



**Friday, April 17, 2020
Special Meeting**

**Friday
6:30 pm
Via Zoom Conferencing**

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Apr 17, 2020 - Special Meeting

Category 1. Meeting Opening

Type Procedural

The Special meeting Friday April 17, 2020 via Zoom conference was called to order at 6:46 p.m by Trustee Oscar Davis Jr.

Subject **1.2 Roll Call**

Meeting Apr 17, 2020 - Special Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees' present via Zoom Conference: Judy Williams-Davis, Cathlin Gleason, and Oscar Davis Jr.
Trustees' absent: Malcolm Clark, and Tanya Southerland

Also present via Zoom conferencing was: Jonathan Davis patron, Jose Alvelo; Treasurer, Marcus Griffith; Provisional Chief Accountant Clerk, Cathy Webb, Susan Dugaw, Nishan Stepak, Doris Hackett, Shanese Brown; Library Staff, Timur Davis; Director, and Doreen McQueen; Administrative Assistant.

Subject **1.3 Pledge of Allegiance**

Meeting Apr 17, 2020 - Special Meeting

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance was led by Director Timur Davis.

Subject **1.4 Acceptance of Agenda**

Meeting Apr 17, 2020 - Special 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 Special meeting of Friday April 17,2020. The vote carried 3 yes and 0 no.

2. Director's Report

Subject **2.1 Director T. Davis Report**

Meeting Apr 17, 2020 - Special Meeting

Category 2. Director's Report

Type

3. Board Committee Reports

Subject **3.1 Building & Grounds Committee**

Meeting Apr 17, 2020 - Special Meeting

Category 3. Board Committee Reports

Type

Trustee Gleason & Trustee Davis Reported:

- New security system installed that interfaces with the police department, with real time video. This is definitely a safeguard
- doors have been replaced
- acting shooting training will take place at the appropriate time
- water heaters for the bathrooms will be completed

Subject **3.2 Finance Committee**

Meeting Apr 17, 2020 - Special Meeting

Category 3. Board Committee Reports

Type

Trustee Gleason Reported:

- anticipating and reviewing the city allowing an extension of the tax money to be paid, not expecting a delay in getting the money from the city
- Marcus Griffith mentioned the school district is looking into collecting their own taxes

- Trustee Davis stated, the library tax will get paid, the school district has the responsibility to make us whole

Subject **3.3 Marketing Committee**

Meeting Apr 17, 2020 - Special Meeting

Category 3. Board Committee Reports

Type

Trustee Williams-Davis Reported:

- Working in converting the NSSA program to a virtual online program for now, Legislator Lyndon Williams stated it could be done
- working on a marketing plan for the virtual stuff

Subject **3.4 Personnel Committee**

Meeting Apr 17, 2020 - Special Meeting

Category 3. Board Committee Reports

Type

Trustee Williams -Davis - no report given

Subject **3.5 Policy & Governance**

Meeting Apr 17, 2020 - Special Meeting

Category 3. Board Committee Reports

Type

Trustee Gleason- no report given

Subject **3.6 Technology Committee**

Meeting Apr 17, 2020 - Special Meeting

Category 3. Board Committee Reports

Type

Trustee Davis Reported:

- has been working with other libraries on e-rates
- anticipating receiving \$211,000 to upgrade and replacing all the wiring and change the phone system
- met with contractors on how to bring in more hot spots throughout the city
- 30 laptops purchased will be checked out by the community

Trustee Williams-Davis questioned: do you think they will bring them back (the laptops)?

Trustee Davis responded we have to put faith back into the community. They should be reserved the same as hots spots

- annex location in Fleetwood to allow us to have 2 branches

4. Board Minutes

Subject **4.1 Minutes 12/09/2019 Working Meeting**

Meeting Apr 17, 2020 - Special Meeting

Category 4. Board Minutes

Type Minutes

Upon a motion made by Cathlin Gleason, seconded Judy Williams-Davis, the Board approved the minutes of 12/09/2020 working meeting. The vote carried 3 yes and 0 no.

Subject **4.2 Minutes 12/18/19 Regular Meeting**

Meeting Apr 17, 2020 - Special Meeting

Category 4. Board Minutes

Type Minutes

The Board tabled the minutes of 12/18/20 until another the date.

Subject **4.3 Minutes 01/15/2020 Regular Meeting**

Meeting Apr 17, 2020 - Special Meeting

Category 4. Board Minutes

Type Minutes

The Board tabled the minutes of 01/15/20 until another the date.

Subject **4.4 Minutes 01/22/20 Special Meeting**

Meeting Apr 17, 2020 - Special Meeting

Category 4. Board Minutes

Type Minutes

Upon a motion made by Cathlin Gleason, seconded Judy Williams-Davis, the Board approved the minutes of 01/22/2020 special meeting. The vote carried 3 yes and 0 no.

Subject **4.5 Minutes 02/19/2020 Regular Meeting**

Meeting Apr 17, 2020 - Special Meeting

Category 4. Board Minutes

Type Minutes

Upon a motion made by Cathlin Gleason, seconded Judy Williams-Davis, the Board approved the minutes of 02/18/2020 regular meeting. The vote carried 3 yes and 0 no.

5. Finance

Subject **5.1 BOT Report - Jose Alvelo**

Meeting Apr 17, 2020 - Special Meeting
 Category 5. Finance
 Type

Subject 5.2 Funds Transfer Resolution #0040-20

Meeting Apr 17, 2020 - Special Meeting
 Category 5. Finance
 Type

**MOUNT VERNON PUBLIC LIBRARY
 BOARD OF TRUSTEES FUNDS TRANSFER
 RESOLUTION #0040-20**

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 \$390,090.00 (three hundred – ninety thousand and ninety 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 \$390,090.00 (three hundred – ninety thousand and ninety 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 Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved and adopted resolution #0040-20. The vote carried 3 yes and 0 no.

Yea Nay Abstain Trustees

_____ _____ _____ Malcolm I. Clark

X _____	Oscar Davis, Jr.
X _____	Judy Williams-Davis
X _____	Cathlin Gleason
_____	Tanya Southerland

Subject 5.3 Check Signing Resolution#0041-20

Meeting Apr 17, 2020 - Special Meeting

Category 5. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #0041-20**

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 to various third parties, dated April 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 15214-15222 totaling \$95,388.98.

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 approved and adopted resolution #0041-20. The vote carried 3 yes and 0 no.

Yea Nay Abstain Trustees

_____	_____	_____	Malcolm I. Clark
X_____	_____	_____	Oscar Davis, Jr.
X_____	_____	_____	Judy Williams-Davis
X_____	_____	_____	Cathlin Gleason
_____	_____	_____	Tanya Southerland

6. Old Business

Subject **6.1 Check Signing Resolution #0037-20 March Invoices**

Meeting Apr 17, 2020 - Special Meeting

Category 6. Old Business

Type

MOUNT VERNON PUBLIC LIBRARY

BOARD OF TRUSTEES

CHECK SIGNING RESOLUTION

#0037-20

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 to various third parties, dated March 19, 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 15130-15196 totaling \$130,121.80. After grouping these checks according to their \$45.48 was for Lost Books expenses, \$2,906.17 was for Books Expenses –MV, \$4,676.44 was for Audio Visual Expenses-MV, \$5,476.75 was for Periodicals Expenses-MV, \$4,849.12 was for New Technology Expenses-MV, \$2,056.91 was for Program Expenses-MV, \$1,885.19 was for Supplies Expenses-Main, \$5,655.00 was for Computer Equip Expenses-MV, \$7,044.09 was for Telephone Telecommunication Expenses-MV, \$1,370.00 was for Postage Expenses-MV, \$227.77 was for Office Expenses-MV, \$100.00 was for Membership Fees Exp., \$2,151.50 was for Professional Fees, \$2,934.73 was for Fuel Expenses-MV, \$1,869.78 was for Custodial Expenses-MV, \$134.50 was for Repairs To Building Expense-MV, \$322.50 was for Security System Expenses-MV, \$3,987.67 was for Service Contract expense-MV, \$2,370.00 was for Miscellaneous Expenses-MV, \$4,824.50 was for Insurance Expenses-MV, \$75,233.70 .

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 approved and adopted resolution #0037-20. The vote carried 3 yes and 0 no.

Yea Nay Abstain Trustees

_____	_____	_____	Malcolm I. Clark
X_____	_____	_____	Oscar Davis, Jr.
X_____	_____	_____	Judy Williams-Davis
X_____	_____	_____	Cathlin Gleason
_____	_____	_____	Tanya Southerland

7. New Business

Subject **7.1 Non Union Staff Salary increase Resolution #0039-20**

Meeting Apr 17, 2020 - Special Meeting

Category 7. New Business

Type

**Mount Vernon Public Library
Board of Trustee
Resolution #0039-20**

A RESOLUTION TO APPROVE THE SALARY INCREASES FOR THE NON-UNION EMPLOYEES

WHEREAS, the Board of Trustees of Mount Vernon Public Library has determined that a salary raise to Non-union employee personnel is appropriate; and

WHEREAS, Effective 1/01/2020 the Board of Mount Vernon Public Library has approved a 2% salary increase for all non-union employees based on salary as of 12/31/2019.

NOW THEREFORE,

BE IT RESOLVED, that the Mount Vernon Public Library do hereby approve the salary adjustments for non-union personnel.

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved and adopted resolution #0039-20. The vote carried 3 yes and 0 no.

Yea Nay Abstain Trustees

_____	_____	_____	Malcolm I. Clark
X_____	_____	_____	Oscar Davis, Jr.
X_____	_____	_____	Judy Williams-Davis
X_____	_____	_____	Cathlin Gleason
_____	_____	_____	Tanya Southerland

Subject 7.2 Part Time Layoff Resolution #0042-20

Meeting Apr 17, 2020 - Special Meeting

Category 7. New Business

Type

**Mount Vernon Public Library
Board of Trustee
Resolution #0042-20**

A RESOLUTION TO APPROVE THE PART TIME COVID-19 STAFF LAYOFFS

WHEREAS, the Mount Vernon Public Library has determined that it is in the best interest of the Library to implement a mandatory layoff period for all part time staff due to current level of work available as a result of COVID-19. The layoffs will begin on 3/31/20. The part time staff will be paid for the pay period of March 29, 2020 through April 10, 2020. We are hopeful that this layoff will be short term and to restore part timers in a timely manner.

WHEREAS, part time staff may be eligible for unemployment benefits during this time. We recommend part time staff to contact the NYS unemployment department for further information and to apply,

Now, Therefore, be it

Resolved, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the layoffs of the following part time staff effective as of 3/31/2020:

Debra Baker, Logan Brown, Jillian Guy, Ebony Harrison, Jeysell-Taverez-Hichez, Tashwana Isaac, Justin Scott, Doris Summers, Mayra Cabrera, Daniel Frett, Tiffany Lee, Chris Molina, Leon Murphy, David O'kene, Abe Ramsey, Deborah Kershaw, Mary Dolberry, Carol White, Lesly Webb, Jalen Brown, Eric Russell, Jade Hackett, Bre'Anna McQueen, Jaden Lewis, Georgia Hamilton, Tyrice Smith, Jamice Williams, LaShawn Brady, MaryAnne Colantuono, Patrick Daley, Lisa Sutorius, Keenen Perkins, David Cambillo, Donald Penn, and Tony Paylor.

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved and adopted resolution #0042-20. The vote carried 3 yes and 0 no.

Yea Nay Abstain Trustees

_____	_____	_____	Malcolm I. Clark
X_____	_____	_____	Oscar Davis, Jr.
X_____	_____	_____	Judy Williams-Davis
X_____	_____	_____	Cathlin Gleason
_____	_____	_____	Tanya Southerland

Subject 7.3 E-Rate Maintenance Resolution#0043-20

Meeting Apr 17, 2020 - Special Meeting

Category 7. New Business

Type

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES**

E-RATE MAINTENANCE RESOLUTION#0043-20

WHEREAS, the Director of the Mount Vernon Public Library recommends to the **Board, that they approve the acceptance of the proposal of Custom Computer** Specialists, and Spectrum Cable,

WHEREAS, the Board of Trustees for the Mount Vernon Public Library, has to approve this recommendation,

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 proposal presented to the library by Custom Computer Specialist and Spectrum Cable for the E-rate Year 23 basic maintenance services. Custom Computer Specialists and Spectrum Cable will upgrade and maintain the speed of our broadband to 5 gbs.

A contract, subject to the rules of the E-rate program by the FCC and USAC, will be issued by Mount Vernon Public Library on or after July 1, 2020 and will be contingent upon appropriation of funds and/or E-rate funding grant of \$211,000.00

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved and adopted resolution #0043-20. The vote carried 3 yes and 0 no.

Yea Nay Abstain Trustees

_____	_____	_____	Malcolm I. Clark
X_____	_____	_____	Oscar Davis, Jr.
X_____	_____	_____	Judy Williams-Davis
X_____	_____	_____	Cathlin Gleason
_____	_____	_____	Tanya Southerland

8. Executive Session

Subject **8.1 Executive Session Request**

Meeting Apr 17, 2020 - Special Meeting

Category 8. Executive Session

Type

no request made

9. Meeting Closing

Subject **9.1 Adjournment**

Meeting Apr 17, 2020 - Special Meeting

Category 9. Meeting Closing

Type

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Special meeting of Friday April 17, 2020 adjourned at 8:51 p.m. The vote carried 3 yes, 0 no.