



MOUNT VERNON
PUBLIC LIBRARY
WHERE OPPORTUNITY AWAITS

Wednesday, February 17, 2021 Regular Meeting

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

1. Meeting Opening

Subject **1.1 Call To Order**
Meeting Feb 17, 2021 - Regular Meeting
Category 1. Meeting Opening
Type Procedural

The Regular meeting of Wednesday February 17, 2021 via Zoom conferencing was called to order at 6:43p.m. by Oscar Davis Jr.

Subject **1.2 Roll Call**
Meeting Feb 17, 2021 - Regular Meeting
Category 1. Meeting Opening
Type Action, Procedural

Trustees' present: Cathlin Gleason, Judy Williams-Davis, Brian Johnson, Hope Marable, and Oscar Davis Jr.

Also present was: Thomas Terry; Finance Consultant, Marcus Griffith; Chief Accountant Clerk, Timur Davis; Director, and Doreen McQueen; Administrative Assistant.

Subject **1.3 Pledge of Allegiance**
Meeting Feb 17, 2021 - Regular Meeting
Category 1. Meeting Opening
Type Procedural

The Pledge of Allegiance

I pledge Allegiance to the flag
of the United States of America
and to the Republic for which it stands,

one nation under God, indivisible,
with Liberty and Justice for all.

Pledge of Allegiance was led by Brian Johnson.

Subject **1.4 Acceptance of Agenda**

Meeting Feb 17, 2021 - Regular Meeting

Category 1. Meeting Opening

Type Action

Recommended Action Motion to approve the agenda

Upon a motion made by Hope Marable, seconded by Brian Johnson, the Board approved the agenda for the Regular meeting of Wednesday February 17, 2021. 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

Trustee Gleason stated she abstained due to not being able to find the meeting agenda

Trustee Williams-Davis stated she also had trouble located the agenda

Trustee Davis stated the Director was given permission last week to make the meeting active, the Director responded that he was told not to do so unless the financials.

2. Director's Report

Subject **2.1 Director's Report**

Meeting Feb 17, 2021 - Regular Meeting

Category 2. Director's Report

Type

File Attachments
[Director Report February 2021 Revised.pdf \(242 KB\)](#)

3. Board Committee Reports

Subject **3.1 Building & Grounds Committee**

Meeting Feb 17, 2021 - Regular Meeting

Category 3. Board Committee Reports

Type

Trustee Davis reported

- March 2 contractor will be wiring for the CAT6 internet

Subject **3.2 Finance Committee**

Meeting Feb 17, 2021 - Regular Meeting

Category 3. Board Committee Reports

Type

Trustee Gleason requested that Mr. Terry speaks in regards to the audit.

Mr. Tom Terry reported that there are still certain information that must be provided

Subject **3.3 Marketing Committee**

Meeting Feb 17, 2021 - Regular Meeting

Category 3. Board Committee Reports

Type

Marketing committee did not meet

Subject **3.4 Personnel Committee**

Meeting Feb 17, 2021 - Regular Meeting

Category 3. Board Committee Reports

Type

Trustee Williams-Davis;

The committee did not meet. Trustee welcomed Trustee Johnson to the Board

Subject **3.5 Policy & Governance**

Meeting Feb 17, 2021 - Regular Meeting

Category 3. Board Committee Reports

Type

Committee did not meet

Subject **3.6 Strategic Planning Committee**

Meeting Feb 17, 2021 - Regular Meeting

Category 3. Board Committee Reports

Type

Trustee Marable stated the committee did not meet, however they have accomplished creating a committee to celebrate the library's 125th anniversary.

Subject **3.7 Technology Committee**

Meeting Feb 17, 2021 - Regular Meeting

Category 3. Board Committee Reports

Type

Trustee Davis reaffirmed that there will be a team installing new CAT6 wiring for the internet beginning March 2, 2021.

4. Finance

Subject **4.1 February Invoices**

Meeting Feb 17, 2021 - Regular Meeting

Category 4. Finance

Type

Financial expenses will be reviewed at the special meeting scheduled Tuesday February 23, 2021.

5. New Business

Subject **5.1 Donation Resolution #0005-21**

Meeting Feb 17, 2021 - Regular Meeting

Category 5. New Business

Type

Mount Vernon Public Library

Board of Trustees

Board Resolution #0005-21

A RESOLUTION TO ACCEPT A MONETARY DONATION

WHEREAS, the Director of Mount Vernon Public Library recommends to the Board to accept the monetary donations processed in the amount totaling \$599.98. A list of donors and itemized amounts is hereto attached to this resolution.

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve this recommendation, the Library has deposited the funds into Contribution Account at Sterling National Bank account #1203301401.

Dorelle Hunt, check #691 Giving Tuesday donation in the amount of **\$50.00**

Network for Good, check # 3576055 Giving Tuesday donation in the amount of **\$360.98**

Stop and Shop, check # 8505 Earth Day donation in the amount of **\$189.00**

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

6. Personnel

Subject **6.1 T. Blackman 2020 Step Resolution #0011-21**

Meeting Feb 17, 2021 - Regular Meeting

Category 6. Personnel

Type

Mount Vernon Public Library
Board of Trustees
Resolution # 0011-21

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following personnel change:

Tisha Blackman, Library Clerk-Step 3, effective January 1, 2020 due for step increase. Her new step is at step 4 with a salary wage of \$ 47,005. Her salary will be paid out of the account 4550.01 Salaries – Non-Professional.

The necessary backup including Resolution #0152-19 the MOU Agreement that certifies the salary increases beginning 2014 through 2024 will be satisfied until the next Board and Union agreement is negotiated.

This item will be reviewed at the special meeting scheduled Tuesday February 23, 2021.

Subject **6.2 S. Dugaw 2020 Step Resolution #0012-21**

Meeting Feb 17, 2021 - Regular Meeting
 Category 6. Personnel
 Type

Mount Vernon Public Library
 Board of Trustees
 Resolution #0012-21

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following personnel change:

Susi Dugaw, Librarian I – Step 3, effective January 1, 2020 due for step increase. Her new step is at step 4 with a salary wage of \$68,338. Her salary will be paid out of the account 4501.01 Salaries – Professional. The necessary backup including Resolution #0152-19 the MOU Agreement that certifies the salary increases beginning 2014 through 2024 will be satisfied until the next Board and Union agreement is negotiated.

This item will be reviewed at the special meeting scheduled Tuesday February 23, 2021.

Subject **6.3 W. Jones 2020 Step Resolution #0013-21**
 Meeting Feb 17, 2021 - Regular Meeting
 Category 6. Personnel

Type

Mount Vernon Public Library
 Board of Trustees
 Resolution # 0013-21

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following personnel change:

Wayne Jones, Cleaner-Step 5, effective January 1, 2020 due for step increase. His new step is at step 6 with a salary wage of \$55,646. His salary will be paid out of the account 4650.01 Salaries – Maintenance. The necessary backup including Resolution #0152-19 the MOU Agreement that certifies the salary increases beginning 2014 through 2024 will be satisfied until the next Board and Union agreement is negotiated.

This item will be reviewed at the special meeting scheduled Tuesday February 23, 2021.

Subject **6.4 A. Nunez 2020 Step Resolution #0014-21**

Meeting Feb 17, 2021 - Regular Meeting

Category 6. Personnel

Type

Mount Vernon Public Library
Board of Trustees
Resolution # 0014-21

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following personnel change:

Amanda Nunez, Library Clerk-Step 3, effective January 1, 2020 due for step increase. Her new step is at step 4 with a salary wage of \$ 47,005. Her salary will be paid out of the account 4550.01 Salaries – Non-Professional. The necessary backup including Resolution #0152-19 the MOU Agreement that certifies the salary increases beginning 2014 through 2024 will be satisfied until the next Board and Union agreement is negotiated.

This item will be reviewed at the special meeting scheduled Tuesday February 23, 2021.

Subject **6.5 T. Redahan 2020 Step Resolution #0015-21**

Meeting Feb 17, 2021 - Regular Meeting

Category 6. Personnel

Type

Mount Vernon Public Library
Board of Trustees
Resolution # 0015-21

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following personnel change:

Thomas Redahan, Cleaner-Step 3, effective January 1, 2020 due for step increase. His new step is at step 4 with a salary wage of \$51,315. His salary will be paid out of the account 4650.01 Salaries – Maintenance. The necessary backup including Resolution #0152-19 the MOU Agreement that certifies the salary increases beginning 2014 through 2024 will be satisfied until the next Board and Union agreement is negotiated.

This item will be reviewed at the special meeting scheduled Tuesday February 23, 2021.

Subject 6.6 D. Hackett 2020 Step Resolution #0016-21

Meeting Feb 17, 2021 - Regular Meeting

Category 6. Personnel

Type

Mount Vernon Public Library
Board of Trustees
Resolution #0016-21

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following personnel change:

Doris Hackett, Librarian I – Step 5, effective January 1, 2020, 2019 due for step increase. Her new step is at step 6 with a salary wage of \$73,267 with a \$400 longevity included and step 6 is the final step for her title. Her salary will be paid out of the account 4501.01 Salaries – Professional. The necessary backup including Resolution #0152-19 the MOU Agreement that certifies the salary increases beginning 2014 through 2024 will be satisfied until the next Board and Union agreement is negotiated.

This item will be reviewed at the special meeting scheduled Tuesday February 23, 2021.

Subject 6.7 D. Nelson 2020 Step Resolution #0017-21

Meeting Feb 17, 2021 - Regular Meeting

Category 6. Personnel

Type

Mount Vernon Public Library
Board of Trustees
Resolution #0017-21

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following personnel change:

Deborah Nelson, Librarian I – Step 3, effective January 1, 2020 due for step increase. Her new step is at step 4 with a salary wage of \$68,336. Her salary will be paid out of the account 4501.01 Salaries – Professional. The necessary backup including Resolution #0152-19 the MOU Agreement that certifies the salary increases beginning 2014 through 2024 will be satisfied until the next Board and Union agreement is negotiated.

This item will be reviewed at the special meeting scheduled Tuesday February 23, 2021.

Subject 6.8 N. Stepak 2020 Step Resolution #0018-21

Meeting Feb 17, 2021 - Regular Meeting

Category 6. Personnel

Type

**Mount Vernon Public Library
Board of Trustees
Resolution #0018-21**

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following personnel change:

Nishan Stepak, Librarian III – Step 6, effective January 1, 2020, 2019 due for step increase. His new and final step is at step 7 with a salary wage of \$96,144. His salary will be paid out of the account 4501.01 Salaries – Professional. The necessary backup including Resolution #0152-19 the MOU Agreement that certifies the salary increases beginning 2014 through 2024 will be satisfied until the next Board and Union agreement is negotiated.

This item will be reviewed at the special meeting scheduled Tuesday February 23, 2021.

Subject 6.9 T. Blackman 2021 Step Resolution #0019-21

Meeting Feb 17, 2021 - Regular Meeting

Category 6. Personnel

Type

**Mount Vernon Public Library
Board of Trustees
Resolution # 0019-21**

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE 2021

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following personnel change:

Tisha Blackman, Library Clerk-Step 4, effective January 1, 2021 due for step increase. Her new step is at step 5 with a salary wage of \$ 48,929. Her salary will be paid out of the account 4550.01 Salaries – Non-Professional. The necessary backup including Resolution #0152-19 the MOU Agreement that certifies the salary increases beginning 2014 through 2024 will be satisfied until the next Board and Union agreement is negotiated.

This item will be reviewed at the special meeting scheduled Tuesday February 23, 2021.

Subject 6.10 W. Jones 2021 Step Resolution #0020-21

Meeting Feb 17, 2021 - Regular Meeting

Category 6. Personnel

Type

Mount Vernon Public Library
Board of Trustees
Resolution # 0020-21

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following personnel change:

Wayne Jones, Cleaner-Step 6, effective January 1, 2021 due for step increase. His new and final step is at step 7 with a salary wage of \$57,809. His salary will be paid out of the account 4650.01 Salaries – Maintenance. The necessary backup including Resolution #0152-19 the MOU Agreement that certifies the salary increases beginning 2014 through 2024 will be satisfied until the next Board and Union agreement is negotiated.

This item will be reviewed at the special meeting scheduled Tuesday February 23, 2021.

Subject 6.11 T. Redahan 2021 Step Resolution #0022-12

Meeting Feb 17, 2021 - Regular Meeting

Category 6. Personnel

Type

Mount Vernon Public Library
Board of Trustees
Resolution # 0022-21

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE 2021

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following personnel change:

Thomas Redahan, Cleaner-Step 4, effective January 1, 2021 due for step increase. His new step is at step 5 with a salary wage of \$53,483. His salary will be paid out of the account 4650.01 Salaries – Maintenance. The necessary backup including Resolution #0152-19 the MOU Agreement that certifies the salary increases beginning 2014 through 2024 will be satisfied until the next Board and Union agreement is negotiated.

This item will be reviewed at the special meeting scheduled Tuesday February 23, 2021.

Subject 6.12 A. Nunez 2021 Step Resolution #0021-21

Meeting Feb 17, 2021 - Regular Meeting

Category 6. Personnel

Type

Mount Vernon Public Library
Board of Trustees
Resolution # 0021-21

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE 2021

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following personnel change:

Amanda Nunez, Library Clerk-Step 4, effective January 1, 2021 due for step increase. Her new step is at step 5 with a salary wage of \$ 48,929. Her salary will be paid out of the account 4550.01 Salaries – Non-Professional. The necessary backup including Resolution #0152-19 the MOU Agreement that certifies the salary increases beginning 2014 through 2024 will be satisfied until the next Board and Union agreement is negotiated.

This item will be reviewed at the special meeting scheduled Tuesday February 23, 2021.

Subject 6.13 S.Dugaw 2021 Step Resolution #0023-21

Meeting Feb 17, 2021 - Regular Meeting

Category 6. Personnel

Type

Mount Vernon Public Library
Board of Trustees
Resolution #0023-21

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE 2021

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following personnel change:

Susi Dugaw, Librarian I – Step 4, effective January 1, 2020 due for step increase. Her new step is at step 5 with a salary wage of \$70,800. Her salary will be paid out of the account 4501.01 Salaries – Professional. The necessary backup including Resolution #0152-19 the MOU Agreement that certifies the salary increases beginning 2014 through 2024 will be satisfied until the next Board and Union agreement is negotiated.

This item will be reviewed at the special meeting scheduled Tuesday February 23, 2021.

Subject 6.14 D.Nelson 2021 Step Resolution #0024-21

Meeting Feb 17, 2021 - Regular Meeting

Category 6. Personnel

Type

Mount Vernon Public Library
Board of Trustees
Resolution #0023-21

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following personnel change:

Deborah Nelson, Librarian I – Step 4, effective January 1, 2021 due for step increase. Her new step is at step 5 with a salary wage of \$70,800. Her salary will be paid out of the account 4501.01 Salaries – Professional. The necessary backup including Resolution #0152-19 the MOU Agreement that certifies the salary increases beginning 2014 through 2024 will be satisfied until the next Board and Union agreement is negotiated.

This item will be reviewed at the special meeting scheduled Tuesday February 23, 2021.

7. Correspondence

Subject 7.1 Correspondence

Meeting Feb 17, 2021 - Regular Meeting

Category 7. Correspondence

Type

Correspondence to the Board of Trustees at MVPL- Sent by email

Doris Hackett

Tue, Feb 16, 5:43 PM (2 days ago)

Hello Board of Trustees:

Marcus alerted me last week that he believed someone had used my social security number and other personal information to file an unemployment claim. Since I have not filed an unemployment claim I immediately went onto the Dept. of Labor website and filed a fraud form. In the meantime, I am concerned with a possible data breach here at the library. In the last year there have been three employees that have had an issue with a fraudulent unemployment claim, this is a red flag, and I feel that the first place to secure our data is with the ADP system. **I am also requesting a full scale investigation into the possible data breach with several employees of the library.** Now, I am forced to begin the process of alerting the three major credit agencies to the identity theft so that they can monitor my accounts for the next year. I am deeply disturbed by the current conditions here at the library. **I will await a response in the next few days from our board.**

8. Executive Session

Subject **8.1 Executive Session Request**

Meeting Feb 17, 2021 - Regular Meeting

Category 8. Executive Session

Type

9. Meeting Closing
