



Wednesday, July 15, 2020

Regular Meeting * Meeting was not conducted - Special Meeting called for 7/16/20 at 6am *****

**Wednesday
6:30
Via Zoom**

1. Meeting Opening

Subject 1.1 Call To Order

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 1. Meeting Opening

Type Procedural

The Regular meeting of Wednesday July 15, 2020 via Zoom conferencing was called to order at 6:54 p.m. by Oscar Davis Jr.

Subject 1.2 Roll Call

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 1. Meeting Opening

Type Action, Procedural

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

Trustee absent:Tanya Southerland

Also present was:Marcus Griffith; Provisional Accountant Clerk, Timur Davis; Director, and Doreen McQueen: Admin. Assistant.

Subject 1.3 Pledge of Allegiance

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance was led by Hope Marable.

Subject 1.4 Acceptance of Agenda

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 1. Meeting Opening

Type Action

Recommended Action Motion to approve the agenda

Upon a motion made by Hope Marable, seconded by Cathlin Gleason, the Board approved the agenda for the Regular meeting of Wednesday July 15, 2020. The vote carried 4 yes and 0 no.

2. Director's Report

Subject 2.1 Director's Report- Timur Davis

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 2. Director's Report

Type

File Attachments

Director Report July 2020 D2 (1)-1.pdf (674 KB)

Mount Vernon Phased Reopening Plan Revised 8.pdf (776 KB)

MVPL MARKETING PLAN.pdf (583 KB)

June2020MonthlyStatistics.pdf (413 KB)

MVPL June 2020 Children Room Report.pdf (627 KB)

3. Board Committee Reports

Subject 3.1 Buildings & Ground Committee

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 3. Board Committee Reports

Type

Subject 3.2 Finance Committee

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 3. Board Committee Reports

Type

Subject **3.3 Marketing Committee**

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 3. Board Committee Reports

Type

Subject **3.4 Personnel Committee**

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 3. Board Committee Reports

Type

Subject **3.5 Policy & Governance Committee**

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 3. Board Committee Reports

Type

Subject **3.6 Technology Committee**

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 3. Board Committee Reports

Type

4. Past Board Minutes

Subject **4.1 December 18, 2019 Regular Meeting**

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 4. Past Board Minutes

Type Minutes

File Attachments

[Response from Barbara Lilley.pdf \(1,530 KB\)](#)

[R. Schofield Response to BD Minutes.pdf \(1,411 KB\)](#)

Subject **4.2 January 15, 2020 Regular Meeting**

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 4. Past Board Minutes

Type Minutes

File Attachments

[Response from Barbara Lilley.pdf \(1,530 KB\)](#)

[R. Schofield Response to BD Minutes.pdf \(1,411 KB\)](#)

Subject 4.3 March 23, 2020 Special Meeting Minutes

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 4. Past Board Minutes

Type Minutes

File Attachments

[Response from Barbara Lilley.pdf \(1,530 KB\)](#)

[R. Schofield Response to BD Minutes.pdf \(1,411 KB\)](#)

Subject 4.4 April 17, 2020 Special Meeting

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 4. Past Board Minutes

Type Minutes

File Attachments

[Response from Barbara Lilley.pdf \(1,530 KB\)](#)

[R. Schofield Response to BD Minutes.pdf \(1,411 KB\)](#)

Subject 4.5 April 29, 2020 Special Meeting

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 4. Past Board Minutes

Type Minutes

File Attachments

[Response from Barbara Lilley.pdf \(1,530 KB\)](#)

[R. Schofield Response to BD Minutes.pdf \(1,411 KB\)](#)

Subject 4.6 May 7, 2020 Emergency Meeting

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 4. Past Board Minutes

Type Minutes

File Attachments
Response from Barbara Lilley.pdf (1,530 KB)
R. Schofield Response to BD Minutes.pdf (1,411 KB)

Subject 4.7 May 11, 2020 Working Meeting

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 4. Past Board Minutes

Type Minutes

File Attachments
Response from Barbara Lilley.pdf (1,530 KB)
R. Schofield Response to BD Minutes.pdf (1,411 KB)

Subject 4.8 May 20, 2020 Regular Meeting

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 4. Past Board Minutes

Type Minutes

File Attachments
Response from Barbara Lilley.pdf (1,530 KB)
R. Schofield Response to BD Minutes.pdf (1,411 KB)

Subject 4.9 June 2, 2020 Special Meeting

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 4. Past Board Minutes

Type Minutes

File Attachments
Response from Barbara Lilley.pdf (1,530 KB)
R. Schofield Response to BD Minutes.pdf (1,411 KB)

5. Finance

Subject 5.1 Bot Report

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 5. Finance

Type

Subject 5.2 Check Signing Resolution #0072-20

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 5. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #0072-20**

WHEREAS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2021, 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 for various third parties, dated July 10, 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, 2021. A listing of such checks is attached to this Resolution and includes consecutive check numbers 15321-15333 totaling \$68,051.88. After grouping these checks according to their respective purpose a total of \$765.42 for was for Book expenses, \$8,827.86 was Audio Visuals Exp.-MV, \$354.00 was for Periodicals Expenses, \$336.25 was for Professional Meeting-MV, \$229.56 was for Equipment Maint. Exp.-MV, \$21,683.30 was for Repairs to Build. Exp.-MV, \$12,426.38 was for Security Guard Exp.-MV, \$4,236.51 was for Service Contract Exp.-MV, \$3,400.00 was for Miscellaneous Build. Exp.-MV, \$4,824.50 was for Insurance Exp.-MV, \$10,968.10 was for Dental Exp.-MV.

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 #0070-20. The vote carried ___ yes and ___ no.

Yea Nay Abstain Trustees

_____	_____	_____	Oscar Davis, Jr.
_____	_____	_____	Judy Williams-Davis
_____	_____	_____	Cathlin Gleason
_____	_____	_____	Hope Marable
_____	_____	_____	Tanya Southerland

<p>File Attachments Expense allocation 07132020.pdf (14 KB)</p>
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Subject **5.3 Funds Transfer Resolution #0071-20**

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 5. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES FUNDS TRANSFER
RESOLUTION #0071-20**

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 \$150,000.00 (one hundred- fifty 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 \$150,000.00 (one hundred- fifty 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.

Upon a motion made by _____, seconded by _____, the Board has approved resolution #0071-20. The vote carried ___ yes and ___ no.

Yea Nay Abstain Trustees

- _____ Oscar Davis, Jr.
- _____ Judy Williams-Davis
- _____ Cathlin Gleason
- _____ Hope Marable
- _____ Tanya Southerland

Subject 5.4 Check Signing Resolution #0073-20 for August Expenses

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 5. Finance

Type

**Mount Vernon Public Library
Board of Trustees
Resolution #0073-20**

A RESOLUTION TO APPROVE THE AUGUST 2020 SIGNING OF CHECKS

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they approve the signing of checks with one Trustee and the Board Treasurer,

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 one Trustee and the Board Treasurer to sign the August 2020 checks since there will not be a Board meeting scheduled for the month of August. All warranties for the August 2020 checks will come before the Board at the regular September meeting.

Upon a motion made by _____, seconded by _____, the Board approved and adopted resolution #0073-20. The vote carried ___ yes and ___ no.

Yea Nay Abstain Trustees

- _____ Oscar Davis, Jr.
- _____ Judy Williams-Davis
- _____ Cathlin Gleason
- _____ Hope Marable
- _____ Tanya Southerland

6. Old Business

Subject 6.1 Check Signing Resolution#-0059-20 Revised

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 6. Old Business

Type

MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #0059-20

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 for various third parties, dated June 16, 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 15287-15292, 15294, 15296-15301 totaling **\$20,065.41**. After grouping these checks according to their respective purpose a total of \$708.00 was for Periodicals Expenses, \$880.00 was for Computer Soft & Supp. \$6,350.07 was for Book Expenses, \$913.56 was for Equipment Maintenance, \$3,750.00 was for Misc. Build Exp., \$93.97 was for Exchange Expense, \$2,612.49 was for Professional Fees, \$4,313.60 was for Contracted Services, \$443.72 was for Custodial Supplies.

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.

Revised 6/19/20 check#15295 –NYS Emp. Insurance was pulled & paid

Revised 7/10/20 check#15293 –Voided

Upon a motion made by _____, seconded by _____, the Board approved and adopted resolution #0059-20. The vote carried ___ yes and ___ no.

Yea Nay Abstain Trustees

_____ Oscar Davis, Jr.
 _____ Judy Williams-Davis
 _____ Cathlin Gleason
 _____ Hope Marable
 _____ Tanya Southerland

Subject 6.2 Social Media Resolution#0063-20

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 6. Old Business

Type

Mount Vernon Public Library
 Board of Trustees
 Resolution # 0063-20

A RESOLUTION TO APPROVE THE SOCIAL MEDIA POLICY

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the approve the Social Media Policy,

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 Social Media Policy and the Board of Trustees and employees abide by the adopted policy guidelines attached to this resolution.

Upon a motion made by _____, seconded by _____, the Board approved and adopted resolution #0063-20. The vote carried ___ yes and ___ no.

Yea Nay Abstain Trustees

_____ Oscar Davis, Jr.
 _____ Judy Williams-Davis
 _____ Cathlin Gleason
 _____ Hope Marable
 _____ Tanya Southerland

Subject 6.3 Plaster & Drywall Resolution #0056-20

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 6. Old Business

Type

**Mount Vernon
Board of Trustees
Resolution # 0056-20
A RESOLUTION TO REPAIR PLASTER & DRYWALL**

WHEREAS, the Administration of the Mount Vernon Public Library recommends to the Board of Trustees, permit Suburban Construction to repair the plaster and drywall at the Mount Vernon Public Library,

WHEREAS, Board of Trustees for the Mount Vernon Public Library, must 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 Phase III Construction Projects under the Capital Grant #0386-19-8012 for Mount Vernon Public Library, Suburban Construction Co. to provide labor, materials and equipment for plaster and drywall repair to the items listed on the attached quotes. Total cost for repair and labor will not to exceed \$10,050.00 and will be expensed from the Building repair funds account #6650.00. A copy of the Maintenance Foreman proposal and explanation for using this vendor has been uploaded on Board Docs.

Upon a motion made by _____, seconded by _____, the Board approved and adopted resolution #0056-20. The vote carried ___ yes and ___ no.

Yea Nay Abstain Trustees

____ Oscar Davis, Jr.
 ____ Judy Williams-Davis
 ____ Cathlin Gleason
 ____ Hope Marable
 ____ Tanya Southerland

File Attachments
 Suburban MVPL Proposals and Credit Memo-2.pdf (1,212 KB)

Subject **6.4 Hearing Officer Resolution#0070-20**

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 6. Old Business

Type

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
HEARING OFFICER RESOLUTION #0070-20**

WHEREAS, on July 10, 2020 the Mount Vernon Public Library Board of Trustees (the "Board") preferred Charges of Misconduct and/or Incompetence ("Original Charges") on Employee #3082 pursuant to Section 75 of the New York Civil Service Law ("Section 75");

WHEREAS, employee #3082, the Board preferred Amended Charges of Misconduct and/or Incompetence (referred to collectively with the Original Charges as the "Charges") on employee #3082 pursuant to Section 75;

WHEREAS, pursuant to Section 75, a hearing on the Charges was scheduled for Tuesday, At 10:30 a.m. on July 28, 2020, a conference will be conducted before Hearing Officer Robert Ponzini to address the Charges and Specifications set forth herein. The hearing will be conducted virtually with detailed to be provided. At the conference, you will have an opportunity to contest the Charges and Specifications, explain your conduct, and provide evidence in support of your defense of the Charges.

Now therefore be it

further

RESOLVED that President Davis shall execute the Agreement on behalf of the Board; and be it further

Dated: July 10, 2020

Upon a motion made by _____, seconded by _____, the Board approved and adopted resolution #0070-20. The vote carried ___ yes and ___ no.

Yea Nay Abstain Trustees

____ Oscar Davis, Jr.
 ____ Judy Williams-Davis
 ____ Cathlin Gleason
 ____ Hope Marable
 ____ Tanya Southerland

7. New Business

Subject	7.1 T. Southerland Resolution #0074-20
Meeting	Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***
Category	7. New Business
Type	

**MOUNT VERNON PUBLIC LIBRARY
 BOARD OF TRUSTEES
 RESOLUTION #0074-20**

**RESOLUTION FOR THE ACCEPTANCE OF THE RESIGNATION OF TRUSTEE TANYA
 SOUTHERLAND**

WHEREAS, the Board President of the Mount Vernon Public Library has submitted to the Board of Trustees the letter from Trustee Southerland stating her resignation from the Board,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve this resignation, **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 resignation of Trustee Tanya Southerland.

Upon a motion made by _____, seconded by _____, the Board has approved and adopted resolution #0074-20. The vote carried ___ yes and ___ no.

Yea Nay Abstain Trustees

____ Oscar Davis, Jr.
____ Judy Williams-Davis
____ Cathlin Gleason
____ Hope Marable
____ Tanya Southerland

8. Executive Session

Subject 8.1 Executive Session Request

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 8. Executive Session

Type

Upon a motion made by _____, seconded by _____, the Board agreed to into executive session at _____ to discuss _____ matters. The vote carried ___ yes and ___ no.

9. Meeting Closing

Subject 9.1 Adjournment

Meeting Jul 15, 2020 - Regular Meeting *** Meeting was not conducted - Special Meeting called for 7/16/20 at 6am ***

Category 9. Meeting Closing

Type

Upon a motion made by _____, seconded by _____, the Regular meeting of Wednesday July 15, 2020 adjourned at _____ p.m. The vote carried ___ yes, ___ no.