



MOUNT VERNON
PUBLIC LIBRARY

WHERE OPPORTUNITY AWAITS

Wednesday, May 20, 2020 Regular Meeting

Wednesday
6:30
Trustees' Room

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting May 20, 2020 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

The Regular meeting of Wednesday May 20, 2020 was called to order at 6:50 p.m by Oscar Davis, Jr. via Zoom conferencing.

Subject **1.2 Roll Call**

Meeting May 20, 2020 - Regular Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees' present : Judy Williams-Davis, Cathlin Gleason, Jamie Pessin, Tanya Southerland(left meeting at 8:09pm), 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 May 20, 2020 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance was led by Jamie Pessin.

Subject **1.4 Acceptance of Agenda**

Meeting May 20, 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 Jamie Pessin, the Board approved the agenda for the Regular meeting of Wednesday May 20, 2020. The vote carried 5 yes and 0 no.

On the question? Trustee Gleason decided to wait on her question until we reach the check signing resolution.

Trustee Davis was fin with the agenda, however, the marketing committee meeting was under the category for the director's report as item 2.1, it has been moved and made item 3.3 on the agenda.

2. Director's Report

Subject 2.1 Director Timur A. Davis Report

Meeting May 20, 2020 - Regular Meeting

Category 2. Director's Report

Type

Questions in regards to the directors report;

Trustee Gleason asked: Update in regards to the library registration, the last correspondence was with the previous director on January 10, 2020 where they stated there were policies that still needed to be reviewed and approved by Barbara Lilley.

The director stated he Barbara Lilley has not fully cooperated

Trustee Williams-Davis stated her meeting with Barbara Lilley and the previous director in January it was confirmed that everything had been submitted and confirmed that they were moving forward

Trustee Davis: The director will follow-up with Barbara Lilley and the attorney, policy & governance committee and the board president should be included in the email

File Attachments
[Director Report May 20 2020.pdf \(235 KB\)](#)
[Personnel Report.pdf \(632 KB\)](#)

3. Board Committee Reports

Subject 3.1 Building & Grounds Committee

Meeting May 20, 2020 - Regular Meeting

Category 3. Board Committee Reports

Type

Trustee Davis presented a slideshow presentation. It has not been provided. He spoke on the following items

- Roof repair being completed- showed slide to reference before and after
- Boiler being replaced, library wet from 5 to 3 boilers - showed slide to reference
- technical service department remodeled
- doors replaced in some areas
- installation of security cameras
- LED lights
- hot water heaters being installed
- wall repaired outside by the garage- the work was done in-house by maintenance staff

Trustee Davis mention, some upcoming projects consist of

- changing the windows
- zoom policy
- memorial page for staff that has passed
- ADP - to offer retirees direct deposit
- purchasing of 30 computers

Subject **3.2 Finance Committee**

Meeting May 20, 2020 - Regular Meeting

Category 3. Board Committee Reports

Type

Trustee Gleason reported;

- worked on the budget calendar
- ACH deposit
- board discussed a zero dollar budget increase due to the pandemic

The budget report was received today, there has not been enough time for everyone to review. Trustee Davis shared his concerns that the report does not include funding for an assistant director as requested, Jose is to work with the director and Mr.Terry to make sure the funds are reflected in the budget.

Subject **3.3 Marketing Committee**

Meeting May 20, 2020 - Regular Meeting

Category 3. Board Committee Reports

Type

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland the board was all in favor of tabling the remaining committee reports until next regular meeting.

Subject **3.4 Personnel Committee**

Meeting May 20, 2020 - Regular Meeting

Category 3. Board Committee Reports

Type

Chairperson: Trustee Williams-Davis stated, personnel concerns will be discussed during executive session

Subject **3.5 Policy & Governance Committee**

Meeting May 20, 2020 - Regular Meeting

Category 3. Board Committee Reports

Type

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland the board was all in favor of tabling the remaining committee reports until next regular meeting.

Subject **3.6 Technology Committee**

Meeting May 20, 2020 - Regular Meeting

Category 3. Board Committee Reports

Type

4. Board Minutes

Subject **4.1 December 18, 2020 Regular Meeting**

Meeting May 20, 2020 - Regular Meeting

Category 4. Board Minutes

Type Minutes

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland the board was all in favor of tabling the board minutes of 12/18/19 until next regular meeting of June 17, 2020.

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

Meeting May 20, 2020 - Regular Meeting

Category 4. Board Minutes

Type Minutes

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland the board was all in favor of tabling the board minutes of 1/15/2020 until next regular meeting of June 17, 2020.

Subject **4.3 March 23, 2020 Special Meeting Minutes**

Meeting May 20, 2020 - Regular Meeting

Category 4. Board Minutes

Type Minutes

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland the board was all in favor of tabling the board minutes of 3/23/2020 until next regular meeting of June 17, 2020.

Subject 4.4 April 17, 2020 Special Meeting

Meeting May 20, 2020 - Regular Meeting

Category 4. Board Minutes

Type Minutes

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland the board was all in favor of tabling the board minutes of 4/17/2020 until next regular meeting of June 17, 2020.

Subject 4.5 April 29, 2020 Special Meeting

Meeting May 20, 2020 - Regular Meeting

Category 4. Board Minutes

Type Minutes

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland the board was all in favor of tabling the board minutes of 4/29/20 until next regular meeting of June 17, 2020.

5. Finance

Subject 5.1 BOT Report

Meeting May 20, 2020 - Regular Meeting

Category 5. Finance

Type

Upon a motion made by Cathlin Gleason the Board all agreed to table until the next meeting all board members were all in favor.

Subject 5.2 Fund Transfer Resolution #0051-20

Meeting May 20, 2020 - Regular Meeting

Category 5. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES FUNDS TRANSFER
RESOLUTION #0051-20**

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

FURTHERMORE: The Administration of the MVPL has prepared various checks for various third parties, dated May 15, 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 15245-15266 totaling \$131,305.64. After grouping these checks according to their respective purpose a total of \$17,536.50 was for Levy- Temp Restr. Const. Fds, \$8.99 was for Lost Books expenses, \$9,885.26 was for Books Expenses –MV, \$87.94 was for Audio Visual Expenses-MV, \$1,106.91 was for Periodicals Expenses-MV, \$2,100.00 was for New Technology Expenses-MV, \$1,421.07 was for Program Expenses-MV, \$7,801.71 was for Supplies Expenses-Main, \$4,886.50 was for Computer Equip Expenses-MV, \$277.85 was for Telephone Telecommunication Expenses-MV, 37.65 was for Postage Expenses-MV, \$83.94 was for Office Expenses-MV, \$30.41 was for Staff Train. & Dev., \$240.56 was for Equipment Maint., \$17,549.20 was for Professional Fees, \$1,293.71 was for Fuel Expenses-MV, \$44.96 was for Custodial Expenses-MV, \$32.50 was for Misc. Building Expense-MV, \$4,824.50 was for Insurance Expenses-MV, \$62,055.48 was for Hospital & Medical Insurance.

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 Judy Williams-Davis, the Board adopted and approved resolution #0052-20. The vote carried 3 yes and 1 no, and 1 abstained.

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

6. New Business

Subject **6.1 Self Check Out Renewal Resolution #0050-20 Bibliotheca**

Meeting May 20, 2020 - Regular Meeting

Category 6. New Business

Type

Mount Vernon Public Library
Board of Trustees
Resolution #0050-20

A RESOLUTION TO RENEW SELF CHECKOUT KIOSK AGREEMENT WITH BIBILOTHECA

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board approval to renew self-checkout contract with Bibilotheca for the short term and long term agreements,

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

WHEREAS, the short term service agreement will cover the period from March 15, 2020 to June 2, 2022 at a total cost of \$963.51 and the main agreement will cover June 2, 2020 through June 2, 2021 at the cost of \$5,696.04. This expense will be paid from Account #6750.01.

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the renewal agreement for Bibliotheca for the above mentioned periods of time.

Upon a motion made by Cathlin Gleason, seconded by Jamie Pessin, the Board has tabled resolution#0050-20. The resolution has been pulled to review, contact will be made to Bibilotheca to negotiate a new effective policy date due to the closing of the library the program is not in use yet. It will be presented at the next regular meeting of June 17, 2020.

7. Executive Session

Subject **7.1 Executive Session Request**

Meeting May 20, 2020 - Regular Meeting

Category 7. Executive Session

Type

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis enter into executive session at 8:14 p.m. to discuss personnel matters.

8. Meeting Closing

Subject **8.1 Adjournment**

Meeting May 20, 2020 - Regular Meeting

Category 8. Meeting Closing

Type