



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.

Subject **1.5 Approval of Prior Meeting Minutes 1/09/2017**

Meeting Jan 18, 2017 - Regular Meeting

Category 1. Meeting Opening

Type Action, Minutes

Recommended Action Motion to approve minutes as attached

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	<input type="checkbox"/>	<input type="checkbox"/>	Oscar Davis, Jr.
x	<input type="checkbox"/>	<input type="checkbox"/>	Cathlin Gleason
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brian G. Johnson
x	<input type="checkbox"/>	<input type="checkbox"/>	Darren M. Morton
x	<input type="checkbox"/>	<input type="checkbox"/>	Na'im R. Tyson

The vote carried 4 yes, 0 no.

Subject **1.6 Approval of Prior Minutes 12/21/2016**

Meeting Jan 18, 2017 - Regular Meeting

Category 1. Meeting Opening

Type Minutes

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	<input type="checkbox"/>	<input type="checkbox"/>	Oscar Davis, Jr.
x	<input type="checkbox"/>	<input type="checkbox"/>	Cathlin Gleason
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brian G. Johnson
x	<input type="checkbox"/>	<input type="checkbox"/>	Darren M. Morton
x	<input type="checkbox"/>	<input type="checkbox"/>	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

Type

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.

Subject **3.2 Email Correspondence**

Meeting Jan 18, 2017 - Regular Meeting

Category 3. Period of Public Expression \ Correspondence

Type

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

Subject **3.3 Mailed Correspondence**

Meeting Jan 18, 2017 - Regular Meeting

Category 3. Period of Public Expression \ Correspondence

Type



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12230

Bernard A. Margolis
 State Librarian and Assistant Commissioner for Libraries
 New York State Library
 10C34 Cultural Education Center
 Albany, New York 12230
 Email: Bernard.margolis@nysed.gov
 Tel. (518) 474-5930
 Fax (518) 486-6880

December 23, 2016

Charlotte Schachter, President
 Ruth Shire, Vice President

Friends of the Mount Vernon Public Library
28 S. First Avenue
Mount Vernon, NY 10550

Dear Mses. Schachter and Shire:

I am writing in response to your December 5, 2016 letter to Commissioner Elia where you expressed your concern over the loss of staff at the Mount Vernon Public Library. I have requested that staff here at the New York State Library look into the matter.

Thank you for your continued support and interest in the Mount Vernon Public Library.

Sincerely,



Bernard Margolis
Assistant Commissioner and
State Librarian

cc: Commissioner Elia
Terry Kirchner, Exec. Director, Westchester Library System
Oscar Davis, Board President, Mt. Vernon Public Library

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

Subject	5.1 ACCEPT THE VERTICAL SYSTEM ANALYSIS CAPITAL
Meeting	Jan 18, 2017 - Regular Meeting
Category	5. Old Business
Type	Action
Dollar Amount	\$10,450.00
Budget Source	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 Vertical Systems Analysis as the designer of record for the design and specification of the modernization of (1) passenger elevator and (1) booklift

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.

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 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

<p>File Attachments</p> <p>ABEERAGLOBBYDOOR.pdf (209 KB)</p>
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Subject 5.3 ACCEPT THE VERICAL SYSTEM ANALYSIS CHANGE ORDER

Meeting Jan 18, 2017 - Regular Meeting

Category 5. 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 Mount Vernon Public Library, 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

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)

6. New Business

Subject 6.1 Arts Westchester Grant

Meeting Jan 18, 2017 - Regular Meeting

Category 6. New Business

Type Action

Dollar Amount \$1,000.00

Budget Source 4335.01

Recommended Action 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

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

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 **7.2 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.

Type Action

Recommended Action WHERE AS: 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

File Attachments
[Thomson Reuters Westlaw.pdf \(15,495 KB\)](#)

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

Subject 8.2 Permanent Position Librarian II, Scott Griffith

Meeting Jan 18, 2017 - Regular Meeting

Category 8. Personnel

Type Action

Recommended Action 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

Subject 10.1 Adjournment

Meeting Jan 18, 2017 - Regular Meeting

Category 10. Meeting Closing

Type Action

Recommended Action Motion to adjourn meeting.

Subject 10.2 Dates of future board meetings

Meeting Jan 18, 2017 - Regular Meeting

Category 10. Meeting Closing

Type Information