



Wednesday, July 21, 2021 Regular Meeting

Wednesday

6:30

Community Room

<https://www.facebook.com/mountvernonpubliclibrary>

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Jul 21, 2021 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

The Regular meeting of Wednesday July 21, 2021 was called to order at 7:17 p.m. by Vivien Salmon.

Subject **1.2 Roll Call**

Meeting Jul 21, 2021 - Regular Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees present- Cathlin Gleason(left at 8:50p.m.), Judy Williams-Davis, Hope Marable, Vivien Salmon, and Oscar Davis Jr.

Also present was: Judge Lyndon Williams, Bob Jahelka, and Michael Williams; DSJCPA , Christine Gibson, Dawn Cancellier; Friends of the Library, Christopher Williams; CSEA Union President, Doris Hackett; CSEA Vice President, Tisha Blackman;CSEA secretary, Brian Johnson, Maureen Wilson, Hillary Johnson;library patrons, Debbie Harris, Scott Griffith, Maxine Grandison, Gary Nerwman, Amanda Nunez, Cheryl Thomas, Deborah Nelson, Shanese Brown; library staff, Marcus Griffith; Chief Account Clerk Timur Davis; Director, and Doreen McQueen; Administrative Assistant.

Subject **1.3 Pledge of Allegiance**

Meeting Jul 21, 2021 - Regular Meeting
 Category 1. Meeting Opening
 Type Procedural

Pledge of Allegiance was omitted

Subject 1.4 Acceptance of Agenda

Meeting Jul 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 Oscar Davis Jr., the Board approved the agenda for the Regular meeting of Wednesday July 21,2021.

on the question:

- Trustee Davis - looking for financials on the meeting
- Trustee Gleason request that the financial firm be adding to the front of the meeting
- Trustee Hope Marable inquired about the marketing liason and requested to add Romall Smalls to the agenda

Trustee Salmon agreed to move the finance report and add the adding of a resolution for check signers at Sterling National Bank.

Upon a mption made by Cathlin Gleason, seconded by Oscar Davis, the Board approved the agenda with the request of moving the finance report and the check signers resloution.

The vote carried 5 yes and o no.

2. Director's Report

Subject 2.1 Director's Report

Meeting Jul 21, 2021 - Regular Meeting
 Category 2. Director's Report
 Type

3. Committee Reports

Subject 3.1 Building & Grounds Committee

Meeting Jul 21, 2021 - Regular Meeting

Category 3. Committee Reports

Type

Oscar Davis reported:

- May have found funding grant to replace the HVAC system
- voting on new security company
- doing an assessment of painting the entire building

Subject 3.2 Finance Committee

Meeting Jul 21, 2021 - Regular Meeting

Category 3. Committee Reports

Type

Micheal Williams & Bob Jahelka of DSJCPA reported:

- worked onsite and collected data
- discussed process and procedures
- met with Marcus and reviewed process
- 6 accounts have been reconciled
- converted from quickbooks desktop to online quickbooks
-

Subject 3.3 Marketing Committee

Meeting Jul 21, 2021 - Regular Meeting

Category 3. Committee Reports

Type

Judy Williams-Davis reported:

- working with the director on a budget
- for public relations considering bringing on Leslie Alpert to assist with marketing

Subject 3.4 Personnel Committee

Meeting Jul 21, 2021 - Regular Meeting

Category 3. Committee Reports

Type

Judy Williams-Davis reported:

- recieved 15 applicants so far for the treasurer position
- soft opening as of August 1st
- full opening expected by October 1st
- all items requested presented for community relations position

Subject **3.5 Policy & Governance Committee**

Meeting Jul 21, 2021 - Regular Meeting

Category 3. Committee Reports

Type

no report

Subject **3.6 Strategic Planning Committee**

Meeting Jul 21, 2021 - Regular Meeting

Category 3. Committee Reports

Type

Trustee Marable reported:

- annual survey needed
- unable to meet with the director thus far
- year long promotion and celebration for the 125th anniversary
- logo for 125th anniversary
- spoke with Julie Worthey in reference to television channel- streaming

Subject **3.7 Technology Committee**

Meeting Jul 21, 2021 - Regular Meeting

Category 3. Committee Reports

Type

Trustee Davis reported:

- grant funds available for schools, libraries through e-rates
- seeking to get 100 devices if we are approved, will share information with the director
- eliminate old phone system

4. Board Minutes

Subject **4.1 January 11, 2021 Special Meeting**

Meeting Jul 21, 2021 - Regular Meeting

Category 4. Board Minutes

Type Minutes

minutes not reviewed

Subject **4.2 January 20 , 2021 Regular Meeting**

Meeting Jul 21, 2021 - Regular Meeting

Category 4. Board Minutes

Type Minutes

minutes not reviewed

Subject 4.3 February 8, 2021 Working Meeting

Meeting Jul 21, 2021 - Regular Meeting

Category 4. Board Minutes

Type Minutes

minutes not reviewed

Subject 4.4 February 17, 2021 Regular Meeting

Meeting Jul 21, 2021 - Regular Meeting

Category 4. Board Minutes

Type Minutes

minutes not reviewed

Subject 4.5 February 23, 2021 Special Meeting

Meeting Jul 21, 2021 - Regular Meeting

Category 4. Board Minutes

Type Minutes

minutes not reviewed

Subject 4.6 March 1, 2021 Emergency Meeting

Meeting Jul 21, 2021 - Regular Meeting

Category 4. Board Minutes

Type Minutes

minutes not reviewed

Subject 4.7 March 17, 2021 Regular Meeting

Meeting Jul 21, 2021 - Regular Meeting

Category 4. Board Minutes

Type Minutes

minutes not reviewed

5. Finance

Subject 5.1 Funds Transfer Resolution

Meeting Jul 21, 2021 - Regular Meeting

Category 5. Finance

Type

this item unavailable to present, special meeting will be called to address the financial resolutions

Subject 5.2 Check Signing Resolution

Meeting Jul 21, 2021 - Regular Meeting

Category 5. Finance

Type

this item unavailable to present, special meeting will be called to address the financial resolutions

Subject 5.3 August 2021 Check Signing Resolution #0064-21

Meeting Jul 21, 2021 - Regular Meeting

Category 5. Finance

Type

**Mount Vernon Public Library
Board of Trustees
Resolution #0064-21
A RESOLUTION TO APPROVE THE AUGUST 2021 SIGNING OF CHECKS**

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they approve the signing of checks with two Trustees' ,

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 Trustees to sign the August 2021 checks. During the month of August the Board is not scheduled to meet for the month of August. All necessary documents to warrant the August 2021 checks will come before the Board at the regular September meeting.

Upon a motion made by Oscar Davis, seconded by Judy Williams-Davis, the Board approved resolution #0064-20. The vote carried 4 yes and 0 no.

- Oscar Davis Yes
- Judy Williams-Davis Yes
- Hope Marable Yes
- Vivien Salmon Yes

Cathlin Gleason not present for vote

6. Old Business/ Personnel

Subject 6.1 Community Relations Coordinator Resolution #0001-21

Meeting Jul 21, 2021 - Regular Meeting

Category 6. Old Business/ Personnel

Type

Mount Vernon Public Library
Board of Trustees
Resolution #0001-21

RESOLUTION TO APPOINT CATHERINE WEBB TO THE POSITION OF COMMUNITY RELATIONS COORDINATOR

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

Catherine Webb, to fill the permanent position as the Community Relation Coordinator effective immediately at Step 4 her yearly salary based on the salary range for this step is at \$72,119 and will be expensed from account 4501.01 professional salaries. Ms. Webb has been certified by the MV Civil Service Department.

Trustee Salmon stated this item will be addressed at a special meeting

File Attachments
[SKM_364e21062314100.pdf \(238 KB\)](#)

Subject 6.2 L. Sutorius Resolution #0060-21

Meeting Jul 21, 2021 - Regular Meeting

Category 6. Old Business/ Personnel

Type

Mount Vernon Public Library
Board of Trustees
Resolution # 0060-21

A RESOLUTION OF PERSONNEL CHANGE

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

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 re-instatement appointment of:
 Lisa Sutorius, as a Part-Time Librarian 1, effective July 19, 2021. She will be covering the reference desks for the children and adult areas. Her hourly rate of pay is \$23.84 with the annual salary totaling \$21,777.84, it will be expensed from account 4501.01 for Professional salaries.

Trustee Salmon stated this item will be addressed at a special meeting

Subject **6.3 M. Cabrera Resolution #0061-21**

Meeting Jul 21, 2021 - Regular Meeting

Category 6. Old Business/ Personnel

Type

Mount Vernon Public Library
 Board of Trustees
 Resolution # 0061-21

A RESOLUTION OF PERSONNEL CHANGE

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

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 re-instatement appointment of:

Mayra Cabrera, as a Part-Time Librarian 1, effective July 19, 2021. She will be covering the reference desks for the children and adult areas. Her hourly rate of pay is \$23.84 with the annual salary totaling \$21,777.84, it will be expensed from account 4501.01 for Professional salaries.

Trustee Salmon stated this item will be addressed at a special meeting

7. New Business

Subject **7.1 Century Protective Security Resolution #0039-21**

Meeting Jul 21, 2021 - Regular Meeting

Category 7. New Business

Type

Mount Vernon Public Library
 Board of Trustees
 Resolution # 0039-21

A RESOLUTION TO APPROVE CENTURY PROTECTIVE SERVICES SECURITY CONTRACT

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board this resolution for Century Protective Services, Inc. After obtaining bids, the Director and the Building and Grounds committee recommends the job is awarded to Century Protective Services, Inc.

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 Century Protective Services, Inc for Security and Public Safety protection in the Library. The payment for the job will not exceed \$158,704.00, and will be expensed from Security Guard Services budget.

Trustee Salmon stated a special meeting will be called to address

Subject **7.2 City Quiet -Master Agreement and Contract for Board Review**

Meeting Jul 21, 2021 - Regular Meeting

Category 7. New Business

Type

item for review - Contract must be signed by President at that time Oscar Davis Jr.

8. Correspondence

Subject **8.1 Correspondence**

Meeting Jul 21, 2021 - Regular Meeting

Category 8. Correspondence

Type

<p>File Attachments June board letter(1).docx (14 KB) SaveMountVernonJesse Van Lew.docx (22 KB) Gary Newman Letter to the Board.pdf (2,023 KB) Allied Security Correspondence.rtf (3 KB) Correspondence to the Board (C. Williams June 16).pdf (109 KB) LIBRARY COMPLAINT(1).docx (22,400 KB)</p>

9. Meeting Closing

Subject **9.1 Adjournment**

Meeting Jul 21, 2021 - Regular Meeting

Category 9. Meeting Closing

Type

Upon a motion made by Oscar Davis Jr., seconded by Judy Williams-Davis, the Board adjourned the meeting at 10:28p.m.