



**Wednesday, June 17, 2020
Regular Meeting**

**Wednesday
6:30 p.m.
via Zoom Conferencing**

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Jun 17, 2020 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

The Regular meeting of Wednesday June 17, 2020 via Zoom conferencing was called to order at 7:21 p.m. by Oscar Davis Jr.

Subject **1.2 Roll Call**

Meeting Jun 17, 2020 - Regular Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees' present: Judy Williams-Davis(left the meeting at 9pm), Cathlin Gleason, Jamie Pessin, Tanya Southerland, and Oscar Davis, Jr.

Also present was:Jose Alvelo; Treasurer, Marcus Griffith; Prov. Chief Accountant Clerk,Timur Davis; Director, and Doreen McQueen;Administrative assistant.

Subject **1.3 Pledge of Allegiance**

Meeting Jun 17, 2020 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance was led by Jamie Pessin.

Subject **1.4 Acceptance of Agenda**

Meeting Jun 17, 2020 - Regular Meeting
 Category 1. Meeting Opening
 Type Action
 Recommended Action Motion to approve the agenda

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved the agenda for the Regular meeting of Wednesday June 17, 2020. The vote carried 5 yes and 0 no.

2. Director's Report

Subject 2.1 Director's Report
 Meeting Jun 17, 2020 - Regular Meeting
 Category 2. Director's Report
 Type

File Attachments
[MOUNT VERNON PUBLIC LIBRARY REOPENING PLAN.pdf \(480 KB\)](#)
[Director Report June 2020.pdf \(319 KB\)](#)
[MVPL Facts and Figures 2020-2021 Budget ProposalRevised.pptx \(5,872 KB\)](#)
[CR Program Attendance Count May 2020.pdf \(43 KB\)](#)

3. Board Committee Reports

Subject 3.1 Building & Grounds Committee
 Meeting Jun 17, 2020 - Regular Meeting
 Category 3. Board Committee Reports
 Type

Subject 3.2 Finance Committee
 Meeting Jun 17, 2020 - Regular Meeting
 Category 3. Board Committee Reports
 Type

Trustee Gleason Reported:

- ADP- has been setup to offer retiree's direct deposit
- changes were made to the pay classes
- audit has been put on paused due to COVID-19
- 0 % Budget

Subject 3.3 Marketing Committee

Meeting Jun 17, 2020 - Regular Meeting

Category 3. Board Committee Reports

Type

Judy Williams-Davis Reported:

- Working with Mr. Dennis in regards on the NSSA program

Subject 3.4 Personnel Committee

Meeting Jun 17, 2020 - Regular Meeting

Category 3. Board Committee Reports

Type

Judy Williams -Davis Reported:

- reviewing and working on the nepotism policy

Subject 3.5 Policy & Governance Committee

Meeting Jun 17, 2020 - Regular Meeting

Category 3. Board Committee Reports

Type

Cathlin Gleason Reported:

- Policy & Governance meeting postpone until tomorrow Thursday 6/18/20 at 5:30
- reviewing new policy for social media

Trustee Gleason also stated that she would like to be a part or the personnel meeting when they are reviewing the nepotism policy, and Trustee Williams-Davis agreed.

Subject 3.6 Technology Committee

Meeting Jun 17, 2020 - Regular Meeting

Category 3. Board Committee Reports

Type

Trustee Davis-

- The Director was asked to follow up on the laptop purchase.
- requested the Director look into the strategic plan- expiring next year
- working with other libraries on e-rates

4. Past Board Minutes

Subject 4.1 December 18, 2020 Regular Meeting

Meeting Jun 17, 2020 - Regular Meeting

Category 4. Past Board Minutes

Type Minutes

Trustee Davis requested that they review for the next special meeting

Subject 4.2 January 15, 2020 Regular Meeting

Meeting Jun 17, 2020 - Regular Meeting

Category 4. Past Board Minutes

Type Minutes

Trustee Davis requested that they review for the next special meeting

Subject 4.3 March 23, 2020 Special Meeting Minutes

Meeting Jun 17, 2020 - Regular Meeting

Category 4. Past Board Minutes

Type Minutes

Trustee Davis requested that they review for the next special meeting

Subject 4.4 April 17, 2020 Special Meeting

Meeting Jun 17, 2020 - Regular Meeting

Category 4. Past Board Minutes

Type Minutes

Trustee Davis requested that they review for the next special meeting

Subject 4.5 April 29, 2020 Special Meeting

Meeting Jun 17, 2020 - Regular Meeting

Category 4. Past Board Minutes

Type Minutes

Trustee Davis requested that they review for the next special meeting

5. Finance

Subject 5.1 BOT Report- Jose Alvelo

Meeting Jun 17, 2020 - Regular Meeting

Category 5. Finance

Type

Subject 5.2 Funds Transfer Resolution #0058-20

Meeting Jun 17, 2020 - Regular Meeting
 Category 5. Finance
 Type

**MOUNT VERNON PUBLIC LIBRARY
 BOARD OF TRUSTEES FUNDS TRANSFER
 RESOLUTION #0058-20**

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 \$249,157.00 (two hundred forty nine thousand, one hundred fifty-seven 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 \$249,157.00 (two hundred forty nine thousand, one hundred fifty-seven 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 Judy Williams-Davis, seconded by Jamie Pessin, the Board approved and adopted Resolution #0058-20. The vote carried 5 yes and 0 no.

Yea	Nay	Abstain	Trustees
X	_____	_____	Oscar Davis, Jr.
X	_____	_____	Judy Williams-Davis
X	_____	_____	Cathlin Gleason
X	_____	_____	Jamie Pessin
X	_____	_____	Tanya Southerland

Subject 5.3 Check Signing Resolution #0059-20

Meeting Jun 17, 2020 - Regular Meeting
 Category 5. Finance

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 15287-15301 totaling \$85,187.07. 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, \$1,002.00 was for Misc. Building Expenses, \$6,350.07 was for Books Expenses, \$251.56 was for Equipment Maintenance, \$7,848.00 was for Restricted Construction, \$3,500.93 was for Security System Expenses, \$93.97 was for Exchange Expense, \$61,023.66 was for Hospital & Medical \$2,612.49 was for Professional Fees, \$472.67 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.

Upon a motion made by Cathlin Gleason, seconded by Jamie Pessin, the Board approved to **ONLY pay Check#15295 NYS Employee Health Insurance in the amount of \$61,023.66. The vote below applies only to check#15295.**

The vote carried 4 yes and 0 no.

Yea	Nay	Abstain	Trustees
X	_____	_____	Oscar Davis, Jr.
_____	_____	_____	Judy Williams-Davis
X	_____	_____	Cathlin Gleason
X	_____	_____	Jamie Pessin
X	_____	_____	Tanya Southerland

The balance of this items on Resolution #0058-20 will be voted on at the next special meeting once the following information has been provided

- Concerns are addressed for Suburban- was the other work completed
- Amazon credit for technology equipment
- ABC/ CLIO verified this database in on the website

6. New Business

Subject **6.1 Amnesty Resolution#0054-20**

Meeting Jun 17, 2020 - Regular Meeting

Category 6. New Business

Type

**Mount Vernon
Board of Trustees
Resolution # 0054-20**

**A RESOLUTION TO WAIVE THE PATRONS AMNESTY FINES
(AMENDED during the meeting)**

WHEREAS, the **Director** of the Mount Vernon Public Library recommends to the Board of Trustees the Amnesty Program for all borrowers overdue fees for the **accrued time of March 18, 2020 through June 22, 2020**,

WHEREAS, the Board of Trustees will grant amnesty to all borrowers to return materials no later than December 18th 2020 at the end of the library’s closing,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the approval of the Amnesty Program to waive all outstanding fees **from March 18, 2020 through June 22, 2020**.

Upon a motion made by Jamie Pessin, seconded by Tanya Southerland, the Board approved and adopted Resolution #0054-20. The vote carried 5 yes and 0 no.

Yea	Nay	Abstain	Trustees
X_____	_____	_____	Oscar Davis, Jr.
X_____	_____	_____	Judy Williams-Davis
X_____	_____	_____	Cathlin Gleason
X_____	_____	_____	Jamie Pessin
X_____	_____	_____	Tanya Southerland

Subject **6.2 Budget Tax Levy Resolution #0055-20**

Meeting Jun 17, 2020 - Regular Meeting

Category 6. New Business

Type

Upon a motion made by Cathlin Gleason, seconded by Jamie Pessin, the Board agreed to pull this resolution to be revised, grant monies should have been allocated, and explanation must be given to clarify why this vendor was chosen over the lowest bid and the resolution should be presented at the next meeting.

This vote mentioned below is the Trustee agreeing to pull resolution #0056-20. The vote carried 5 yes and 0 no.

Yea	Nay	Abstain	Trustees
X	_____	_____	Oscar Davis, Jr.
X	_____	_____	Judy Williams-Davis
X	_____	_____	Cathlin Gleason
X	_____	_____	Jamie Pessin
X	_____	_____	Tanya Southerland

File Attachments
[Plaster & Drywall quotes & Purch order.pdf \(294 KB\)](#)

Subject **6.4 Retiree Medical Reimbursement Resolution #0060-20**

Meeting Jun 17, 2020 - Regular Meeting

Category 6. New Business

Type

**Mount Vernon Public Library
Board of Trustee
Resolution #0060-20**

A RESOLUTION TO ALLOW ADP TO PROCESS THE RETIREE MEDICAL REIMBURSEMENT PAYMENTS

WHEREAS, the Treasurer of the Mount Vernon Public Library recommends to the Board that we utilize ADP as the portal to produce the reimbursement for the retirees,
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 use of ADP as discussed this process the retiree’s payments. This is a new and will allow the subsection of retirees who provided Routing and Accounts Information to receive their reimbursement via Direct Deposit. We have utilized ADP as the portal to produce the reimbursement. This quarterly retiree payout run in the amount of \$10,411.20 will be done in the same process as our biweekly payroll, but on a quarterly basis.

Upon a motion made by Jamie Pessin, seconded by Cathlin Gleason, the Board approved and adopted Resolution #0060-20. The vote carried 4 yes and 0 no. Jose has been instructed to notify the retirees that they can access their information through ADP.

Yea	Nay	Abstain	Trustees
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X _____	Oscar Davis, Jr.
_____	Judy Williams-Davis
X _____	Cathlin Gleason
X _____	Jamie Pessin
X _____	Tanya Southerland

Administrative Content

File Attachments
[20200618 RetireePay.pdf \(17 KB\)](#)

7. Personnel

Subject **7.1 Maintenance Staff Resolution #0057-20**

Meeting Jun 17, 2020 - Regular Meeting

Category 7. Personnel

Type

**Mount Vernon Public Library
Board of Trustee
Resolution #0057-20**

A RESOLUTION TO HIRE TWO (2) ON CALL PART TIME PIER-DIEM MAINTENANCE CLEANERS

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 the appointment of:

Tony Paylor and Donald Penn as on call Part-time per-diem cleaners for the maintenance department. They will work on a call schedule in which their assignment could begin by Monday June 15, 2020. Their rate of pay will be \$13.00 per hourly and may work up to 17.5 hours per week.

This resolution has been tabled. Treasurer must confirm that this resolution lines up with the budget.

8. Executive Session

Subject **8.1 Executive Session Request**

Meeting Jun 17, 2020 - Regular Meeting

Category 8. Executive Session

Type

Upon a motion made by Jamie Pessin, seconded by Cathlin Gleason, the Board agreed to into executive session at 9:17 to discuss personnel matters. The vote carried 3 yes and 0 no.

Yea - Cathlin Gleason, Jamie Pessin, Oscar Davis Jr.

9. Meeting Closing

Subject	9.1 Adjournment
Meeting	Jun 17, 2020 - Regular Meeting
Category	9. Meeting Closing
Type	