



MOUNT VERNON
PUBLIC LIBRARY
WHERE OPPORTUNITY AWAITS

Wednesday, September 15, 2021 Regular Meeting

Wednesday

6:30

Community Room

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

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Sep 15, 2021 - Regular Meeting

Category 1. Meeting Opening

Type Procedural

The Regular meeting of Wednesday September 15, 2021 was called to order at 6:35 p.m. by Trustee Vivien Salmon.

Subject **1.2 Roll Call**

Meeting Sep 15, 2021 - Regular Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees present: Oscar Davis Jr., Judy Williams-Davis, Cathlin Gleason (joined by zoom at 7:05 p.m.), Hope Marable (arrived at 7:08 p.m.) and Vivien Salmon.

Also present was: Michael Williams and Anthony C. ;DSJCPA, Julie Worthey,Jonathan Davis, Tamara Stewart, Lauren Raysor;(patrons),Christopher Williams; CSEA Union President, Doris Hackett; CSEA Union Vice President, Tisaha Blackman; CSEA Secretary, Cheryl Thomas, Maxine Grandison, Debbie Harris, Amanda Nunez;(MVPL Staff), Marcus Griffith; Chief Accountant Clerk, Timur Davis; Director, and Doreen McQueen; Administrative Assistant

Subject **1.3 Pledge of Allegiance**

Meeting Sep 15, 2021 - 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 Judy Williams-Davis

Subject	1.4 Acceptance of Agenda
Meeting	Sep 15, 2021 - Regular Meeting
Category	1. Meeting Opening
Type	Action
Recommended Action	Motion to approve the agenda

Upon a motion made by Judy Williams-Davis, seconded by Oscar Davis Jr., the Board approved the agenda for the Regular meeting of Wednesday September 15, 2021. The vote carried 3 yes and 0 no. Trustee Gleason and Trustee Marable was not in attendance for this vote.

2. Director's Report

Subject	2.1 Director's Report
Meeting	Sep 15, 2021 - Regular Meeting
Category	2. Director's Report
Type	

Subject	2.2 125th Anniversary Program List
Meeting	Sep 15, 2021 - Regular Meeting
Category	2. Director's Report
Type	

3. Committee Reports

Subject	3.1 Building & Grounds Committee
Meeting	Sep 15, 2021 - Regular Meeting
Category	3. Committee Reports
Type	

Oscar Davis reported:

- met to discuss new HVAC grant and will identify the area that should be updated first
- discussion of upgrading the community room including the kitchen area
- window grant that will be introduced tonight needs Board approval

Subject **3.2 Finance Committee**

Meeting Sep 15, 2021 - Regular Meeting

Category 3. Committee Reports

Type

Cathlin Gleason stating that Michael Williams from DSJ CPA would be given an overview of the finances as the acting temporary treasurer.

Trustee stated that in reference to the debit card it appears that some of the items were related to programs and that the Director should speak with staff

Michael Williams reported;

- 9 bank accounts were reconciled

Subject **3.3 Marketing Committee**

Meeting Sep 15, 2021 - Regular Meeting

Category 3. Committee Reports

Type

Judy Williams-Davis reported: committee did not meet

Subject **3.4 Personnel Committee**

Meeting Sep 15, 2021 - Regular Meeting

Category 3. Committee Reports

Type

Oscar Davis Jr. reported:

- discussed re-opening plan

Subject **3.5 Policy & Governance Committee**

Meeting Sep 15, 2021 - Regular Meeting

Category 3. Committee Reports

Type

Trustee Judy Williams-Davis : the committee did not meet, however trustee invited other trustees to submit policies that can be considered

Subject **3.6 Strategic Planning Committee**

Meeting Sep 15, 2021 - Regular Meeting

Category 3. Committee Reports

Type

Trustee Marable reported, the committee did not meet but has spoke with the Director and are getting ready for the November 1st deadline.

- thought information for Romall Smalls would be presented tonight as the liaison for the 125th celebration

Subject **3.7 Technology Committee**

Meeting Sep 15, 2021 - Regular Meeting

Category 3. Committee Reports

Type

Oscar Davis Jr. reported committee did not meet, however looking to get a grant to bring in additional hot spots and internet access possibly 200 devices

4. Correspondence/ Public Expression

Subject **4.1 Correspondence**

Meeting Sep 15, 2021 - Regular Meeting

Category 4. Correspondence/ Public Expression

Type

No correspondence was received

Public expression:

Lauren Raysor expressed

- very disgusted and ashamed at the Board over the library finances
- accounting, ther should be guidelines, a bidding process
- cameras should not be viewing staff

Julie Worthy

came to talk about the 5 year plan of services

Chris Williams stated

- We always ask about the 4.5 to 4.9 millions each year and there should be funds left, let the public know where the money is
- Finances continues to go up and the building is falling apart
- we have been given no instructions on reopening full time and we need our staff back

Cheryl Thomas

- its a sad situation, mis-management
- no one listens to us
- the library has no watchdog

Doris Hackett

5. Board Minutes

Subject **5.1 January 11, 2021 Special Meeting**

Meeting Sep 15, 2021 - Regular Meeting

Category 5. Board Minutes

Type Minutes

Board minutes will be reviewed by administration all minutes will be presented at the next working meeting of October 2021.

Subject **5.2 January 20 , 2021 Regular Meeting**

Meeting Sep 15, 2021 - Regular Meeting

Category 5. Board Minutes

Type Minutes

Board minutes will be reviewed by administration all minutes will be presented at the next working meeting of October 2021.

Subject **5.3 February 8, 2021 Working Meeting**

Meeting Sep 15, 2021 - Regular Meeting

Category 5. Board Minutes

Type Minutes

Subject **5.4 February 17, 2021 Regular Meeting**

Meeting Sep 15, 2021 - Regular Meeting

Category 5. Board Minutes

Type Minutes

Subject **5.5 February 23, 2021 Special Meeting**

Meeting Sep 15, 2021 - Regular Meeting

Category 5. Board Minutes

Type Minutes

Subject **5.6 March 1, 2021 Emergency Meeting**

Meeting Sep 15, 2021 - Regular Meeting

Category 5. Board Minutes

Type Minutes

Subject 5.7 March 17, 2021 Regular Meeting

Meeting Sep 15, 2021 - Regular Meeting

Category 5. Board Minutes

Type Minutes

Board minutes will be reviewed by administration all minutes will be presented at the next working meeting of October 2021.

Subject 5.8 April 7 , 2021 Special Meeting

Meeting Sep 15, 2021 - Regular Meeting

Category 5. Board Minutes

Type Minutes

Board minutes will be reviewed by administration all minutes will be presented at the next working meeting of October 2021.

Subject 5.9 April 16, 2021 Special Meeting

Meeting Sep 15, 2021 - Regular Meeting

Category 5. Board Minutes

Type Minutes

Board minutes will be reviewed by administration all minutes will be presented at the next working meeting of October 2021.

Subject 5.10 April 21, 2021 Regular Meeting

Meeting Sep 15, 2021 - Regular Meeting

Category 5. Board Minutes

Type Minutes

Board minutes will be reviewed by administration all minutes will be presented at the next working meeting of October 2021.

Subject 5.11 May 10, 2021 Working Meeting

Meeting Sep 15, 2021 - Regular Meeting

Category 5. Board Minutes

Type Minutes

Board minutes will be reviewed by administration all minutes will be presented at the next working meeting of October 2021.

Subject **5.12 June 14, 2021 Special Meeting**

Meeting Sep 15, 2021 - Regular Meeting

Category 5. Board Minutes

Type Minutes

Board minutes will be reviewed by administration all minutes will be presented at the next working meeting of October 2021.

Subject **5.13 July 1, 2021 Emergency Meeting**

Meeting Sep 15, 2021 - Regular Meeting

Category 5. Board Minutes

Type Minutes

Subject **5.14 July 6, 2021 Special Meeting**

Meeting Sep 15, 2021 - Regular Meeting

Category 5. Board Minutes

Type Minutes

Board minutes will be reviewed by administration all minutes will be presented at the next working meeting of October 2021.

Subject **5.15 July 21, 2021 Re-Organizational Meeting**

Meeting Sep 15, 2021 - Regular Meeting

Category 5. Board Minutes

Type Minutes

Board minutes will be reviewed by administration all minutes will be presented at the next working meeting of October 2021.

Subject **5.16 July 21, 2021 Regular Meeting**

Meeting Sep 15, 2021 - Regular Meeting

Category 5. Board Minutes

Type Minutes

Board minutes will be reviewed by administration all minutes will be presented at the next working meeting of October 2021.

Subject **5.17 July 29, 2021 Special Meeting**

Meeting Sep 15, 2021 - Regular Meeting

Category 5. Board Minutes

Type Minutes

Board minutes will be reviewed by administration all minutes will be presented at the next working meeting of October 2021.

6. Finance

Subject 6.1 Funds Transfer Resolution #0079-21

Meeting Sep 15, 2021 - Regular Meeting

Category 6. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES FUNDS TRANSFER
RESOLUTION #0079-21
(AMENDED during the meeting)**

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 authorized the transfer of exactly \$8,019.00 (eight thousand - nineteen dollars) from the Sterling National Bank MVPL Money Market tax levy 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 \$8,019.00 (eight thousand - nineteen dollars) from the Sterling National Bank MVPL Money Market tax levy account ending in 8241 into the Sterling National Bank MVPL Operating account ending in 0601.

Upon a motion made by Oscar Davis Jr., seconded by Judy Williams-Davis, the Board approved and adopted Resolution #0079-21. The vote carried 4 yes and 0 no.

Yea Nay Abstain Trustees

X _____ Oscar Davis, Jr.
X _____ Judy Williams-Davis
X _____ Hope Marable
X _____ Vivien Salmon

Cathlin Gleason- was not present to vote

Subject 6.2 Check Signing Resolution #0080-21

Meeting Sep 15, 2021 - Regular Meeting

Category 6. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES**

CHECK SIGNING RESOLUTION #0080-21

WHEREAS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2022, 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 to various third parties, dated September 15, 2021 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, 2022. A listing of such checks is attached to this Resolution and includes consecutive check numbers 15731-15768 totaling \$469,990.35. After grouping these checks according to their respective purpose, a total \$8,476.67 was for Book expenses, \$425.50 was for Periodicals expenses, \$2,312.00 was for New Technology, \$6,071.75 was for Program expenses-MV, \$750.00 was for Publicity & Print, \$1,200.00 was for Computer Equipment, \$813.58 was for Supplies expenses-Main, \$780.00 was for Telephone – Telecommunication Exp., \$61,692.64 was for WLS Terminal exp., \$228.00 was for Postage Exp.-Main, \$13,690.00 was for Professional Fees, \$370.00 was for Miscellaneous Exp.-MV, \$89.30 was for Fuel Exp., \$1,763.10 was for Custodial supplies, \$3,290.42 was for Repairs to Build. Exp.-MV, \$1,529.91 was for Miscellaneous Building Exp., \$18,145.67 was for Security Guard Exp., \$13,732.92 was for Service Contract, \$243,761.38 was for Hospital & Medical Insurance Expense.

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.

Item pulled, it will be presented at a special meeting all backup must be presented

7. Grievance Review

Subject	7.1 Grievance Document
Meeting	Sep 15, 2021 - Regular Meeting
Category	7. Grievance Review
Type	

8. Old Business / Personnel

Subject	8.1 Community Relations Coordinator Resolution #0001-21
Meeting	Sep 15, 2021 - Regular Meeting
Category	8. 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.

Upon a motion made by Judy Williams-Davis, seconded by Hope Marable the Board voted this Resolution #0001-21 failed. The vote carried 2 yes and 2 abstained.

Yea	Nay	Abstain	Trustees
_____	_____	X	Oscar Davis, Jr.
X	_____	_____	Judy Williams-Davis
X	_____	_____	Hope Marable
_____	_____	X	Vivien Salmon

Cathlin Gleason- was not present to vote

9. New Business

Subject 9.1 City Quiet Window Bond Fee Resolution #0073-21

Meeting Sep 15, 2021 - Regular Meeting

Category 9. New Business

Type

Mount Vernon Public Library
Board of Trustees
Resolution # 0073-21

A RESOLUTION TO APPROVE CITY QUIET WINDOWS BOND FEES

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board this resolution for the Bond Fee and Insurance Cancellation Fee from City Quiet Windows,

WHEREAS, the 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 City Quiet Windows Bond fee of \$4,161.83 and insurance cancellation notice fee of \$156.00 to properly secure the window construction

project. The payment for the job will not exceed \$124,317.83, which is part of the New York State Educational Grant # 0386-20-8601.

Upon a motion made by Oscar Davis Jr., seconded by Hope Marable, the Board approved and adopted Resolution #0073-21. The vote carried 4 yes and 0 no.

Yea Nay Abstain Trustees

- X _____ Oscar Davis, Jr.
- X _____ Judy Williams-Davis
- X _____ Hope Marable
- X _____ Vivien Salmon

Cathlin Gleason was not present to vote

Subject 9.2 COVID 19 Revised Policy Resolution #0074-21

Meeting Sep 15, 2021 - Regular Meeting

Category 9. New Business

Type

Mount Vernon Public Library
Board of Trustees
Resolution # 0074-21

A RESOLUTION FOR THE ACCEPTANCE OF THE COVID19 POLICY

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board this resolution for the updated and revised Covid-19 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 acceptance of the updated and revised Covid-19 Policy.

Upon a motion made by Oscar Davis Jr., seconded by Hope Marable, the Board approved and adopted Resolution #0074-21. The vote carried 3 yes and 1 abstained.

Yea Nay Abstain Trustees

- _____ X Oscar Davis, Jr.
- X _____ Judy Williams-Davis
- X _____ Hope Marable
- X _____ Vivien Salmon

Cathlin Gleason was not present for the vote

Subject 9.3 WLS IT Agreement Resolution #0076-21

Meeting Sep 15, 2021 - Regular Meeting

Category 9. New Business

Type

Mount Vernon

**Board of Trustees
Resolution #0076-21**

**A RESOLUTION TO ACCEPT AN AGREEMENT WITH WESTCHESTER LIBRARY SYSTEM (WLS)
REGARDING "INFORMATION TECHNOLOGY SERVICE LEVEL AGREEMENT"**

WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the "Information Technology Service Level Agreement" optional information technology services the System will offer System members starting January 1, 2022 (the "IT Service") with the Westchester Library System in order for the Mount Vernon Public Library to receive IT Services, Maintenance, Staff Training, and ILS Support,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must accept the Information Technology Service Level Agreement as presented by Westchester Library System,

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 Information Technology Service Level Agreement with the Westchester Library System in order for the Mount Vernon Public Library to receive "Information Technology Service Level Agreement" the Library cost is \$85,236.56 the annual agreement will begin January 1, 2022 – December 31, 2022.

Upon a motion made by Osacr Davis Jr., seconded by Judy Williams-Davis, the Board approved and adopted Resolution #0076-21. The vote carried 4 yes and 0 no.

Yea Nay Abstain Trustees

- X _____ Oscar Davis, Jr.
- X _____ Judy Williams-Davis
- X _____ Hope Marable
- X _____ Vivien Salmon

Cathlin Gleason was not present for the vote

Subject 9.4 NYSED Assurance Resolution #0077-21

Meeting Sep 15, 2021 - Regular Meeting

Category 9. New Business

Type

Mount Vernon Public Library
Board of Trustees
Resolution # 0077-21

**A RESOLUTION FOR THE ACCEPTANCE OF THE NYSED ASSURANCE FORM FOR THE
CONSTRUCTION GRANT**

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board this resolution for the endorsement of the Assurances: State Aid for Library Construction Program Form as per New York State Education Construction Grant for the renewal of HVAC Air Conditioner Units to secure cool air in the Reference, Circulation, Children, and Technical Services departments,

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 the endorsement of the Assurance: State Aid for Library Construction Form from New York State Education Construction Grant for the renewal of HVAC Air Conditioner Units to secure cool air in the Reference, Circulation, Children, and Technical Services Departments.

Upon a motion made by Oscar Davis Jr., seconded by Judy Williams-Davis, the Board voted. Resolution #0077-21 has failed. 0 yes 4 abstained

Yea Nay Abstain Trustees

_____	_____	X	Oscar Davis, Jr.
_____	_____	X	Judy Williams-Davis
_____	_____	X	Hope Marable
_____	_____	X	Vivien Salmon

Cathlin Gleason was not present to vote

Subject **9.5 WLS Plan of Service Resolution #0078-21**

Meeting Sep 15, 2021 - Regular Meeting

Category 9. New Business

Type

Mount Vernon Public Library
Board of Trustees
Resolution #0078-21

A RESOLUTION FOR THE ACCEPTANCE OF THE CENTRAL LIBRARY PLAN OF SERVICE for WESTCHESTER LIBRARY SYSTEM (WLS) January 1, 2022 – December 31, 2026

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board this resolution for the updated Central Library Plan of Service for Westchester Library System (WLS) from January 1, 2022 – December 31, 2026 which consists of the expansion of the system-wide digital collection in response to member libraries’ needs, ongoing analysis and review of patron use and feedback data conducted by the Central Library Coordinating Committee via Digital Collection Development, Public Service Staff Training and Education, Collection Management and Use Analysis, Promotion of Central Library Services and Resources, Promotion of Central Library Services and Resources

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 the updated and revised Central Library Plan of Service for Westchester Library System (WLS) from January 1, 2022 – December 31, 2026.

Upon a motion made by Oscar Davis Jr, seconded by Judy Williams-Davis, the Board voted. Resolution #0078-21 failed. The vote carried 1 yes and 2 no, and 1 abstained.

Yea Nay Abstain Trustees

_____	X	_____	Oscar Davis, Jr.
_____	_____	X	Judy Williams-Davis
_____	X	_____	Hope Marable
X	_____	_____	Vivien Salmon

Cathlin Gleason was not present for the vote

10. Meeting Closing

Subject	10.1 Adjournment
Meeting	Sep 15, 2021 - Regular Meeting
Category	10. Meeting Closing
Type	

The Board adjourned the meeting at 9:28 p.m.