Wednesday, February 15, 2017
Regular Board Meeting

Wednesday
6:30
Trustees' Room

1. Meeting Opening

Subject  1.1 Roll Call
Meeting  Feb 15, 2017 - Regular Board Meeting
Category  1. Meeting Opening
Type  Action, Procedural

Trustee Davis Called the Regular Board Meeting of Wednesday February 15, 2017 to order at 6:41 P.M.

ROLL CALL
Trustees presents: Trustee Oscar Davis, Caithlin Gleason, Brian Johnson, Na'im Tyson. Trustee Darren Morton absent.

Also present was: Tamara Stewart, Evania Thompson; Library patrons, Cheryl Thomas, Scott Griffith, Nishan Stepak; Library staff, Gary Newman, CSEA Unit President, Keo Moore, Emily Cayle: CBS Copier.

Subject  1.2 Pledge of Allegiance
Meeting  Feb 15, 2017 - Regular Board Meeting
Category  1. Meeting Opening
Type  Procedural

Pledge of Allegiance- led by Trustee Cathlin Gleason

Subject  1.3 Acceptance of Agenda
Meeting  Feb 15, 2017 - Regular Board Meeting
Category  1. Meeting Opening
Type  Action

Recommended Action  Motion to approve the agenda

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board accepted the agenda for the Regular Meeting on Wednesday February 15, 2017.

The vote carried 4 yes, 0 no.

Subject  1.4 Approval of Prior minutes 1/18/2017

https://go.boarddocs.com/ny/mvpl/Board.nsf/Public#
Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board approved the prior board minutes dated January 18, 2017. The vote carried 4 yes, 0 no.

Subject  1.5 Approval of Prior Meeting Minutes 1/09/2017
Meeting  Feb 15, 2017 - Regular Board Meeting
Category  1. Meeting Opening
Type  Action, Minutes
Recommended Action  Motion to approve minutes as attached

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board approved the prior board minutes dated January 9, 2017. The vote carried 4 yes, 0 no.

Subject  1.6 Approval of Prior Minutes 12/21/2016
Meeting  Feb 15, 2017 - Regular Board Meeting
Category  1. Meeting Opening
Type  Minutes

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board approved the prior board minutes dated December 21, 2016. The vote carried 4 yes, 0 no.

2. Period of Public Expression

Subject  2.1 Public Expression
Meeting  Feb 15, 2017 - Regular Board Meeting
Category  2. Period of Public Expression

Public Expression:

Cheryl Thomas- Expresses concerns from the public that the library does not have tax forms available for them. Ms. Thomas also express safety concerns for the staff, reported that a few employees have been stalked and that the staff has put together a security committee.

Scott Griffith- Inquired about the hiring of new staff, Nishan is utilizing the personnel that was assigned to the children's department, which will cause a shortage in his area and creates a coverage issue. He would like a full time librarian. Librarians are being taken away from other duties by doing the holds, which originally was done by clerks. The children’s room needs a share drive installed in the back office to allow them to work on projects away from the public. He would like to see new furniture
Tables, chairs there is not enough available in the department. Mr. Griffith expressed concerns in regards to not receiving his promotional offer letter. Gary Newman (added), May Wu and Nishan Stepak has not received a promotional letter as well. Mr. Griffith asked the Board where was he raise.

Tamara Stewart - Mentioned, for the Mobile Hotspot Resolution the hours should be added.

3. Correspondence

4. Presentation

Subject 4.1 CBS Presentatuon Emily Coyle
Meeting Feb 15, 2017 - Regular Board Meeting
Category 4. Presentation

File Attachments
CBS Proposal 2017.pdf (1,444 KB)

5. Committee Reports

Subject 5.1 Committee Reports
Meeting Feb 15, 2017 - Regular Board Meeting
Category 5. Committee Reports
Type Information

Finance
Trustee Morton (Chairperson)
Trustee Cathlin Gleason - Reported they have 2 possible candidates for the Treasurer position and the Board will come to a collective agreement. All documents have been submitted to the Board, they are close to the final numbers for the budget and staff for each department.

Building & Grounds
Trustee Oscar Davis (Chairperson) - Reported the maintenance team has done a amazing job, keeping the parking area clean and safe. Overtime issues Juan brought to Trustee Morton in regards to overtime by the maintenance department working more than the 17.5 hours. And although overtime was done it was at extremely low expense under 2,000.00 dollars in comparison to the year 2015 where over 18,000.00 was spent.
Trustee Cathlin Gleason

Personnel
Trustee Brian Johnson, (Chairperson) - Reported the committee is extremely active working on filling the Treasurer and also the Interim Director position.
Trustee Cathlin Gleason,
Trustee Oscar Davis Jr.

Strategic Planning
Trustee Darren Morton (Chairperson)
Trustee Na’im Tyson
Trustee Brian Johnson - Reported, they are waiting for the final edits, the plan should be approved by April 2017. Have the Strategic plan reviewed by the Interim Director.
6. Old Businness

ABSTRACT: **Vertical Systems Analysis** was awarded the contract to design the elevator cab and hydraulics, as well as the booklift through competitive bid. The contract modification (CO#1 See Attached) to include the design of the rated wall and door for the machine room was pricing asked of the vendor - this item was not rebid, however we did ask Architectural Preservation to price it; they declined to bid. Proposal dated October 8, 2015 at the cost of $10,450 contract Upset Amount.

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board approved the Vertical Systems Analysis resolution# 127-16.

Yea  Nay  Abstain  Trustees
x  ___  ___  Oscar Davis, Jr.
x  ___  ___  Cathlin Gleason
x  ___  ___  Brian G. Johnson
___  ___  ___  Darren M. Morton
x  ___  ___  Na’im R. Tyson

The vote carried 4 yes, 0 no.
Subject: 6.2 ACCEPT THE VERTICAL SYSTEM ANALYSIS CHANGE ORDER Resolution#128-16

Meeting: Feb 15, 2017 - Regular Board Meeting

Category: 6. Old Business

Type: Action

Dollar Amount: $1,000.00

Budget Source: Budget 6650.01

Recommended Action: Be It Resolved that upon the recommendation of the Building & Grounds Committee, the Mount Vernon Board of Trustees authorizes and accepts the agreement with Vertical Systems Analysis change order request for the additional design of a code-compliant machine room and revision to the bid documents to include this work modernization specification. Not to exceed $1,000.00

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board approved the Vertical Systems Analysis change order Resolution#128-16.

Yea  Nay  Abstain  Trustees
x     ___  ___  Oscar Davis, Jr.
x     ___  ___  Cathlin Gleason
x     ___  ___  Brian G. Johnson
___ ___  ___  Darren M. Morton
x    ___  ___  Na’im R. Tyson

The vote carried 4 yes, 0 no.

Subject: 6.3 Mobile Hot Spot Resolution#130-16

Meeting: Feb 15, 2017 - Regular Board Meeting

Category: 6. Old Business

Type: Action

Recommended Action: Upon careful consideration of the usage of Mobile Hotspots during the last Communications & Computing (Technical) Committee Meeting in December, 2016,

WHEREAS, the former director, Carolyn Karwoski, has already engaged in a contract with Sprint for Mobile Hotspots for an entire year,
WHEREAS, other libraries such as the White Plains Library make Mobile Hotspots available to patrons,

NOW, THEREFORE, be it
RESOLVED, that the Technical Committee recommends that the Board of Trustees makes the hotspots available for patron usage;
FURTHER RESOLVED, all patrons shall use the hotspot for a period no longer than three business days in which the library is open.
Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board approved the Mobile Hot Spot resolution# 130-16.

Yea  Nay Abstain Trustees
x     ___  ___ Oscar Davis, Jr.
x     ___  ___ Cathlin Gleason
x     ___  ___ Brian G. Johnson
___ ___  ___ Darren M. Morton
x    ___  ___  Na’im R. Tyson

The vote carried 4 yes, 0 no.

File Attachments
Mobile-hotspots Resolution #130-16.pdf (229 KB)
Mount Vernon Hotspot Info 2017.pdf (202 KB)

7. New Business

Subject  7.1 Minimum Wage Resolution# 0007-17
Meeting   Feb 15, 2017 - Regular Board Meeting
Category   7. New Business
Type       Action
Preferred Date   Feb 14, 2017
Budget Source   jjhk

Recommended Action WHERE AS: NYS Department of Labor has increased the minimum wage from its current rate of $9.00/hour to $10.00/hour in the Westchester County by December 31, 2016. WHEREAS: the 9 employees will receive an increase in salary to $10.00/hour as of December 31, 2016. RESOLVED: that in order to ensure that the implementation of this increase to the minimum wage is executed in an appropriate manner, the Board of Trustees will be briefed on an annual basis as to the implementation and the impact on the MVPL Budget. BE IT RESOLVED: That the Board of Trustees of the Mount Vernon Public Library ("MVPL") hereby authorizes and adopt this resolution in accordance with the policies and procedures of the MVPL and the affirmation by the Board President.

RESOLVED: that in order to ensure that the implementation of this increase to the minimum wage is executed in an appropriate manner, the Board of Trustees will be briefed on an annual basis as to the implementation and the impact on the MVPL Budget.
BE IT RESOLVED: That the Board of Trustees of the Mount Vernon Public Library ("MVPL") hereby authorizes and adopt this resolution 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 Brian Johnson, the Board approved the Minimum wage resolution#0007-17.

Yea  Nay Abstain Trustees
x     ___  ___ Oscar Davis, Jr.
x     ___  ___ Cathlin Gleason
x     ___  ___ Brian G. Johnson
___ ___  ___ Darren M. Morton
x    ___  ___  Na’im R. Tyson

The vote carried 4 yes, 0 no.
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 internal budget vote calendar for 2017.

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board accepted Resolution #00012-17, with the possible amendments to -1st The Board of Trustees Adopting, 2nd- to the District Register, and 3rd - the Date the Board accepts the results.

The Vote carried 4 yes, 0 no.

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7.3 Tax Service Resolution #00013-17

Meeting Feb 15, 2017 - Regular Board Meeting

Category 7. New Business

Type Action

Dollar Amount $650.00

Budgeted Yes
Resolved further, that the officers of the Mount Vernon Public Library are, and each acting alone is, hereby authorized and directed to take such further action as may be necessary, appropriate or advisable to implement this resolution and amendment and any such prior actions are hereby ratified; and

We, the undersigned, hereby certify that the Mount Vernon Public Library is comprised of 5 members, of whom 3, constituting a quorum, were present at a meeting duly and regularly called, noticed, convened and held this 15 day of February, 2017 and that the foregoing Resolution was duly adopted at said meeting by the affirmative vote of 4 members, and opposed by 0 members, and that said Resolution has been duly recorded in the Minute Book and is in full force and effect.

Trustee Tyson questioned why this Resolution was not added to the working meeting, and Trustee Davis stated the request was overlooked and therefore added.

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board approved the Tax Service Resolution#00013-17.

Yea    Nay    Abstain    Trustees
x     ___    ___    Oscar Davis, Jr.
x     ___    ___    Cathlin Gleason
x     ___    ___    Brian G. Johnson
___    ___    ___    Darren M. Morton
x     ___    ___    Na’im R. Tyson

The vote carried 4 yes, 0 no.

File Attachments
Tax Service Resolution# 00013-17.pdf (365 KB)
NOW, THEREFORE, be it
RESOLVED, that the Board of Trustee for the Mount Vernon Public Library has approved, adopted and authorized the additional cost of RCC HR Consulting of New Rochelle, to provide human resources consulting support.

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board approved the HR Consultant addendum Resolution#00014-17. The motion carried 3 yes 1 abstain,

Yea Nay Abstain Trustees
x ___ ___ Oscar Davis, Jr.
x ___ ___ Cathlin Gleason
x ___ ___ Brian G. Johnson
___ ___ ___ Darren M. Morton
___ ___ x Na’im R. Tyson

The vote carried 3 yes, 1 abstain.

File Attachments
HR Consultant Addendum Resolution #00014-17.pdf (72 KB)
HR Consultant sigened Res#0085-16.pdf (1,506 KB)

Subject  7.5 Read Down Your Debt Resolution#00016-17
Meeting Feb 15, 2017 - Regular Board Meeting
Category 7. New Business
Type Action
Recommended Action WHEREAS, the Administration of the Mount Vernon Public Library recommends the approval of the Read Down your Fines program
WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve the program stated,

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the approval of the Read Down your Fines Incentive Program. The program will promote reading and allow the patrons to reduce their fines by earning vouchers to pay down their debt. The program is proposed to begin April 10, 2017 which is National Library week.

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board has TABLED, the Read Down Your Debt Resolution #00016-17. The Resolution should be reviewed by the Policy & Governance Committee before voted on as stated by Trustees Johnson and Trustee Tyson. Trustee Davis will like the schools tp have enough time to participate before the incentive launches.

The motion to tabled carried a vote of 3 yes, 1 abstain.

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

https://go.boarddocs.com/ny/mvpl/Board.nsf/Public#
8. Finance

Subject 8.1 Funds Transfer # 0008-17

Meeting Feb 15, 2017 - Regular Board Meeting

Category 8. Finance

Type Action

Dollar Amount $300,000.00

Recommended Action FURTHERMORE: Checks have been duly prepared by the Chief Account Clerk for the purposes described above which aggregate approximately $300,000, which checks need to be issued as soon as possible. Once issued, these checks will only be valid once the funds are transferred from the Money Market Account into the Operating Account.

THEREFORE: It is the recommendation of the Management of the MVPL that the Board of Trustees authorize the transfer of exactly $300,000.00 (Three 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 $300,000 (Three 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 Brian Johnson, the Board approved the Funds Transfer Resolution#0008-17.

Yea Nay Abstain Trustees
x ___ ___ Oscar Davis, Jr.
x ___ ___ Cathlin Gleason
x ___ ___ Brian G. Johnson
___ ___ ___ Darren M. Morton
x ___ ___ Na’im R. Tyson

The vote carried 4 yes, 0 no.

Subject 8.2 Check Signing Resolution#0009-17

File Attachments Resolution Funds Transfer Request 0008-17.pdf (165 KB)
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 Brian Johnson, seconded by Ni'am Tyson, the Board approved the Check Signing Resolution#0009-17.

Yea  Nay Abstain Trustees

x  ___  ___  Oscar Davis, Jr.
x  ___  ___  Cathlin Gleason
x  ___  ___  Brian G. Johnson
___  ___  ___  Darren M. Morton
x  ___  ___  Na’im R. Tyson

The vote carried 4 yes, 0 no.
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 and the affirmation by the Board President.

Upon a motion made by Brian Johnson, seconded by Niam Tyson, the Board approved the Check Signing Resolution #0015-17. The vote carried 4 yes, 0 no.

Yea  Nay  Abstain
x     ___  ___  Oscar Davis, Jr.
x     ___  ___  Cathlin Gleason
x     ___  ___  Brian G. Johnson
___  ___  ___  Darren M. Morton
x     ___  ___  Na‘im R. Tyson

File Attachments
check Register Feb 15, 2017.pdf (44 KB)
Check Signing Resolution #00015-17.pdf (130 KB)
Treasurer: Jose Alvelo - Reported on the extra funds being available for the open positions that need to be filled. Reported on savings in regards to retirement plan.

9. Executive Session (If Needed)

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board entered into executive session at 8.23 p.m.
The vote carried 4 yes, 0 no.

Executive session ended at 8:49 p.m.

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason the Board has approved Resolution#00017-17 the appointment of an Interim Director.

Yea  Nay Abstain Trustees

x    ___  ___   Oscar Davis, Jr.
x    ___  ___   Cathlin Gleason
x    ___  ___   Brian G. Johnson
___  ___  ___    Darren M. Morton
x    ___  ___    Na’im R. Tyson

The vote carried 4 yes, 0 no.

File Attachments
Interim Director Resolution #00017-17.pdf (157 KB)

10. Meeting Closing

Subject 10.1 Adjournment

Meeting  Feb 15, 2017 - Regular Board Meeting
Category  10. Meeting Closing
Type  Action
Recommended Action Motion to adjourn meeting.
The Board of Trustee adjourned the meeting at 8:55 p.m.

Subject 10.2 Dates of future board meetings

Meeting  Feb 15, 2017 - Regular Board Meeting
Category  10. Meeting Closing
Type  Information
**POLICY & GOVERNANCE MEETING**
Thursday February 23, 2017 at 5:30 p.m.
Trustee Room

Trustee Johnson (Chairperson)
Na’im Tyson

**BUILDING & GROUNDS MEETING**
Thursday March 2, 2017 at 5:30 p.m.
Trustee Room

Trustee Davis (Chairperson)
Cathlin Gleason