



MOUNT VERNON  
PUBLIC LIBRARY  
WHERE OPPORTUNITY AWAITS

## Wednesday, June 21, 2017 Regular Meeting

**Wednesday**  
**6:30**  
**Trustees' Room**

### 1. Meeting Opening

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**Subject**                    **1.1 Call To Order**

Meeting                    Jun 21, 2017 - Regular Meeting

Category                    1. Meeting Opening

Type                        Procedural

The meeting was called to order at 6:38 p.m. by Trustee Morton.

**Subject**                    **1.2 Roll Call**

Meeting                    Jun 21, 2017 - Regular Meeting

Category                    1. Meeting Opening

Type                        Action, Procedural

Trustees present: Cathlin Gleason, Brian Johnson, Darren Morton.

Trustees Absent: Oscar Davis, Jr., and Na'im Tyson.

Also present was: Tamara Stewart; library patron, Scott Griffith, Cheryl Thomas, Nishan Stepak; Library Staff, Gary Newman (CSEA Union President), Juan Jaramillo; Chief Accountant Clerk, Jose Alvelo; Treasurer, Evania Thompson; Interim Director, and Doreen McQueen; Administrative Assistant.

**Subject**                    **1.3 Pledge of Allegiance**

Meeting                    Jun 21, 2017 - Regular Meeting

Category                    1. Meeting Opening

Type                        Procedural

Pledge of Allegiance led by Brian Johnson.

**Subject**                    **1.4 Acceptance of Agenda**

Meeting Jun 21, 2017 - Regular Meeting  
 Category 1. Meeting Opening  
 Type Action  
 Recommended Action Motion to approve the agenda

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board accepted the agenda for the Regular of Wednesday June 21, 2017.

The vote carried 3 yes 0 no.

**Subject 1.5 Approval of Prior Meeting Minutes 4/19/2017**

Meeting Jun 21, 2017 - Regular Meeting  
 Category 1. Meeting Opening  
 Type Minutes

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson the Board has postponed reviewing minutes until the next regular meeting of July 2017.

**Subject 1.6 Approval of Prior Meeting Minutes 5/1/17 Special Meeting**

Meeting Jun 21, 2017 - Regular Meeting  
 Category 1. Meeting Opening  
 Type Minutes

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson the Board has postponed reviewing minutes until the next regular meeting of July 2017.

**Subject 1.7 Approval of Prior Meeting Minutes 5/3/17**

Meeting Jun 21, 2017 - Regular Meeting  
 Category 1. Meeting Opening  
 Type Minutes

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson the Board has postponed reviewing minutes until the next regular meeting of July 2017.

**Subject 1.8 Approval of Prior Meeting Minutes 5/8/17**

Meeting Jun 21, 2017 - Regular Meeting  
 Category 1. Meeting Opening  
 Type Minutes

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson the Board has postponed reviewing minutes until the next regular meeting of July 2017.

**Subject 1.9 Approval of Prior Meeting Minutes 5/17/17**

Meeting Jun 21, 2017 - Regular Meeting

Category 1. Meeting Opening

Type Minutes

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson the Board has postponed reviewing minutes until the next regular meeting of July 2017.

**Subject 1.10 Approval of Prior Meeting Minutes 6/8/17**

Meeting Jun 21, 2017 - Regular Meeting

Category 1. Meeting Opening

Type Minutes

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson the Board has postponed reviewing minutes until the next regular meeting of July 2017.

**Subject 1.11 Approval of Prior Meeting Minutes 6/12/17**

Meeting Jun 21, 2017 - Regular Meeting

Category 1. Meeting Opening

Type Minutes

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson the Board has postponed reviewing minutes until the next regular meeting of July 2017.

## **2. Period of Public Expression**

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**Subject 2.1 Public Comments**

Meeting Jun 21, 2017 - Regular Meeting

Category 2. Period of Public Expression

Type

Cheryl Thomas- Expressed the Board purchasing Ipads, but the staff still has not received a raise. The directors in the past controlled the library funds. It is not right that the trustees are spending the library money.

Nishan Stepak- Expressed his support for Evania Thompson, she solves problems.

Trustees Responses:

Brian Johnson addressed Ms. Thomas statements, still in the process of bargaining with the union, he fully supports the employees. Does not like to be accused of a crime, it is not fair or accurate. Trustees donate many hours to serve and spend very little funds.

Cathlin Gleason did not like the comment made by Ms. Thomas. The Ipads belongs to the library. Trustees are on called 24 hours. Questions in regards to money should be directed to the union.

Mr. Newman allowed to comment: mentioned the statement in regards to negotiations is misleading. The library has not responded. The attorney speaks for the Board.

Brian Johnson-The matter will not be discussed further in an open meeting.

Darren Morton, it was shameful to make such a comment, and I would never steal anyone money, I am always respectful. Expressed , it's okay to express yourself but to make such a statement is shameful. The Ipads are for business and will help the library move forward.

### 3. Finance

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<b>Subject</b>	<b>3.1 Funds Transfer Resolution#00070-17</b>
Meeting	Jun 21, 2017 - Regular Meeting
Category	3. Finance
Type	Action
Fiscal Impact	Yes
Dollar Amount	\$500,000.00
Budgeted	Yes
Recommended Action	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.

**FURTHERMORE:** Checks have been duly prepared by the Chief Account Clerk for the purposes described above which aggregate approximately \$500,000, 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 \$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.

Submitted By: Jose Alvelo

Upon a motion made by Cathlin Gleason seconded by Brian Johnson, the Board adopted and approved resolution#00070-17. The vote carried 3 yes and 0 no.

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

**Subject** **3.2 Check Signing Resolution#00071-17**

Meeting Jun 21, 2017 - Regular Meeting

Category 3. Finance

Type Action

Fiscal Impact Yes

Dollar Amount \$182,837.47

Recommended Action WHERE AS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2017, 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 June 21, 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, 2017.

**FURTHERMORE:** The Administration of the MVPL has prepared various checks to various third parties, dated June 21, 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, 2017. A listing of such checks is attached to this Resolution and includes consecutive check numbers 12510-12582 totaling \$182,837.47. After grouping these checks according to their respective purpose, a total of \$8.00 was Refunds –Books, \$30,463.52 was for Book expenses, \$7,313.83 was for Audio Visual expenses, \$265.00 was for Periodicals expenses, \$300.90 was for New Technology, \$3,283.18 was for Programs expenses, \$1,446.84 was for Supplies Expense-Main, \$170.04 was for Telephone Telecomm. Exp., \$51.25 was for Postage Exp.-MV, \$267.59 was for Office exp., \$700.00 was for Publicity & Print Exp., \$76.17 was for Professional Meeting-MV, \$98.09 was for Conferences, \$49.00 was for Staff Training , \$1,248.82 was for Election Expense, \$1,249.46 was for Equipment Maintenance expenses, \$675.00 was for Membership Exp., \$49,862.23 was for Professional Fees, \$2,336.77 was for Electricity expenses, \$267.69 was for Fuel expenses, \$371.50 was for Custodial supplies, \$798.09 was for Building Repairs, \$9,264.80 was for Security Guard expense, \$2,574.46 was for Service Contract expenses, \$614.00 was for Misc. Building expenses, \$10,589.70 was for Hospital & Medical Retiree Reimbursement expense, \$56,458.83 was for Hospital & Medical Insurance Exp., \$2,032.71 was for Dental Expense.

**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.

Submitted By: Juan Jaramillo

Upon a motion made by Cathlin Gleason seconded by Brian Johnson, the Board adopted and approved resolution#00071-17. The vote carried 3 yes and 0 no.

Yea	Nay	Abstained	Trustees
_____	_____	_____	Oscar Davis, Jr.
X_____	_____	_____	Cathlin Gleason

X \_\_\_      \_\_\_      \_\_\_  
 X \_\_\_      \_\_\_      \_\_\_  
 \_\_\_      \_\_\_      \_\_\_

Brian G. Johnson  
 Darren M. Morton  
 Na'im R. Tyson

File Attachments

Checks Register for 6-21-2017.pdf (49 KB)

Summarized Expense Allocations for checks issued on 6-21-2017.pdf (15 KB)

**Subject**                      **3.3 BOT Report**

Meeting                      Jun 21, 2017 - Regular Meeting

Category                      3. Finance

Type                              Information

File Attachments

BOT Summary Report - For the 11 months ending May 2017.pdf (29 KB)

BOT Detail Report - For the 11 months ending May 2017.pdf (45 KB)

## 4. Interim Director Report

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**Subject**                      **4.1 Report**

Meeting                      Jun 21, 2017 - Regular Meeting

Category                      4. Interim Director Report

Type                              Information

File Attachments

Interim Director May 2017.pdf (361 KB)

## 5. Committee Reports

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**Subject**                      **5.1 Committee Reports**

Meeting                      Jun 21, 2017 - Regular Meeting

Category                      5. Committee Reports

Type

**Finance**

Trustee Morton (Chairperson)

Trustee Cathlin Gleason- Reviewing policies

**Building & Grounds**

Trustee Oscar Davis (Chairperson)

Trustee Cathlin Gleason- purchasing a stage, renegotiated contract with DJH, hired Sentinel Security to do consultant work

**Personnel**

Trustee Brian Johnson, (Chairperson)

Trustee Cathlin Gleason,- no report  
Trustee Oscar Davis Jr.

### Strategic Planning

Trustee Darren Morton (Chairperson) No committee  
Trustee Na'im Tyson

### Technology

Trustee Oscar Davis (Chairperson)- No representation for committee  
Trustee Na'im Tyson

### Policy & Governance

Trustee Brian Johnson (Chairperson)- waiting on policies to review  
Trustee Na'im Tyson

### Election

Trustee Oscar Davis Jr. (Chairperson) - not active committee for now  
Trustee Brian Johnson

## 6. Old Business

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**Subject**                      **6.1 Donation Resolution#00058-17**

Meeting                         Jun 21, 2017 - Regular Meeting

Category                        6. Old Business

Type                              Action

Recommended Action     A Resolution to Ratify Donations of Certain Donors

WHEAREAS, the Interim Director of Mount Vernon Public Library recommends to the Board to accept the monetary contribution to the Library of as per the following list of donors:

Date	Check No.	Donor	Ck. Amount	Purpose
2/17/2017	1343	Friends of the MVPL	30.00	Children's Room
4/13/2017	1346	Friends of the MVPL	60.00	Children's Room
5/23/2017	1350	Friends of the MVPL	30.00	Children's Room
1/22/2016	2307	John Sasko	200.00	Donation - Program
7/8/2016	1399	Lions Club of MV	500.00	Large Print Catalog
5/20/2017	1431	Lions Club of MV	500.00	Large Print Catalog
12/23/2016	856	Mary Savage	50.00	Undesignated
11/18/2016	3079	Nancy Chambers	75.00	In Honor of C. Mauro 99th BD
1/20/2017	1507232	Network for Good	170.00	Donation by FaceBook
2/5/2016	445	Vicky Murphy	25.00	Donation - Memory of Jerome Light
7/8/2016	3824	WLS	151.39	GivGab Distribution

9/30/2016

4199 WLS

91.70

GivGab Distribution

4/28/2017

4942 WLS

799.90 GivGab for Giving Tuesday

**TOTAL 2,682.99**

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve this recommendation, in order for the Library to deposit funds into Contribution Account at Sterling National Bank account ending in #1401.

NOW THEREFORE BE IT RESOLVED THAT the Board of MVPL enter into the agreement to accept the donated funds on behalf of MVPL.

Submitted By: Jose Alvelo

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason the Board adopted and approved resolution #00058-17. The vote carried 3 yes and 0 no.

Yea	Nay	Abstain	Trustees
_____	_____	_____	Oscar Davis, Jr.
X_____	_____	_____	Brian G. Johnson
X_____	_____	_____	Cathlin Gleason
X_____	_____	_____	Darren M. Morton
_____	_____	_____	Na'im Tyson

**7. New Business**

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**Subject 7.1 Consulting Resolution#00068-17**

Meeting Jun 21, 2017 - Regular Meeting

Category 7. New Business

Type Action

Recommended Action A RESOLUTION TO APPROVE THE ACCEPTANCE OF THE PROPOSAL OF SENTINEL SECURITY CONSULTING  
WHEREAS, the Interim Director of the Mount Vernon Public Library recommends to the Board that they approve the acceptance of the proposal of Sentinel Security Consulting,

**WHEREAS**, Board of Trustees for the Mount Vernon Public Library, have to 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 acceptance of the proposal presented to the library by Sentinel Security Consulting for the data collection for developing the Library's Security Requirements. Sentinel will assist the project team with the bidding process for the Electronic Security System. Phase 1



development of owner’s security requirements (OSR) in the amount \$3,810.00. This would come from budget line #6650.01 Building Repairs.

Submitted By: James Finch

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason the Board adopted and approved resolution#00068-17. The vote carried 3 yes and 0 no.

Yea	Nay	Abstained	Trustees
___	___	___	Oscar Davis, Jr.
X___	___	___	Cathlin Gleason
X___	___	___	Brian G. Johnson
X___	___	___	Darren M. Morton
___	___	___	Na'im R. Tyson

File Attachments  
 Sentinel Consulting Service Contract Proposal.pdf (49,632 KB)  
 Sentinel Consulting Proposal.pdf (3,476 KB)

**Subject** 7.2 DJH Contracting Resolution#00069-17

Meeting Jun 21, 2017 - Regular Meeting

Category 7. New Business

Type Action

Recommended Action A RESOLUTION TO APPROVE THE ACCEPTANCE OF DJH MECHANICAL SERVICES CONTRACT FOR MAINTENANCE SERVICES OF THE LIBRARY'S HVAC SYSTEM

**WHEREAS**, the Building and Grounds Committee of the Mount Vernon Public Library recommends to the Board that they approve the service contract for DJH Mechanical Services,

**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 service agreement with DJH Mechanical Services for April 1, 2017-March 31, 2018 for the amount of \$8750.00. This will come from budget line building repairs- 6650.01. DJH Mechanical Services will provide yearly maintenance for the library’s HVAC Equipment.

Submitted By: James Finch

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson the Board adopted and approved resolution#00069-17. The vote carried 3 yes and 0 no.

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

**8. Personnel**

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**9. Upcoming Board Meetings**

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**Subject** 9.1 June / July 2017 Meeting Schedule

**Meeting** Jun 21, 2017 - Regular Meeting

**Category** 9. Upcoming Board Meetings

Type

**POLICY & GOVERNANCE COMMITTEE**

**Thursday, June 22, 2017**

**5:30 P.M.**

**TRUSTEE ROOM**

**JULY 2017**

**FINANCE COMMITTEE MEETING**

**Monday, July 3, 2017**

**5:30 P.M.**

**TRUSTEE ROOM**

**BUILDING & GROUNDS MEETING**

**Thursday, July 6, 2017**

**5:30 P.M.**

**TRUSTEE ROOM**

**PERSONNEL COMMITTEE MEETING**

**Monday, July 10, 2017**

**5:30 P.M.**

**TRUSTEE ROOM**

**WORKING BOARD OF TRUSTEE MEETING**

**Monday, July 10, 2017**

**6:30 P.M.**

# TRUSTEE ROOM

## TECHNOLOGY COMMITTEE MEETING

Tuesday, July 11, 2017

6:30 P.M.

TRUSTEE ROOM

## REGULAR BOARD MEETING

Wednesday, July 19, 2017

6:30 P.M.

TRUSTEE ROOM

## POLICY & GOVERNANCE COMMITTEE

Thursday, July 27, 2017

5:30 P.M.

TRUSTEE ROOM

### 10. Executive Session (If Needed)

### 11. Meeting Closing

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<b>Subject</b>	<b>11.1 Adjournment</b>
Meeting	Jun 21, 2017 - Regular Meeting
Category	11. Meeting Closing
Type	Action
Recommended Action	Motion to adjourn meeting.

The regular Board meeting of Wednesday June 21, 2017 adjourned at 8:11 p.m.

### New Category

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