



## Wednesday, November 18, 2020 Regular Meeting

**Wednesday**  
**6:30 a.m.**  
**Via Zoom**

### 1. Meeting Opening

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**Subject**                    **1.1 Call To Order**

Meeting                    Nov 18, 2020 - Regular Meeting

Category                    1. Meeting Opening

Type                        Procedural

The Regular meeting of Wednesday November 18, 2020, via Zoom conferencing was called to order at 6:43 p.m. by Oscar Davis Jr.

**Subject**                    **1.2 Roll Call**

Meeting                    Nov 18, 2020 - Regular Meeting

Category                    1. Meeting Opening

Type                        Action, Procedural

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

Also present was: Terry Kirchner; WLS Director, Marcus Griffith; Prov, Chief Accountant Clerk, Timur Davis;; Director, and Doreen McQueen; Admin. Assistant.

**Subject**                    **1.3 Pledge of Allegiance**

Meeting                    Nov 18, 2020 - 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 Timur Davis.

**Subject**                    **1.4 Acceptance of Agenda**

Meeting                    Nov 18, 2020 - Regular Meeting

Category                    1. Meeting Opening

Type                        Action

Recommended Action    Motion to approve the agenda

Upon a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board approved the agenda for the Regular meeting of Wednesday November 18, 2020. The vote carried \_\_\_ yes and \_\_\_ no.

## **2. Director's Report**

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**Subject**                    **2.1 Director Timur Davis Report**

Meeting                    Nov 18, 2020 - Regular Meeting

Category                    2. Director's Report

Type

## **3. Board Committee Reports**

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**Subject**                    **3.1 Building & Grounds Committee**

Meeting                    Nov 18, 2020 - Regular Meeting

Category                    3. Board Committee Reports

Type

Trustee Davis Reported:

- Vendor will be refreshing equipment which will recreate a system down time of about 30 minutes in Thursday 11/19/20 morning
- working on upgrading the wiring for the computer system
- security system equipment is arriving and installations will begin in the adult area
- Grant rec'd to replace all the library windows, project will begin in the spring

**Subject**                    **3.2 Finance Committee**

Meeting                    Nov 18, 2020 - Regular Meeting

Category                    3. Board Committee Reports

Type

Marcus Griffith Reported:

- snap shot of the finance ledger has been submitted to the Board
- Ledger not complete yet
- established relations with many vendors
- streamlining payables, process takes time to research and requires ledgers to be reconcile
- implementing pay codes to reflect New Yprk code standards
- benefits are caught up and are being processed by ACH or EFT
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**Subject**                    **3.3 Marketing Committee**

Meeting                    Nov 18, 2020 - Regular Meeting

Category                    3. Board Committee Reports

Type

No report given

**Subject**                    **3.4 Personnel Committee**

Meeting                    Nov 18, 2020 - Regular Meeting

Category                    3. Board Committee Reports

Type

Trustee Williams-Davis stated, personnel matters will be discussed during executive session

**Subject**                    **3.5 Policy & Governance**

Meeting                    Nov 18, 2020 - Regular Meeting

Category                    3. Board Committee Reports

Type

Trustee Gleason reported;

several policies were discussed such as the confidentiality agreement, COVID-19, and other policies that relate to personnel matters

**Subject**                    **3.6 Strategic Planning Committee**

Meeting                    Nov 18, 2020 - Regular Meeting

Category                    3. Board Committee Reports

Type

### Trustee Marable Reported:

- Nishan Stepak has join the strategoc planning committee
- 1st committe meeting will be held in December of 2020
- the core focus is to create a plan for patrons to navigate through COVID

Trustee Gleason extended her assistance if the committee needs help in creating policies

**Subject**                      **3.7 Technology Committee**

Meeting                      Nov 18, 2020 - Regular Meeting

Category                      3. Board Committee Reports

Type

### Trustee Davis Reported;

- Donations- a person from the community is willing to donate computers, but before accepting the offer, the director must provide the survey in regards to the needs oc the community
- we love to see more hots spots available
- wi-fi access points outside the building im key area to allow service to people in the area
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## 4. Finance

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**Subject**                      **4.1 Funds Transfer Resolution #0098-20**

Meeting                      Nov 18, 2020 - Regular Meeting

Category                      4. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES FUNDS TRANSFER  
RESOLUTION #0098-20**

**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 **\$318,440.97** (Three Hundred Eighteen Thousand Four Hundred Forty Dollars & 97/100 cents) from the Sterling National Bank MVPL Money Market account ending in 8241 into the Sterling National Bank MVPL Operating account ending in 0601. (\$80k x 3; \$78,441, 11/06)

**BE IT RESOLVED:** The Board of Trustees of the Mount Vernon Public Library ("MVPL") hereby authorizes the transfer of \$415,155.40 (Four Hundred Fifteen Thousand One Hundred Fifty Five Dollars & 40/100 ) 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 Cathlin Gleason, seconded by Hope Marable the Board approved and adopted Resolution number #0098-20 with the amendment of funds. The resolution has been amended to the amount of \$318,440.97 instead of \$415,155.40. The \$96,714.43 will be presented on a new funds transfer.

The vote carried 4 yes and 0 no.

| Yea | Nay   | Abstain | Trustees            |
|-----|-------|---------|---------------------|
| X   | _____ | _____   | Oscar Davis, Jr.    |
| X   | _____ | _____   | Judy Williams-Davis |
| X   | _____ | _____   | Cathlin Gleason     |
| X   | _____ | _____   | Hope Marable        |

**Subject** 4.2 Check Signing Resolution#0099-20

Meeting Nov 18, 2020 - Regular Meeting

Category 4. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
CHECK SIGNING RESOLUTION #0099-20**

**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 August 24, 2020 and September 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, 2021. A listing of such checks is attached to this Resolution and includes consecutive check numbers 15479 - 15510 totaling \$96,714.43 After grouping these checks according to their respective purpose a summary of expenses were as follows:

| <u>Account</u>                                       | <u>Amount</u>                   |
|--|---------------------------------|
| <b>5001.01 · Books Expense</b>                       | -6,550.31                       |
| <b>5100.01 · Audio Visual Exp.</b>                   | -2,370.48                       |
| <b>5150.01 · Periodicals Exp.</b>                    | -380.50                         |
| <b>5200.01 · New Technology</b>                      | -3,719.62                       |
| <b>5250.01 · Programs Exp.</b>                       | -955.00                         |
| <b>5260.01 · Marketing Expense</b>                   | -1,740.00                       |
| <b>5501.00 · Supplies Expense</b>                    | -4,549.33                       |
| <b>5550.01 · Computer Equip.Exp.</b>                 | -215.00                         |
| <b>5600.01 · Compu.Softw.&amp;Sup.Exp.</b>           | -880.00                         |
| <b>5650.01 · Telephone-Telecommunication Exp</b>     | -389.41                         |
| <b>5750.01 · WLS Terminal Exp.</b>                   | -773.55                         |
| <b>6000.01 · Equipment Maint. Exp.</b>               | -492.12                         |
| <b>6150.01 · Professional Fees Exp.</b>              | -1,732.50                       |
| <b>6600.01 · Custodial Suppli.Exp.</b>               | -705.57                         |
| <b>6700.01 · Security Guard Exp.</b>                 | -10,076.21                      |
| <b>6750.01 · Service Contract Exp.</b>               | -1,572.43                       |
| <b>6800.01 · Miscellane. Build.Exp.</b>              | -721.70                         |
| <b>7675.02 · Hospital&amp;Medical Insurance Exp.</b> | -58,890.70                      |
| <b>Grand Total</b>                                   | <b><u><u>-96,714.43</u></u></b> |

**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.

This resolution has been pulled until the Board has time to review and the necessary allocation backup is included. This item will be decided on at the special meeting called for

## 5. Correspondence

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**Subject**                    **5.1 Correspondence Rec'd 11/17/20**

Meeting                    Nov 18, 2020 - Regular Meeting

Category                    5. Correspondence

Type

## 6. Personnel

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**Subject**                    **6.1 D.McQueen Amended Resolution #0088-20**

Meeting                    Nov 18, 2020 - Regular Meeting

Category                    6. Personnel

Type

Mount Vernon Public Library  
Board of Trustees  
Resolution # 0088-20 **AMENDED**

### **A RESOLUTION TO APPROVE THE MERIT INCREASE FOR LIBRARY ADMINISTRATIVE ASSISTANT**

**WHEREAS**, the Administration 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 merit increase for the following employee:

**BE IT ALSO RESOLVED**, that the Board understands, that participating in the Union grants the full time employee bargaining rights only it does not replace the civil service rules for civil service positions and the yearly step increases as so stated on their exams, Doreen McQueen, the increase will be effective as of July 1, 2020. An evaluation will be completed by the Director. This resolution will adjust Ms. McQueen salary to the most current pay-scale of 2020 pay-scale. Her annual salary of \$72,191 will be expensed from account 4600.01 Salaries –Administrative.

Upon a motion made by Cathlin Gleason, seconded by Hope Marable, the Board approved and adopted the amended resolution #0088-20. The vote carried 4 yes and 0 no.

| Yea    | Nay   | Abstain | Trustees            |
|--------|-------|---------|---------------------|
| X_____ | _____ | _____   | Oscar Davis, Jr.    |
| X_____ | _____ | _____   | Judy Williams-Davis |
| X_____ | _____ | _____   | Cathlin Gleason     |
| X_____ | _____ | _____   | Hope Marable        |

## 7. 2021 Closing & Board Meeting Schedules

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**Subject**                    **7.1 2021 Holiday Closing**

Meeting                    Nov 18, 2020 - Regular Meeting

Category                    7. 2021 Closing & Board Meeting Schedules

Type

**Subject**                    **7.2 2021 Working Meeting & Regular Meeting Schedules**

Meeting                    Nov 18, 2020 - Regular Meeting

Category                    7. 2021 Closing & Board Meeting Schedules

Type

## **8. Executive Session**

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**Subject**                    **8.1 Executive Session Request**

Meeting                    Nov 18, 2020 - Regular Meeting

Category                    8. Executive Session

Type

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board entered into executive session at 8:18 p.m. to discuss personnel and Board matters.

## **9. Meeting Closing**

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**Subject**                    **9.1 Meeting Adjournment**

Meeting                    Nov 18, 2020 - Regular Meeting

Category                    9. Meeting Closing

Type