



**Tuesday, December 21, 2021
Special Board Meeting - Finance**

**Tuesday
4:45 PM
Zoom Meeting**

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Dec 21, 2021 - Special Board Meeting - Finance

Category 1. Meeting Opening

Type Procedural

The special meeting of Tuesday December 21, 2021 was called to order at ____pm by _____.

Subject **1.2 Roll Call**

Meeting Dec 21, 2021 - Special Board Meeting - Finance

Category 1. Meeting Opening

Type Procedural

Trustees' present:

Trustee absent:

Also in attendance:

Subject **1.3 Pledge of Allegiance**

Meeting Dec 21, 2021 - Special Board Meeting - Finance

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

Subject **1.4 Acceptance of Agenda**

Meeting Dec 21, 2021 - Special Board Meeting - Finance

Category 1. Meeting Opening

Type Action

Upon a motion made by _____, seconded by _____, the Board approved the special meeting agenda for December 21, 2021. The vote carried ___ yes and ___ no.

Yea Nay

Oscar Davis Jr.
Judy Williams-Davis
Cathlin Gleason
Hope Marable
Vivien Salmon

2. Finance

Subject **2.1 Check Signing Resolution #0125-21**

Meeting Dec 21, 2021 - Special Board Meeting - Finance

Category 2. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #0125-21**

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 December 15, 2021, as payment for goods and/or services duly received by the MVPL in the ordinary course of business, which is within the approved budget for the fiscal year ended June 30, 2022. A listing of such checks is attached to this resolution and totaling \$118,284.12. After grouping these checks according to their respective purpose, a total of \$3,166.88 was for Book expenses, \$1,193.30 was for Audio Exp., \$1,474.00 was for Periodicals expenses, \$2,950.00 was for Program expenses-MV, \$56,600.00 for Professional Bookkeeping and Finance Services, \$2,950.00 was Marketing Exp., \$900.00 was for Computer Equipment, \$367.47 was for Miscellaneous Exp.-MV, \$50.00 was for Professional Fees, \$2,945.22 was for Electricity Exp.-MV, \$993.04 was for Custodial supplies, \$2,950.00 was for Repairs to Build. Exp.-MV, \$16,278.64 was for Security Guard Exp., \$7,964.57 was for Dental Exp.-MV.

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 certified 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 the 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 _____, seconded by _____, the Board approved and adopted resolution #0125-21. The vote carried ___ yes, and ___ no.

Yea Nay

Oscar Davis Jr.
Judy Williams-Davis
Cathlin Gleason
Hope Marable
Vivien Salmon

Subject **2.2 Funds Transfer Resolution #0126-21**
Meeting Dec 21, 2021 - Special Board Meeting - Finance
Category 2. Finance
Type

MOUNT VERNON PUBLIC LIBRARY
FUNDS TRANSFER

RESOLUTION #0126-21 (AMENDED)

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 \$484,299.62 (Four hundred eighty four thousand two hundred and

ninety nine dollars and sixty two cents) 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 exactly \$484,299.62 (Four hundred eighty four thousand two hundred and ninety nine dollars and sixty two cents) 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 Cathlin Gleason, seconded by Oscar Davis Jr., the Board approved and adopted resolution #0126-21. The vote carried 3 yes, 1 no, and 1 abstained.

Recorded Votes:

Oscar Davis Jr. - Yes
Judy Williams-Davis- Abstained
Cathlin Gleason- Yes
Hope Marable- No
Vivien Salmon - Yes

3. Adjournment
