Wednesday, April 15, 2020
Regular Meeting *** Canceled No Quorum ***

Wednesday
6:30
Trustees' Room

1. Meeting Opening

Subject 1.1 Call To Order
Meeting Apr 15, 2020 - Regular Meeting *** Canceled No Quorum ***
Category 1. Meeting Opening
Type Procedural

The Regular meeting of Wednesday April 15, 2020 was called to order at ______p.m by ______________.

Subject 1.2 Roll Call
Meeting Apr 15, 2020 - Regular Meeting *** Canceled No Quorum ***
Category 1. Meeting Opening
Type Action, Procedural

Trustees' present

Also present was:

Subject 1.3 Pledge of Allegiance
Meeting Apr 15, 2020 - Regular Meeting *** Canceled No Quorum ***
Category 1. Meeting Opening
Type Procedural

Pledge of Allegiance was led by ________________.

Subject 1.4 Acceptance of Agenda
Meeting Apr 15, 2020 - Regular Meeting *** Canceled No Quorum ***
Category 1. Meeting Opening
Upon a motion made by ___________, seconded by ___________, the Board approved the agenda for the Working meeting of Monday April 13, 2020. The vote carried __yes and ___no.

### 2. Director's Report

<table>
<thead>
<tr>
<th>Subject</th>
<th>Action</th>
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<tr>
<td>Recommended Action</td>
<td>Motion to approve the agenda</td>
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<tr>
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<th>2.1 Director T. Davis Report</th>
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<td>2. Director’s Report</td>
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### 3. Board Committee Reports

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<tr>
<th>Subject</th>
<th>3.3 Marketing Committee</th>
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<td>Category</td>
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<thead>
<tr>
<th>Subject</th>
<th>3.5 Policy &amp; Governance</th>
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Meeting | Apr 15, 2020 - Regular Meeting *** Canceled No Quorum ***
Category | 3. Board Committee Reports

Subject | 3.6 Technology Committee
Meeting | Apr 15, 2020 - Regular Meeting *** Canceled No Quorum ***
Category | 3. Board Committee Reports

### 4. Board Minutes

#### Subject | 4.1 Minutes 12/09/2019 Working Meeting
Meeting | Apr 15, 2020 - Regular Meeting *** Canceled No Quorum ***
Category | 4. Board Minutes
Type | Minutes

#### Subject | 4.2 Minutes 12/18/19 Regular Meeting
Meeting | Apr 15, 2020 - Regular Meeting *** Canceled No Quorum ***
Category | 4. Board Minutes
Type | Minutes

#### Subject | 4.3 Minutes 01/15/2020 Regular Meeting
Meeting | Apr 15, 2020 - Regular Meeting *** Canceled No Quorum ***
Category | 4. Board Minutes
Type | Minutes

#### Subject | 4.4 Minutes 01/22/20 Special Meeting
Meeting | Apr 15, 2020 - Regular Meeting *** Canceled No Quorum ***
Category | 4. Board Minutes
Type | Minutes

#### Subject | 4.5 Minutes 02/19/2020 Regular Meeting
Meeting | Apr 15, 2020 - Regular Meeting *** Canceled No Quorum ***
Category | 4. Board Minutes
Type | Minutes

### 5. Finance

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

THEREFORE: It is the recommendation of the Management of the MVPL that the Board of Trustees authorize the transfer of exactly $390,090.00 (three hundred – ninety thousand and ninety 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 $390,090.00 (three hundred – ninety thousand and ninety 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 ______________, seconded by ________________, the Board approved and adopted resolution #0040-20. The vote carried ___ yes and __ no.

Yea   Nay   Abstain   Trustees
WHEREAS: The Mount Vernon Public Library (“MVPL”) submitted a budget for the fiscal year ending June 30, 2020, 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 April 15, 2020, 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, 2020. A listing of such checks is attached to this Resolution and includes consecutive check numbers 15214-15222 totaling $95,388.98.

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

The Administration has 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 ______________, seconded by _________________, the Board approved and adopted resolution #0041-20. The vote carried ___ yes and ___ no.
6. Old Business

Subject 6.1 Check Signing Resolution #0037-20 March Invoices

Meeting Apr 15, 2020 - Regular Meeting *** Canceled No Quorum ***

Category 6. Old Business

Type

MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES

CHECK SIGNING RESOLUTION #0037-20

WHEREAS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2020, 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 March 19, 2020, 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, 2020. A listing of such checks is attached to this Resolution and includes consecutive check numbers 15130-15196 totaling $130,121.80. After grouping these checks according to their $45.48 was for Lost Books expenses, $2,906.17 was for Books Expenses –MV, $4,676.44 was for Audio Visual Expenses-MV, $5,476.75 was for Periodicals Expenses-MV, $4,849.12 was for New Technology Expenses-MV, $2,056.91 was for Program Expenses-MV, $1,885.19 was for Supplies Expenses-Main, $5,655.00 was for Computer Equip Expenses-MV, $7,044.09 was for Telephone Telecommunication Expenses-MV, $1,370.00 was for Postage Expenses-MV, $227.77 was for Office Expenses-MV, $100.00 was for Membership Fees Exp., $2,151.50 was for Professional Fees, $2,934.73 was for Fuel Expenses-MV, $1,869.78 was for Custodial Expenses-MV, $134.50 was for Repairs To Building Expense-MV, $322.50 was for Security System Expenses-MV, $3,987.67 was for Service Contract expense-MV, $2,370.00 was for Miscellaneous Expenses-MV, $4,824.50 was for Insurance Expenses-MV, $75,233.70.

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

The Administration has 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 ____________, seconded by ______________, the Board approved and adopted resolution #0037-20. The vote carried ___ yes and ___ no.

Yea    Nay   Abstain    Trustees

____ ____  ____       Malcolm I. Clark
____ ____  ____       Oscar Davis, Jr.
____ ____  ____       Judy Williams-Davis
____ ____  ____       Cathlin Gleason
____ ____   ____      Tanya Southerland

7. New Business

Subject  7.1 Lap Top Resolution#0038-20
Meeting    Apr 15, 2020 - Regular Meeting *** Canceled No Quorum ***
Category   7. New Business

RESOLUTION TO PURCHASE ACER CHROME BOOK LAPTOPS

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they approve the purchase of thirty Acer laptops for the use of staff and patrons.

WHEREAS, The Board of Trustees must approve this recommendation

NOW, THEREFORE, be it,

RESOLVED, that upon the request of the Director, and upon the recommendation of the Technology Committee, the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the payment to purchase thirty (30) Acer laptops without Software for the use of staff and patrons. These items will be expensed from line item #5200.01 New Technology and will not exceed the cost of 6,000.00.

Upon a motion made by ____________, seconded by ______________, the Board approved and adopted resolution #0038-20. The vote carried ___ yes and ___ no.

Yea    Nay   Abstain    Trustees

____ ____  ____       Malcolm I. Clark
____ ____  ____       Oscar Davis, Jr.
____ ____  ____       Judy Williams-Davis

7/9
A RESOLUTION TO APPROVE THE SALARY INCREASES FOR THE NON UNION EMPLOYEES

WHEREAS, the Board of Trustees of Mount Vernon Public Library has determined that a salary raise to non-union Part-Time Staff and Administrative non-union personnel is appropriate; and

WHEREAS, Effective 1/01/2020 the Board of Mount Vernon Public Library has approved a 2% salary increase for all non-union employees based on salary as of 12/31/2019.

NOW THEREFORE,

BE IT RESOLVED, that the Mount Vernon Public Library do hereby approve the salary adjustments for non-union personnel.

Upon a motion made by ______________, seconded by __________________, the Board approved and adopted resolution #0039-20. The vote carried ___ yes and __ no.

Yea Nay Abstain Trustees

____ ____ ____ Malcolm I. Clark
____ ____ ____ Oscar Davis, Jr.
____ ____ ____ Judy Williams-Davis
____ ____ ____ Cathlin Gleason
____ ____ ____ Tanya Southerland

A RESOLUTION TO APPROVE THE PART TIME COVID-19 STAFF FURLough

WHEREAS, the Mount Vernon Public Library has determined that it is in the best interest of the Library to implement a mandatory furlough period for all part time staff due to current level of work available as a result of COVID-19. The furlough will begin on 4/17/20. We are hopeful that we will be
able to restore part time staff to their prior position with the Mount Vernon Public Library on or around _______. However, it is important to note that the Board reserves the right to change this date based on our business needs,

**WHEREAS**, part time staff may be eligible for unemployment benefits during this time. We recommend part time staff to contact the NYS unemployment department for further information and to apply,

**WHEREAS**, the Mount Vernon Public Library sincerely appreciates the dedication and hard work of its part time staff and regrets the impact that furloughs will have on them.

**NOWTHEREFORE**, the Mount Vernon Public Library acts consistent with the authority adopted by the Mount Vernon Public Library on April 15, 2020.

Upon a motion made by ______________, seconded by __________________, the Board approved and adopted resolution #0042-20. The vote carried ___ yes and __ no.

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<tr>
<th>Yea</th>
<th>Nay</th>
<th>Abstain</th>
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<td>Tanya Southerland</td>
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**8. Executive Session**

**Subject** 8.1 Executive Session Request

**Meeting** Apr 15, 2020 - Regular Meeting *** Canceled No Quorum ***

**Category** 8. Executive Session

**Type**

**9. Meeting Closing**

**Subject** 9.1 Adjournment

**Meeting** Apr 15, 2020 - Regular Meeting *** Canceled No Quorum ***

**Category** 9. Meeting Closing

**Type**

Upon a motion made by ____________, seconded by ______________, the Regular meeting of Wednesday April 15, 2020 adjourned at _______ p.m. The vote carried __ yes, __ no.