



**Monday, August 28, 2017
Special Meeting**

**Monday August 28, 2017
Trustees' Room
5:30 P.M.**

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Aug 28, 2017 - Special Meeting

Category 1. Meeting Opening

Type Procedural

The Special Board Meeting for Monday August 28, 2017 was called to order at 5:40 p.m. by Trustee Oscar Davis, Jr.

Subject **1.2 Roll Call**

Meeting Aug 28, 2017 - Special Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees presents: Oscar Davis, Jr., Cathlin Gleason (left at 5:45 p.m.), Darren Morton, Tanya Southerland (arrived at 5:45 p.m.).

Trustee absent: Trustee Brian Johnson

Also present was:

Subject **1.3 Pledge of Allegiance**

Meeting Aug 28, 2017 - Special Meeting

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance was led by: Trustee Darren Morton

Subject **1.4 Acceptance of Agenda**

Meeting Aug 28, 2017 - Special Meeting

Category 1. Meeting Opening

Type Action

Recommended Action Motion to approve the agenda

Upon a motion made by Cathlin Gleason, seconded by Darren Morton, the Board approved the agenda for Monday August 28, 2017 Special Meeting.

2. Finance

Subject 2.1 Check Signing Resolution#00089-17

Meeting Aug 28, 2017 - Special Meeting

Category 2. Finance

Type Action

Recommended Action WHERE AS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2018, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.

FURTHERMORE: The Administration of the MVPL has prepared checks to third parties, dated August 22, 2017, 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, 2018. A listing of such checks is attached to this Resolution and includes consecutive check numbers 12681-12723 totaling \$187,764.02. After grouping these checks according to their respective purpose, a total of \$40.00 was for Lost Book expenses, \$7,945.08 was for Book expenses, \$4,919.01 was for Audio Visual expenses, \$398.00 was for Periodicals expenses, \$1,338.14 was for New Technology expenses, \$7,329.05 was for Program expenses, \$2,651.66 was for Supplies expenses, \$199.00 was for Computer & Software Supplies expenses, \$378.87 was for Telephone expenses, \$60,888.12 was for WLS Terminal expenses, \$998.48 was for Office expenses, \$275.00 was for Publicity & Printing expenses, \$7,650.15 was for Equipment Maintenance expenses, \$21.40 was for Miscellaneous expenses, \$16,450.00 was for Professional Fees expenses, \$4,183.18 was for Electricity expenses, \$484.40 was for Repair to Building expenses, \$5,045.47 was for Security Guard expenses, \$1,797.16 was for Service Contract expenses, \$560.88 was for Miscellaneous Building expenses, \$22.00 was for Workers Compensation expenses, \$61,525.41 was for Hospital & Medical Insurance expense, \$2,156.82 was for Dental Insurance expenses, \$506.74 was for Furniture & Equipment expenses.

FURTHERMORE: The President has reviewed the check and underlying documentation and makes the following affirmation:

I have reviewed the 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 such check.

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 and the affirmation by the Board President.

Upon a motion made by Darren Morton, seconded by Tanya Southerland, the Board approve and adopted resolution #00089-17 with the following amendment. Check #12715 payable to Schimoler's Locksmith in the amount of \$390.88 has been pulled adjusting the total of expenses for \$187,764.02 to \$187,373.14.

The vote carried 3 yes, and 0 no.

Yea	Nay	Abstained	Trustees
X___	___	___	Oscar Davis, Jr.
___	___	___	Cathlin Gleason
___	___	___	Brian G. Johnson
X___	___	___	Darren M. Morton
X___	___	___	Tanya Southerland

Submitted: Juan Jaramillo

File Attachments
[Summarized Expense Allocation for checks issued on 8-22-2017.pdf \(12 KB\)](#)
[Check Register for checks issued on 8-22-2017.pdf \(51 KB\)](#)

Subject 2.2 Check Signing Resolution#00093-17

Meeting Aug 28, 2017 - Special Meeting

Category 2. Finance

Type Action

Recommended Action WHERE AS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2018, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.

FURTHERMORE: The Administration of the MVPL has prepared a check to a third party, dated August 28, 2017 for 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, 2018. A listing of such check is attached to this Resolution, check number 12724 totaling \$750.00 for the respective purpose of Robo calls to the community, and will be expensed from the telephone expense budget line item #5650.01.

FURTHERMORE: The Director has reviewed the check and underlying documentation and makes the following affirmation:

I have reviewed the check and related underlying documentation and certify that the check has been prepared in accordance with such documentation, for the amount of the related invoice 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 check delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Board President.

Upon a motion made by Darren Morton, seconded by Tanya Southerland, the Board adopted and approved resolution#00093-17. The vote carried 3 yes and 0 no.

Yea	Nay	Abstained	Trustees
X___	___	___	Oscar Davis, Jr.
___	___	___	Cathlin Gleason
___	___	___	Brian G. Johnson
X___	___	___	Darren M. Morton
X___	___	___	Tanya Southerland

Submitted By: Juan Jaramillo

File Attachments
 Check Register for pmt to Bank of America.pdf (43 KB)
 ROBO Call Docs.pdf (4,315 KB)

3. Old Business

Subject	3.1 WEBS Contract Resolution #00075-17
Meeting	Aug 28, 2017 - Special Meeting
Category	3. Old Business
Type	Action
Recommended Action	WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the WEBS Career Counseling Contract,

A RESOLUTION TO ACCEPT THE WEBS CAREER COUNSELING CONTRACT

WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the WEBS Career Counseling Contract,

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

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 WLS WEBS career Counseling Contract. WLS will provide career guidance staffing services for one day a week for six (6) hours per day for 30 weeks, from September 2017- June 2018 at the Mount Vernon Public Library. Upon receipt of the semi-annual invoices from WLS the Library will make two payments to WLS in the amount of \$3,600 each totaling \$7,200 this will come from budget line item, 5250.01, Library Programs.

Upon a motion made by Darren Morton, seconded by Tanya Southerland, the Board approved and adopted resolution#00075-17. The vote carried 3 yes and 0 no.

Yea	Nay	Abstained	Trustees
X___	___	___	Oscar Davis, Jr.
___	___	___	Cathlin Gleason
___	___	___	Brian G. Johnson
X___	___	___	Darren M. Morton
X___	___	___	Tanya Southerland

Submitted By: Evania Thompson

File Attachments
[WEBS Contract 2017-2018.pdf \(245 KB\)](#)

4. New Business

Subject **4.1 ArtsWestchester Resolution# 00090-17**

Meeting Aug 28, 2017 - Special Meeting

Category 4. New Business

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they accept the Arts Westchester Council Agreement Grant.

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they accept the Arts Westchester Council Agreement Grant.

WHEREAS, Board of Trustees for the Mount Vernon Public Library, have 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 Arts Westchester Council Agreement grant in the amount of \$2,300. The grant will be disbursed in two (2) payments. First payment of \$1,150 will be paid upon signed cultural service agreement. The second payment of \$1,150 will be paid 4-6 weeks after receipt of the interim report. This will be applied to account #4389.00 under Westchester Arts Council Revenue.

Upon a motion made by Darren Morton, seconded by Tanya Southerland, the Board adopted and approved resolution #00090-17. The vote carried 3 yes and 0 no.

Yea	Nay	Abstained	Trustees
X___	___	___	Oscar Davis, Jr.
___	___	___	Cathlin Gleason
___	___	___	Brian G. Johnson
X___	___	___	Darren M. Morton
X___	___	___	Tanya Southerland

Submitted By: Evania Thompson

File Attachments
[ArtsWestchester Grant 2017-2018.pdf \(2,088 KB\)](#)
[ArtWestchester Grant Contract 2017-2018.pdf \(26,953 KB\)](#)

Subject **4.2 A. Ephraim Resolution#00091-17**

Meeting Aug 28, 2017 - Special Meeting

Category 4. New Business

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

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 termination of:

Aleek Ephraim, a part time cleaner for the maintenance department effective as of August 25, 2017.

Resolution #00091-17 did not pass. This item will be reviewed by the personnel committee and be presented at a later date.

Yea	Nay	Abstained	Trustees
___	___	X ___	Oscar Davis, Jr.
___	___	___	Cathlin Gleason
___	___	___	Brian G. Johnson
X ___	___	___	Darren M. Morton
___	___	X ___	Tanya Southerland

Submitted By: Evania Thompson

5. Executive Session

6. Meeting Closing

Subject	6.1 Adjournment
Meeting	Aug 28, 2017 - Special Meeting
Category	6. Meeting Closing

Type

The special meeting for Monday August 28, 2017 adjourned at 6:16 p.m.