



**Wednesday, April 21, 2021
Regular Meeting**

Wednesday

6:30
Via Zoom
<https://www.facebook.com/mountvernonpubliclibrary>

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Apr 21, 2021 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

The Regular meeting of Wednesday April 21, 2021 was called to order at 6:38p.m. by Oscar Davis Jr.

Subject **1.2 Roll Call**

Meeting Apr 21, 2021 - Regular Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees present: Judy Williams-Davis (joined @6:41pm), Cathlin Gleason, Brian Johnson, Hope Marable (joined @6:40pm), and Oscar Davis Jr.

Also present was: Tom Terry, Timur Davis; Director, and Doreen McQueen; Admonistrative Assistant

Subject **1.3 Pledge of Allegiance**

Meeting Apr 21, 2021 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance was led by Timur Davis.

Subject **1.4 Acceptance of Agenda**

Meeting Apr 21, 2021 - 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 approved the agenda for the Regular meeting of Wednesday April 21, 2021, with resolution #0044-21 being added as item 6.6. The vote carried 4 yes and 0 no.

2. Executive Session Called

Subject 2.1 Executive Session Called
 Meeting Apr 21, 2021 - Regular Meeting
 Category 2. Executive Session Called
 Type

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board entered into executive session to interview an accounting firm. Executive session ended at 8:47pm. The regular meeting resumed at 8:49pm.

3. Director's Report

Subject 3.1 Director's Report
 Meeting Apr 21, 2021 - Regular Meeting
 Category 3. Director's Report
 Type

File Attachments
 Director Report April 2021.pdf (261 KB)
 Library Proposal 2.pdf (137 KB)

4. Committee Reports

Subject 4.1 Building & Grounds Committee
 Meeting Apr 21, 2021 - Regular Meeting
 Category 4. Committee Reports
 Type

Oscar Davis reported:
 • grant to replace windows

- contract to replace security company, they must be interviewed

Subject **4.2 Finance Committee**

Meeting Apr 21, 2021 - Regular Meeting

Category 4. Committee Reports

Type

Cathlin Gleason reported:

- audit still not complete
- looking for a treasurer
- interviewing an auditor firm

Subject **4.3 Marketing Committee**

Meeting Apr 21, 2021 - Regular Meeting

Category 4. Committee Reports

Type

Judy Williams-Davis reported:

- discussed hiring an accountant for the 125th anniversary
- trustee Gleason recommended getting 3 quotes

Subject **4.4 Personnel Committee**

Meeting Apr 21, 2021 - Regular Meeting

Category 4. Committee Reports

Type

Judy Williams-Davis reported:

- discussed salary increases for professional and non professional staff
- requesting the community relations position be re-considered

Subject **4.5 Policy & Governance Committee**

Meeting Apr 21, 2021 - Regular Meeting

Category 4. Committee Reports

Type

Trustee Gleason reported:

- discussed updating the COVID procedure to be update with the CDC
- no update on the registration status NYS has changed some requirements

Subject **4.6 Strategic Planning Committee**

Meeting Apr 21, 2021 - Regular Meeting
 Category 4. Committee Reports
 Type

Trustee Marable reported:
 no report will meet with the director on 4/28/21

Subject 4.7 Technology Committee
 Meeting Apr 21, 2021 - Regular Meeting
 Category 4. Committee Reports
 Type

Trustee Davis reported:

- information on tablets
- computers & hotspots
- working on e-rates

5. Board Minutes

Subject 5.1 January 11, 2021 Special Meeting
 Meeting Apr 21, 2021 - Regular Meeting
 Category 5. Board Minutes
 Type Minutes

Minutes have been tabled until next meeting

Subject 5.2 January 20 , 2021 Regular Meeting
 Meeting Apr 21, 2021 - Regular Meeting
 Category 5. Board Minutes
 Type Minutes

Minutes have been tabled until next meeting

Subject 5.3 February 8, 2021 Working Meeting
 Meeting Apr 21, 2021 - Regular Meeting
 Category 5. Board Minutes
 Type Minutes

Minutes have been tabled until next meeting

Subject 5.4 February 17, 2021 Regular Meeting

Meeting Apr 21, 2021 - Regular Meeting
 Category 5. Board Minutes
 Type Minutes
 Minutes have been tabled until next meeting

Subject 5.5 February 23, 2021 Special Meeting

Meeting Apr 21, 2021 - Regular Meeting
 Category 5. Board Minutes
 Type Minutes
 Minutes have been tabled until next meeting

Subject 5.6 March 1, 2021 Emergency Meeting

Meeting Apr 21, 2021 - Regular Meeting
 Category 5. Board Minutes
 Type Minutes
 Minutes have been tabled until next meeting

Subject 5.7 March 17, 2021 Regular Meeting

Meeting Apr 21, 2021 - Regular Meeting
 Category 5. Board Minutes
 Type Minutes
 Minutes have been tabled until next meeting

6. Finance

Subject 6.1 Transfer Resolution #0042-21

Meeting Apr 21, 2021 - Regular Meeting
 Category 6. Finance
 Type

**MOUNT VERNON PUBLIC LIBRARY
 BOARD OF TRUSTEES FUNDS TRANSFER
 RESOLUTION #0042-21**

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.

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 Cathlin Gleason, seconded by Brian Johnson, the Board approved and adopted resolution #0043-21. The vote carried 3 yes and 2 abstained.

Yea	Nay	Abstain	Trustees
_____	_____	X	Oscar Davis, Jr.
X_____	_____	_____	Judy Williams-Davis
X_____	_____	_____	Cathlin Gleason
X_____	_____	_____	Brian Johnson
_____	_____	X	Hope Marable

7. New Business

Subject	7.1 Donation Resolution #0036-21
Meeting	Apr 21, 2021 - Regular Meeting
Category	7. New Business
Type	

**Mount Vernon Public Library
Board of Trustees
Board Resolution #0036-21**

A RESOLUTION TO ACCEPT A MONETARY DONATION

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they accept monetary donation in the total amount of \$1,250 from the Litchfield family, in loving memory of Ms. Martha (Marty)F. Wallace.

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve the donation,

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 monetary donation made by the Litchfield Family of \$1,250 dollars; on behalf of Ms. Martha F. Wallace. Ms. Wallace worked at the library on the Bookmobile. The donation will be applied Gifts & Donation account #3011.01. The family request the donation be used for the area that requires the greatest need.

Upon a motion made by Judy Williams-Davis, seconded by Cathlin Gleason, the Board approved and adopted resolution #0036-21. The vote carried 5 yes and 0 no.

Yea	Nay	Abstain	Trustees
X	_____	_____	Oscar Davis, Jr.
X	_____	_____	Judy Williams-Davis
X	_____	_____	Cathlin Gleason
X	_____	_____	Brian Johnson
X	_____	_____	Hope Marable

Subject 7.2 MVPL 125th Logo Resolution #0037-21

Meeting Apr 21, 2021 - Regular Meeting

Category 7. New Business

Type

Mount Vernon Public Library
Board of Trustees
Resolution #0037-21

A RESOLUTION TO ACCEPT THE LIBRARY LOGO FOR 125TH ANNIVERSARY

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the changes,

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 new library logo for the 125th anniversary.

Resolution pulled

Subject 7.3 Ross Window Corp. Resolution #0038-21

Meeting Apr 21, 2021 - Regular Meeting

Category 7. New Business

Type

Mount Vernon Public Library

Board of Trustees
Resolution # 0038-21

A RESOLUTION TO APPROVE ROSS WINDOWS CORP CONTRACT TO REPLACE THE LIBRARY WINDOWS

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board this resolution for the restoration of the historic windows with the assistance of New York State Education Department grant. After obtaining bids, the Director and the Building and Grounds committee recommends the job is awarded to Ross Window Corp.

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 Ross Window Corp to furnish and to complete the installation of 63 double hung, 44 top transoms, and to install new windows into existing openings using a high grade sealant. The payment for the job will not exceed \$119,500.00, and will be expensed from _____ budget.

Resolution pulled to review the process resolution #re-assigned to city quiet windows

Subject 7.4 Public Relations Consultant Resolution #0040-21

Meeting Apr 21, 2021 - Regular Meeting

Category 7. New Business

Type

**Mount Vernon Public Library
Board of Trustees
Resolution #0040-21**

A RESOLUTION TO HIRE A PUBLIC RELATIONS CONSULTANT FOR THE 125TH LIBRARY ANNIVERSARY

Whereas, the Director of the Mount Vernon Public Library recommends to the Board that they approve the contracting service of F. Romall Smalls (DBA) Mallio Media for the library's 125th Anniversary celebration as the Public Relation Consultant,

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 proposed contract of services of L. Romall Smalls (DBA) Mallio Media for the 125th Anniversary of the library project. Mr. Smalls contract term will begin May 1, 2021 through July 1, 2021 with a monthly retainer fee of \$2,000 per month. Mr. Smalls will develop media planning, research, editorial services, and strategic media planning for the library's 125th anniversary. He will work on the library's marketing such as press releases, web site content design brochures, flyers, etc., as per her contract. This project will be expensed from the budget line 6150.01 – Professional Fees.

Resolution pulled

Subject **7.5 E-Rate Resolution #0041-21 Year 24**

Meeting Apr 21, 2021 - Regular Meeting

Category 7. New Business

Type

MOUNT VERNON PUBLIC

LIBRARY

BOARD OF TRUSTEES

E-RATE MAINTENANCE

RESOLUTION#0041-21

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board, that they approve the acceptance of the proposal of Custom Computer Specialists, and Spectrum Cable, **WHEREAS**, the Board of Trustees for the Mount Vernon Public Library, has 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 Custom Computer Specialist and Spectrum Cable for the E-rate Year 24 (7/1/2021 – 6/30/2022) basic maintenance services. Custom Computer Specialists and Spectrum Cable will upgrade and maintain the speed of our broadband to 5 gbs.

A contract, subject to the rules of the E-rate program by the FCC and USAC, will be issued by Mount Vernon Public Library on or after July 1, 2021, and will be contingent upon appropriation of funds and/or E-rate funding grant of \$211,000.00.

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board approved and adopted resolution #0041-21. The vote carried 5 yes and 0 no.

Yea	Nay	Abstain	Trustees
X	_____	_____	Oscar Davis, Jr.
X	_____	_____	Judy Williams-Davis
X	_____	_____	Cathlin Gleason
X	_____	_____	Brian Johnson
X	_____	_____	Hope Marable

Subject **7.6 HR Consultant Resolution#0044-21**

Meeting Apr 21, 2021 - Regular Meeting

Category 7. New Business

Type

**Mount Vernon Public Library
Board of Trustees
Resolution # 0044-21**

A RESOLUTION TO HIRE A HR CONSULTANT FIRM

WHEREAS, the Trustees of the Mount Vernon Public Library and Jackson Lewis PC has retained Levy Employment Law LLC, to conduct an investigation into inappropriate workplace conduct.

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 hiring of:

Levy Employment Law, LLC. Ms. Simone Handfield will conduct an investigation and collect information pertaining to possible misappropriate behavior. Her findings will be submitted to the Board. The legal fees for Ms. Handfield will be at an hourly rate of \$435 and a \$200 fee for her assistance Alexandria Lapes and will be expensed from _____.

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board approved resolution #0044-21. The vote carried 5 yes and 0 no.

Yea Nay Abstain Trustees

X____ Oscar Davis, Jr.

X____ Judy Williams-Davis

X____ Cathlin Gleason

X____ Brian Johnson

X____ Hope Marable

—

8. Correspondence

9. Meeting Closing

Subject	9.1 Adjournment
Meeting	Apr 21, 2021 - Regular Meeting
Category	9. Meeting Closing
Type	

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board adjourned the meeting at 10:29pm.