Wednesday, January 18, 2017
Regular Meeting

Wednesday
6:30
Trustees' Room

1. Meeting Opening

Subject 1.1 Call To Order
Meeting Jan 18, 2017 - Regular Meeting
Category 1. Meeting Opening
Type Procedural
Call meeting to order at 6:36 p.m.

Subject 1.2 Roll Call
Meeting Jan 18, 2017 - Regular Meeting
Category 1. Meeting Opening
Type Action, Procedural
Trustees presents: Trustee Oscar Davis, Caithlin Gleason, Darren Morton, Na'im Tyson. Trustee Brian Johnson was absent.

Subject 1.3 Pledge of Allegiance
Meeting Jan 18, 2017 - Regular Meeting
Category 1. Meeting Opening
Type Procedural
Pledge of Allegiance- led by Trustee Darren Morton

Subject 1.4 Acceptance of Agenda
Meeting Jan 18, 2017 - Regular Meeting
Category 1. Meeting Opening
Type Action
Recommended Action Motion to approve the agenda
Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board accepted the agenda for the Regular meeting of Wednesday January 18, 2017.
The vote carried 4 yes, 0 no.
Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the minutes for prior meeting on January 9, 2017 was tabled.

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

The vote carried 4 yes, 0 no.

2. Director’s and Department Heads’ reports
3. Period of Public Expression \ Correspondence

Subject  3.1 Public Comments
Meeting    Jan 18, 2017 - Regular Meeting
Category   3. Period of Public Expression \ Correspondence

Public Expression: Issues with Tech services-Policies as it pertains to computer usage at the Library. Conduct computer policies. Hoopla connection issues. Board President Davis directed the question to Gary Newman who said MVPL lost connection when change over from WLS in January. Board President mentioned Technology committee and the Board were never notified by WLS of an interruption. Scott Griffith addressed the Board about his paycut wondering when his pay would go back to normal. Board President Davis advised him to speak to the account clerk and not bring this issue to the board.
From: Lyde, Donna N.
Date: Wednesday, January 11, 2017
Subject: RE: January Library Happenings

Ladies and Gentlemen:

Thank you for sharing this wonderful newsletter! I am really impressed with the resources that are being made available to Mt. Vernon residents. I applaud your efforts and thank you for providing such a fantastic service. I was a fixture at the library when I was a child and I plan to renew my library privileges and those of my mother so that we both may access to the plethora of activities and literary resources offered at the library.

Thank you for the exceptional work and dedication to the residents of Mt. Vernon!

Regards,
Donna Lyde
4. Committee Report

Subject  4.1 Committee Report

Meeting  Jan 18, 2017 - Regular Meeting

Category  4. Committee Report

Type  Information

Finance
Trustee Morton (Chairperson)
Trustee Cathlin Gleason

Discussed budget calendar. Trustee Morton went over dates and specifically directed the elections committee to double check the dates given for review and make sure they establish community outreach forums ahead of time. Update on Treasurer interviews. Identified 2 candidates but had 2 additional interviews to conduct.
Building & Grounds
Trustee Oscar Davis (Chairperson)
Trustee Cathlin Gleason

No report given for Building and Grounds

Personnel
Trustee Brian Johnson, (Chairperson)
Trustee Cathlin Gleason,
Trustee Oscar Davis Jr.

Strategic Planning
Trustee Darren Morton (Chairperson)
Trustee Na’im Tyson

Technology
Trustee Oscar Davis (Chairperson)
Trustee Na’im Tyson

Trustee Morton notified Tech Committee of ADP sign in issues. Tech committee to make a presentation at the next meeting regarding tablets as opposed to ipads. Also present the 3M self check out. Both Committee members spoke praises and there being no loss of staff because of the acquisition of such technology.

Policy & Governance
Trustee Brian Johnson (Chairperson)
Trustee Na’im Tyson

No Report Given

Election
Trustee Oscar Davis Jr. (Chairperson)
Trustee Brian Johnson

No Report Given

5. Old Business

<table>
<thead>
<tr>
<th>Subject</th>
<th>5.1 ACCEPT THE VERTICAL SYSTEM ANALYSIS CAPITAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Jan 18, 2017 - Regular Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>5. Old Business</td>
</tr>
<tr>
<td>Type</td>
<td>Action</td>
</tr>
<tr>
<td>Dollar Amount</td>
<td>$10,450.00</td>
</tr>
<tr>
<td>Budget Source</td>
<td>6650.01</td>
</tr>
<tr>
<td>Recommended Action</td>
<td>Be It Resolved that upon the recommendation of the Mount Vernon Public Library, the Mount Vernon Board of Trustees authorizes and accepts the agreement with Vertical Systems Analysis as the designer of record for the design and specification of the modernization of (1) passenger elevator and (1) booklift</td>
</tr>
</tbody>
</table>

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.
Subject: 5.2 ACCEPT CONTRACT WITH A Bee R.A.G

Meeting Jan 18, 2017 - Regular Meeting

Category 5. Old Business

Type Action

Dollar Amount $16,765.00

Budget Source Building Repairs 6650.01

Recommended Action Be It Resolved that upon the recommendation of the Mount Vernon Public Library, the Mount Vernon Board of Trustees authorizes and accepts the agreement with A Bee R.A.G

ABSTRACT: The doors were publicly bid along the the bathroom and the roof. A Bee R.A.G was the only responsive bidder for this portion of the project. (See Attached)
The total cost is $16,765. DASNY Grant will cover $8,000. The remaining $8,765 will be covered under operation.

Yea Nay Abstain Trustees

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

Signed: ______________________ Date: ___________________
Oscar Davis, Jr. President

File Attachments
ABEEERAGLOBBYDOOR.pdf (209 KB)

Subject: 5.3 ACCEPT THE VERICAL SYSTEM ANALYSIS CHANGE ORDER

Meeting Jan 18, 2017 - Regular Meeting

Category 5. Old Business

Type Action
6. New Business

6.1 Arts Westchester Grant

WHEREAS, the Administration of the Mount Vernon Public Library recommends to the Board the approval to allow for the filing of the Arts Alive $1000 Matching Grant for the Senior Memoir Writing Workshop Budget line 4335.01.

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

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

Signed: ______________________ Date: ___________________
Oscar Davis, Jr. President

File Attachments
VSA Change Order.pdf (63 KB)
7. Finance

Subject 7.1 Funds Transfer Resolution

Meeting Jan 18, 2017 - Regular Meeting
Category 7. Finance
Type Action
Dollar Amount $500,000.00
Budgeted Yes

Recommended Action 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.

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

Signed: ______________________ Date: ___________________
Oscar Davis, Jr. President

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Subject 7.2 Check Signing Resolution

Meeting Jan 18, 2017 - Regular Meeting
Category 7. Finance
Type Action
Dollar Amount $119,424.93

Recommended Action 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.
Subject 7.3 Check Signing HR Consulting

Meeting Jan 18, 2017 - Regular Meeting

Category 7. Finance

Type Action

Recommended Action WHEREAS: The Administration of the MVPL has prepared a check to RCC HR Consulting, dated January 18, 2017 as payment for consulting services duly received by the MVPL in the ordinary course of business. Check No. 12168 is attached to this Resolution for $6,792.00 for Professional Services Expense.

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

We have reviewed the check and related underlying documentation and certify that this 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.

THEREFORE: It is the recommendation of the Administration of the MVPL that two signers on Board of Trustees sign this check.

Yea Nay Abstain Trustees

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

Signed: ______________________ Date: ___________________
Oscar Davis, Jr. President

Subject 7.4 Check Signing Resolution - Thomson Reuters

Meeting Jan 18, 2017 - Regular Meeting

Category 7. Finance
**Recommended Action**

WHEREAS: The Administration of the MVPL has prepared a check to Thomson Reuters-West Publishing Corp., dated January 18, 2017 as payment for online/CD ROM/Practice, Patron Access service duly received by the MVPL in the ordinary course of business. Check No. 12173 is attached to this Resolution for $896.25 for New Technology.

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

We have reviewed the check and related underlying documentation and certify that this 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.

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

Yea  Nay  Abstain  Trustees

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

Signed: ______________________ Date: ___________________
Oscar Davis, Jr. President

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**8. Personnel**

**Subject**  8.1 Approval to work extra hours as Clerk of the Works (Tashwana Isaacs)

**Meeting**  Jan 18, 2017 - Regular Meeting

**Category**  8. Personnel

**Type**  Action

**Budget Source**  4550.01

**Recommended Action**  Approve Ms. Isaacs to work extended hours (over 17.5) for the election cycle. She will be paid as a library clerk, Step 1 $16.14 per hour. Not to exceed $3,000.00. Temporary assignment will expire on May 6, 2017.

Yea  Nay  Abstain  Trustees

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

Signed: ______________________ Date: ___________________
Oscar Davis, Jr. President
8.2 Permanent Position Librarian II, Scott Griffith

NOW, THEREFORE, be it
RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the appointment of:
Scott Griffith, to a permanent position as a Librarian II Step 6. At an annual salary of $71,781.00. Mr. Griffith has been certified by the MV Civil Service. His 6 month probation period begins December 19, 2016. His salary will be expensed from account 4501.01 professional salaries.

NOW, FURTHERMORE, be it
RESOLVED, that Mr. Griffith, is temporarily working in an out title capacity. As a Librarian III, Step 4, Department Head for the Children’s Room. The annual out of title difference in pay is $703.00 ($72,484.00 less $71,781).

NOW, THEREFORE, be it
RESOLVED, that The Board of Trustees of the Mount Vernon Public Library ("MVPL") hereby authorizes the temporary out of title pay, not to exceed $703.00

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

Signed: ______________________ Date: ___________________
Oscar Davis, Jr. President

9. Executive Session (If Needed)

10. Meeting Closing

10.1 Adjournment

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NOW, THEREFORE, be it
RESOLVED, that The Board of Trustees of the Mount Vernon Public Library ("MVPL") hereby authorizes the temporary out of title pay, not to exceed $703.00

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

Signed: ______________________ Date: ___________________
Oscar Davis, Jr. President

10.2 Dates of future board meetings

NOW, THEREFORE, be it
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     ______   ______   ______ Cathlin Gleason
     ______   ______   ______ Brian G. Johnson
     ______   ______   ______ Darren M. Morton
     ______   ______   ______ Na‘im R. Tyson

Signed: ______________________ Date: ___________________
Oscar Davis, Jr. President