/27/17, 8/1/17, 8/28/17, 9/11/17 special, 9/11/17, 9/20/17, and 9/27/17. The vote carried 5 yes 0 no.

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Subject  
2.8 Approval of Past Minutes 08/28/2017 Special Meeting

Meeting  
Oct 18, 2017 - Regular Board Meeting

Category  
2. Approval of Past Minutes

Type  
Minutes

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board adopted and approved the minutes collectively for the meetings of 6/21/17, 7/10/17 special, 7/10/17, 7/19/17 re-organizational, 7/19/17, 7/27/17, 8/1/17, 8/28/17, 9/11/17 special, 9/11/17, 9/20/17, and 9/27/17. The vote carried 5 yes 0 no.

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Subject  
2.9 Approval of Past Minutes 09/11/2017 Special Meeting

Meeting  
Oct 18, 2017 - Regular Board Meeting

Category  
2. Approval of Past Minutes

Type  
Minutes

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board adopted and approved the minutes collectively for the meetings of 6/21/17, 7/10/17 special, 7/10/17, 7/19/17 re-organizational, 7/19/17, 7/27/17, 8/1/17, 8/28/17, 9/11/17 special, 9/11/17, 9/20/17, and 9/27/17. The vote carried 5 yes 0 no.

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Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board adopted and approved the minutes collectively for the meetings of 6/21/17, 7/10/17 special, 7/10/17, 7/19/17 re-organizational, 7/19/17, 7/27/17, 8/1/17, 8/28/17, 9/11/17 special, 9/11/17, 9/20/17, and 9/27/17. The vote carried 5 yes 0 no.

Yea  Nay  Abstain  Trustees
X___  ___  ___  Oscar Davis, Jr.
X___  ___  ___  Cathlin Gleason
X___  ___  ___  Brian G. Johnson
X___  ___  ___  Darren M. Morton
X___  ___  ___  Tanya Southerland

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board adopted and approved the minutes collectively for the meetings of 6/21/17, 7/10/17 special, 7/10/17, 7/19/17 re-organizational, 7/19/17, 7/27/17, 8/1/17, 8/28/17, 9/11/17 special, 9/11/17, 9/20/17, and 9/27/17. The vote carried 5 yes 0 no.

Yea  Nay  Abstain  Trustees
X___  ___  ___  Oscar Davis, Jr.
X___  ___  ___  Cathlin Gleason
X___  ___  ___  Brian G. Johnson
X___  ___  ___  Darren M. Morton
X___  ___  ___  Tanya Southerland

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board adopted and approved the minutes collectively for the meetings of 6/21/17, 7/10/17 special, 7/10/17, 7/19/17 re-organizational, 7/19/17, 7/27/17, 8/1/17, 8/28/17, 9/11/17 special, 9/11/17, 9/20/17, and 9/27/17. The vote carried 5 yes 0 no.

Yea  Nay  Abstain  Trustees
X___  ___  ___  Oscar Davis, Jr.
X___  ___  ___  Cathlin Gleason
X___  ___  ___  Brian G. Johnson
X___  ___  ___  Darren M. Morton
X___  ___  ___  Tanya Southerland
Meeting | Oct 18, 2017 - Regular Board Meeting

Category | 2. Approval of Past Minutes

Type | Minutes

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board adopted and approved the minutes collectively for the meetings of 6/21/17, 7/10/17 special, 7/10/17, 7/19/17 re-organizational, 7/19/17, 7/27/17, 8/1/17, 8/28/17, 9/11/17 special, 9/11/17, 9/20/17, and 9/27/17. The vote carried 5 yes 0 no.

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3. Correspondence

Subject | 3.1 Correspondence

Meeting | Oct 18, 2017 - Regular Board Meeting

Category | 3. Correspondence

No correspondence received.

4. Period of Public Expression

Subject | 4.1 Public Expression

Meeting | Oct 18, 2017 - Regular Board Meeting

Category | 4. Period of Public Expression

Gary Newman- spoke in regards to staff and the promotional evaluations. The staff that this pertains to have reached their full step level without an evaluation in the past and this person is not at fault and they deserve the promotion.

Trustee Morton stated the issue Mr. Newman mentioned will be addressed.

Charlene- Would like to follow up in regards to the bulletin board request for job listings. Stated she was told by Cathy that she would have it done. Charlene would also like to know who would be responsible for maintaining and the location.

5. Presentations For Regular Meeting of 10/18/2017

Subject | 5.1 Sentinel Security Presentation for 10/18/17 Meeting
Mr. John Bekisz of Sentinel Security gave a verbal presentation. His company completed a property survey and made recommendations in regards to adding video surveillance, intrusion protection intercoms.

Subject 5.2 Presentation By Maxine Grandison for 10/18/17 Meeting

Winston Brooks from the Community Outreach Team gave a verbal presentation to recommend developing game night at the library for the age group 16-23. Game night focuses on the age group of young males that may not normally use the library.

Subject 5.3 Community Outreach Presentation Presented by Mr. Ryan Hubbrad

6. Director's Report

Subject 6.1 Director's Report

7. Committee Reports

Subject 7.1 Finance Committee Report
Trustee Gleason reported the committee is working on the 990 tax form to be completed and submitted.

Trustee Davis reported, the roof has been approved to be fixed and the contractor is adding and additional 15 year coverage. New LED lights has been installed and will help add to security.

No report given

Trustee Davis reported, a new self checkout machine was purchased. Online library card system is active.

Trustee Johnson reported, the director is submitting policies that Lilly has requested, she is working on basic policy.

8. Old Business

9. New Business

10. Finance

Subject 10.1 Check Signing Resolution #0124-17
FURTHERMORE: The Administration of the MVPL has prepared various checks to various third parties, dated October 18, 2017, 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, 2018. A listing of such checks is attached to this Resolution and includes consecutive check numbers 12836-12882 totaling $56,342.44. After grouping these checks according to their respective purpose, a total of $62.92 was Lost book expenses, $4,653.14 was for Book expenses, $2,613.36 was for Audio Visual expenses, $5,661.00 was for Periodicals expenses, $4,370.63 for Program expenses, $525.05 was for Supplies expenses, $315.69 was for Telephone –Telecommunication expenses, $120.00 was for Postage expenses-MV, $2,313.57 was for Office Expenses, $1,003.50 was for Publicity & Print expenses, $48.36 was for Professional Meeting, $13.80 was for Staff Training, $236.25 was for Equipment Maintenance Expenses, $19,518.97 was for Professional Fees, $2,804.12 was for Electricity expenses, $570.63 was for Custodial Supplies, $455.69 was for Repairs to Building, $5,657.50 was for Security Guard expense, $2,225.09 was for Service Contract expenses, $469.00 was for Miscellaneous Expense, $612.30 was for Worker’s Comp., $2,091.87 was for Dental expenses.

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

I have 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 Darren Morton, seconded by Brian Johnson, the Board adopted and approved Resolution#0124-17, with the exception of check#12873 in the amount of $247.74 being removed, creating a new total for the checks in the amount of $56,094.70. The vote carried 4 yes and 0 no.

Yea  Nay  Abstained  Trustees
FURTHERMORE: The Administration of the MVPL has prepared a check to a third party, dated October 18, 2017 as payment for collection development products, which are within the approved budget for the fiscal year ending June 30, 2018. The listing for the check is attached to this Resolution, check number #12883 totals $309.95 for Audio Visual expenses.

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

I have 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 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 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 Brian Johnson, seconded by Tanya Southerland, the Board adopted and approved Resolution#0125-17. The vote carried 3 yes and 0 no.

Yea      Nay    Abstained    Trustees
X___     ___     ____            Oscar Davis, Jr.
___     ___     ____            Cathlin Gleason
X___     ___    ____             Brian G. Johnson
___     __      ____             Darren M. Morton
X ___     ___    ____            Tanya Southerland

Submitted By: Juan Jaramillo

File Attachments
Check Register for check to Bibliotheca LLC-check 12883.pdf (43 KB)

Subject 10.3 BOT Report- Jose Alvelo
Meeting Oct 18, 2017 - Regular Board Meeting
Category 10. Finance
Type Information

File Attachments
BOT Budget Detail Report - 1st. QTR Ending Sept 2017.pdf (62 KB)
BOT Summary Budget Report 1st. QTR Ending Sept 2017.pdf (42 KB)

11. Personnel (Old & New)

Subject 11.1 Marketing Consultant Resolution#00096-17
Meeting Oct 18, 2017 - Regular Board Meeting
Category 11. Personnel (Old & New)
Type Action

Whereas, the Director of the Mount Vernon Public Library recommends to the Board that they approve the contracting of Leslie Alpert,

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 acceptance of the proposed contract of services of Leslie Alpert at an hourly rate of $70 for no less than 4 hours a week. Ms. Alpert will work on the library’s marketing such as press releases, brochures, flyers, etc. She will work with Ms. Cathy Webb. Her salary will be expensed from budget line 6150.01 – Professional Fees. Ms. Alpert will begin on Thursday October 19, 2017 through October 19, 2018.
Upon a motion made by Cathlin Gleason, seconded by Darren Morton, the Board adopted and approved Resolution #0096-17. The vote carried 4 yes and 1 abstain.

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File Attachments
marketing-contract-agreement-1.pdf (251 KB)

**11.2 Patrick Daley Resolution#0105-17**

**Meeting**
Oct 18, 2017 - Regular Board Meeting

**Category**
11. Personnel (Old & New)

**Type**
Action

**Recommended Action**
WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following part time aide extension,

Patrick Daley, as a Part-time Aide, supervised by Scott Griffith in the children’s room as assigned doing periodical organization and other task. And to be supervised by Maxine Grandison as much as needed at the periodicals desk. The part time aides may work up to 17.5 hours per week, beginning October 19, 2017 at an hourly rate of pay for all Part-Time aides of $10.00 per hour and will come from the Non Professional Budget line #4550.01.

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board adopted and approved Resolution #0105-17. The vote carried 4 yes and 1 abstained.

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**11.3 Jalen Brown Resolution#0107-17**

**Meeting**
Oct 18, 2017 - Regular Board Meeting

**Category**
11. Personnel (Old & New)
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 work extension of:

**Jalen Brown**, as Part-time Aide for the Community Outreach Department supervised by Cathy Webb. The part time aides may work up to 17.5 hours per week, beginning October 19, 2017. The hourly rate of pay for all Part Time aides is $10.00 per hour and will come from the Non Professional Budget line#4550.01.

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board adopted and approved Resolution#0107-17. The vote carried 4 yes and 1 abstained.

Yea      Nay    Abstained    Trustees

___     ___     X____            Oscar Davis, Jr.
X___     ___     ____            Cathlin Gleason
X___     ___    ____             Brian G. Johnson
X___     __      ____             Darren M. Morton
X___     ___     ____            Tanya Southerland

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:

**Mary Dolberry**, a Part-time Library Aide effective 7/3/17 to work up to 17.5 hours per week for the Periodicals desk and will be supervised by Ms. Grandison. Ms. Dolberry will fill the vacancy created by Ernestina Addoh that resigned June of 2017. Her rate of pay, which will come from expense account 4550.01 Salaries Non–Professional, will be $10.00 as per the current hourly wage for Part-time, Library Aide 1.

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board adopted and approved Resolution#0109-17. The vote carried 4 yes and 1 abstained. Trustee Gleason abstained not because of the worker but because of the process.
WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations, WHEREAS, this appointment complies with all Civil Services rules. NOW, THEREFORE, be it RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the following personnel change: Doreen McQueen from (provisional) Administrative Assistant to (promotional) Administrative Assistant, Step 4 beginning on 09/20/2017, full-time, with a 6 month probation. Her annual salary will be $53,926.00 which includes a longevity payment of $100 and is based on the old (2010) pay scale. Her salary will be expensed from the administrative salaries budget line, 4600.01. Ms. McQueen has been certified by the MV Civil Service.

Upon a motion made by Cathlin Gleason, seconded by Darren Morton, the Board adopted and approved Resolution#0120-17. The vote carried 5 yes and 0 no.

Subject 11.6 Treasurer Amended Resolution#0123-17
Meeting Oct 18, 2017 - Regular Board Meeting
Category 11. Personnel (Old & New)
NOW, THEREFORE, be it

RESOLVE, that the Board of Trustees for the Mount Vernon Public Library is amending said resolution to state the following:
Jose Alvelo, is appointed as a provisional employee to the position of Treasurer effective Monday September 25, 2017.

AND, BE IT RESOLVED, that this appointment remains provisional pending completion of a thorough background check, credit check, and subsequently until civil service rule deems otherwise.

AND, FURTHER BE IT RESOLVED, that his yearly salary is $105,000. It will be expensed from the Administrative expense account 4600.01. Mr. Alvelo will receive accrual benefits in alignment with that of all full-time administrative employees: such as sick time, vacation, health, etc.

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board adopted and approved Resolution#0123-17. The vote carried 5 yes and 0 no.

Yea       Nay      Abstained    Trustees
X___      ___      ____            Oscar Davis, Jr.
X___      ___      ____            Cathlin Gleason
X___      ___      ____            Brian G. Johnson
X___      ___      ____            Darren M. Morton
X___      ___      ____            Tanya Southerland

12. Executive Session (If Needed)

Subject      12.1 Executive Session
Meeting      Oct 18, 2017 - Regular Board Meeting
Category     12. Executive Session (If Needed)

Type

Upon a motion made by Cathlin Gleason, seconded by Darren Morton, the Board entered into executive session at 7:31p.m.

Subject      12.2 Treasurer additional documents
Meeting      Oct 18, 2017 - Regular Board Meeting
Category     12. Executive Session (If Needed)

Type

Subject      12.3 T. Isaac Incident Report
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 Doris Hackett to the position of Librarian I, Step 4. Her rate of pay which will be expensed from account #4501.01 – Professional Salaries, will be at $59,201 as per the current yearly wage and she will receive a longevity level payment of $300.

13. Upcoming Meeting Schedules

FINANCE COMMITTEE MEETING
Meets every 1st Monday of the Month at 5:30 P.M.

- September 6th
- October 2nd
- November 6th
- December 4th

BUILDING & GROUNDS MEETING
Meets every 1st Thursday of the Month at 5:30 P.M.

- September 7th
- October 5th
- November 2nd
- December 7th
**PERSONNEL COMMITTEE MEETING**
Meets every 2\textsuperscript{nd} Monday of the Month at 5:30 P.M.
- September 11\textsuperscript{th}
- October 10\textsuperscript{th} (Tuesday)
- November 13\textsuperscript{th}
- December 11\textsuperscript{th}

**WORKING BOARD OF TRUSTEE MEETING**
Meets every 2\textsuperscript{nd} Monday of the Month at 6:30 P.M.
- September 11\textsuperscript{th}
- October 10\textsuperscript{th} (Tuesday)
- November 13\textsuperscript{th}
- December 11\textsuperscript{th}

**TECHNOLOGY COMMITTEE MEETING**
Meets every 2\textsuperscript{nd} Tuesday of the Month at 5:30 P.M.
- September 12\textsuperscript{th}
- October 11\textsuperscript{th} (Wednesday)
- November 14\textsuperscript{th}
- December 12\textsuperscript{th}

**REGULAR BOARD OF TRUSTEE MEETING**
Meets every 3\textsuperscript{rd} Wednesday of the Month at 6:30 P.M.
- September 20\textsuperscript{th}
- October 18\textsuperscript{th}
- November 15\textsuperscript{th}
- December 20\textsuperscript{th}

**POLICY & GOVERNANCE COMMITTEE**
Meets every 4\textsuperscript{th} Thursday of the Month at 5:30 P.M.
- September 28\textsuperscript{th}
- October 26\textsuperscript{th}
- November 22\textsuperscript{nd}
- December 28\textsuperscript{th}
14. Meeting Closing

Subject 14.1 Adjournment

Meeting Oct 18, 2017 - Regular Board Meeting

Category 14. Meeting Closing

Type

Upon a motion made by Brian Johnson the Board concluded the executive session at 8:08 p.m. The Regular Board meeting of Wednesday October 18, 2017 adjourned at 8:40 p.m.