



Wednesday, January 24, 2018 Special Meeting

Wednesday
6:30
Trustee's Room

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Jan 24, 2018 - Special Meeting

Category 1. Meeting Opening

Type Procedural

The Special meeting of Wednesday January 24, 2018, was called to order at 6:45 p.m by Trustee Oscar Davis, Jr.

Subject **1.2 Roll Call**

Meeting Jan 24, 2018 - Special Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustee's present- Oscar Davis, Jr., Cathlin Gleason (left at 9:10 p.m.), Brian Johnson, Darren morton (arrived at 7:38p.m.)
Trustee absent: Tanya Southerland

Also present was: Tamara Stewart; Patron Cheryl Thomas, Leslie Alpert, Cathy Webb; library staff, Juan Jaramillo; Chief Accountant Clerk, Jose Alvelo; Treasurer, Evania Thompson; Library Director, and Doreen McQueen; Administrative Assistant.

Subject **1.3 Pledge of Allegiance**

Meeting Jan 24, 2018 - Special Meeting

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance led was by Leslie Alpert.

Subject **1.4 Acceptance of Agenda**

Meeting Jan 24, 2018 - Special Meeting
Category 1. Meeting Opening
Type Action
Recommended Action Motion to approve the agenda

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved the agenda for the Special Board Meeting of Wednesday January 24, 2018.

2. Correspondence

Subject 2.1 Correspondence
Meeting Jan 24, 2018 - Special Meeting
Category 2. Correspondence
Type
No correspondence

3. Period of Public Expression

Subject 3.1 Public Expression
Meeting Jan 24, 2018 - Special Meeting
Category 3. Period of Public Expression
Type

4. Presentation

Subject 4.1 Presentation by Leslie Alpert
Meeting Jan 24, 2018 - Special Meeting
Category 4. Presentation
Type

5. Director's Report

Subject 5.1 Director's Report
Meeting Jan 24, 2018 - Special Meeting
Category 5. Director's Report
Type Information

File Attachments
[Director's Report January 2018.pdf \(394 KB\)](#)

6. Finance

Subject 6.1 BOT Report by Jose Alvelo

Meeting Jan 24, 2018 - Special Meeting
 Category 6. Finance
 Type Information

File Attachments
 BOT Summary Budget Report - 6 Months Ending December 2017.pdf (43 KB)
 BOT Detail Budget Report 6 Months Ending December 2017.pdf (69 KB)

Subject 6.2 Funds Transfer Resolution #0002-18

Meeting Jan 24, 2018 - Special Meeting
 Category 6. Finance
 Type Action

Recommended Action 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 \$400,000.00 (four hundred thousand 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 \$400,000 (four hundred thousand dollars) from the Sterling National Bank MVPL Money Market account ending in 8241 into the Sterling National Bank

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved and adopted Resolution#0002-18. The vote carried 4 yes, and 0 no.

Yea Nay Abstain Trustees

X_____	Oscar Davis, Jr.
X_____	Cathlin Gleason
X_____	Brian G. Johnson
X_____	Darren M. Morton
_____	Tanya Southerland

Submitted By: Jose Alvelo

Subject **6.3 Check Signing Resolution #0003-18**

Meeting Jan 24, 2018 - Special Meeting

Category 6. 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 various checks to various third parties, dated January 17, 2018, 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 13067-13105 totaling \$170,609.50. After grouping these checks according to their respective purpose, a total of \$3,193.48 was for Book expenses, \$3,550.51 was for Audio Visual expenses, \$269.25 was for Periodicals expenses, \$2,100.00 was for New Technology, \$1,384.06 was for Program expenses-MV, \$2,358.78 was for Supplies expenses-Main, \$538.70 was for Computer Equip. expenses, \$169.77 was for Telephone Telecommunication expenses, \$819.45 was for Office expenses, \$805.00 was for Publicity & Print expenses-MV, \$3,645.97 was for Equipment Maintenance expenses-MV, \$4,354.96 was for Professional Fees, \$6,806.04 was for Electricity expenses-MV, \$2,678.11 was for Fuel expenses-MV, \$628.30 was for Custodial Supplies-MV, \$8,723.50 was for Security Guard expenses, \$3,157.14 was for Service Contract expenses, \$2,167.71 was for Miscellaneous expense, \$58,169.46 was for Insurance expenses-MV, \$62,640.33 was for Hospital & Medical Insurance, \$2,186.40 was for Dental expenses, and \$262.58 was for Furniture & Equipment expenses.

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.

Submitted By: Jose Alvelo

This resolution was not voted on, must be be presented at next meeting.

File Attachments

Summarized Expense Allocation for checks issued on 1-5-2018.pdf (11 KB)

Check Register for checks issued on 1-17-2018.pdf (52 KB)

Check Register Documents 01172018.pdf (3,090 KB)

Subject **6.4 Check Signing Resolution #0006-18**

Meeting Jan 24, 2018 - Special Meeting

Category 6. Finance

Type Action

Recommended Action FURTHERMORE: The Administration of the MVPL has prepared a check to a third party, dated January 17, 2018 as payment for Constant Contact (Annual contract renewal), which is within the approved budget for the fiscal year ending June 30, 2018. The listing for the check is attached to this Resolution, check number #13106 totaling \$875.75 for New Technology operating account #0601.

WhereAS: 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 January 17, 2018 as payment for Constant Contact (Annual contract renewal), which is within the approved budget for the fiscal year ending June 30, 2018. The listing for the check is attached to this Resolution, check number #13106 totaling \$875.75 for New Technology operating account #0601.

FURTHERMORE: The Administration 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 Brian Johnson, seconded by Darren Morton, the Board approved and adopted Resolution#0006-18. The vote carried 4 yes, and 0 no.

Yea Nay Abstain Trustees

X_____	Oscar Davis, Jr.
X_____	Cathlin Gleason
X_____	Brian G. Johnson
X_____	Darren M. Morton
_____	Tanya Southerland

Submitted by: Juan Jaramillo

File Attachments
 Check Register for Constant Contact check no. 13106.pdf (42 KB)

7. Committee Reports

Subject **7.1 Finance Committee Report**

Meeting Jan 24, 2018 - Special Meeting

Category 7. Committee Reports

Type

Subject **7.2 Building & Grounds Committee Report**

Meeting Jan 24, 2018 - Special Meeting

Category 7. Committee Reports

Type

Subject **7.3 Personnel Committee Report**

Meeting Jan 24, 2018 - Special Meeting

Category 7. Committee Reports

Type

Subject **7.4 Technology Committee Report**

Meeting Jan 24, 2018 - Special Meeting

Category 7. Committee Reports

Type

Subject **7.5 Policy & Governance Committee Report**

Meeting Jan 24, 2018 - Special Meeting
 Category 7. Committee Reports
 Type

Subject 7.6 Election Committee

Meeting Jan 24, 2018 - Special Meeting
 Category 7. Committee Reports
 Type

Subject 7.7 Strategic Planning Committee

Meeting Jan 24, 2018 - Special Meeting
 Category 7. Committee Reports
 Type

8. Old Business

Subject 8.1 Finalization of the Holiday Closing Calendar of 2018

Meeting Jan 24, 2018 - Special Meeting
 Category 8. Old Business
 Type

File Attachments
 2018 LIBRARY HOLIDAY.pdf (250 KB)

9. New Business

Subject 9.1 Arts Alive Grant Resolution#0001-18

Meeting Jan 24, 2018 - Special Meeting
 Category 9. New Business
 Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board, that they approve the Arts Alive grant,

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board, that they approve the Arts Alive grant,
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 Arts Alive Grant in the amount of \$2,400 to

be used for the 2018 Comic Con event budget line #4335.01 ArtsWestchester.

Submitted by:Evania Thompson

This item was not voted on at the 1/24/18 meeting due to the grant amount being increased. This item will be presented at the next meeting.

File Attachments
Arts Alive Correspondence for Comic Con.pdf (245 KB)

Subject **9.2 GiveGab Donation Resolution #0004-18**

Meeting Jan 24, 2018 - Special Meeting

Category 9. New Business

Type Action

Recommended Action WHEREAS, the Director of Mount Vernon Public Library recommends to the Board to accept the monetary donations processed on GiveGab Giving

WHEREAS, the Director of Mount Vernon Public Library recommends to the Board to accept the monetary donations processed on GiveGab Giving Platform on behalf of the Library. A list of donors and itemized amounts is hereto attached totaling \$6,380.00 less bank fees & platform fees resulting in a net receipt amount of \$6,330.97

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve this recommendation, in order for the Library to deposit funds into Contribution Account at Sterling National Bank account #1203301401.

NOW THEREFORE BE IT RESOLVED THAT the Board of MVPL enter into the agreement to accept the donated funds on behalf of MVPL

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted Resolution#0004-18. The vote carried 4 yes, and 0 no.

Yea Nay Abstain Trustees

X	_____	_____	_____	Oscar Davis, Jr.
X	_____	_____	_____	Cathlin Gleason
X	_____	_____	_____	Brian G. Johnson
X	_____	_____	_____	Darren M. Morton
	_____	_____	_____	Tanya Southerland

Submitted by: Jose Alvelo

File Attachments
Give Gab Donors List.pdf (873 KB)

Subject **9.3 NYS Construction Grant Resolution#0005-18**

Meeting Jan 24, 2018 - Special Meeting

Category 9. New Business

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board of Trustees the approval of a resolution to allow the filing of the NYS Library Construction Grants Phase II #0386-18-7430 application , in order to upgrade the libraries plumbing and ventilation system.

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board of Trustees the approval of a resolution to allow the filing of the NYS Library Construction Grants Phase II #0386-18-7430 application , in order to upgrade the libraries plumbing and ventilation system.

WHEREAS, the Board of Trustees for the Mount Vernon Public Library must approve these recommendations, and sign the assurances for state library aid.

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the NYS construction grant application for the Capital project phase II, #0386-18-7430, the assurances to be signed by the Board President.

This item was time sensitive, the Board President signed resolution on 1/17/18 to meet the guidelines required for this grant

Upon a motion made by Darren Morton, seconded by Brian Johnson, the Board approved and adopted Resolution#0005-18. The vote carried 4 yes, and 0 no.

Yea Nay Abstain Trustees

X	_____	_____	_____	Oscar Davis, Jr.
X	_____	_____	_____	Cathlin Gleason
X	_____	_____	_____	Brian G. Johnson
X	_____	_____	_____	Darren M. Morton
	_____	_____	_____	Tanya Southerland

Submitted by: Evania Thompson

<p>File Attachments Assurances NYSL MTVPL Grant 2018-20.pdf (94 KB)</p>
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10. Personnel

Subject 10.1 S. Griffith Resolution #0007-18

Meeting Jan 24, 2018 - Special Meeting

Category 10. Personnel

Type Action

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

WHEREAS, the Director of the Mount Vernon Public Library, together with the Personnel Committee, 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 provisional appointment to Librarian III, step 4 of: Scott Griffith, beginning January 18, 2018. The provisional appointment shall last until the position of Head Children's Librarian is permanently filled. Additionally, Scott Griffith will take the Librarian III exam when it is next given. His yearly pay rate of \$72,784.00 is based in the 2013 pay scale, and has earned a cumulative longevity payment of \$300. This will be expensed from account 4501.01 professional salaries. Mr. Griffith has been certified by the MV Civil Service for this appointment.

Submitted by: Evania Thompson

This item was was not voted on, Trustees entered into executive session to discuss.

Subject **10.2 T. Isaac Resolution#0008-18 Clerk of the Works**

Meeting Jan 24, 2018 - Special Meeting

Category 10. Personnel

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 personnel changes of:

Tashwana Isaac, as temporary, Clerk of the Works for the election cycle. She will be paid as a library clerk, step I part-time up to 17.5 hours per week at a salary of \$16.62 per hour. Her salary will be expensed from the Non-Professional salary account 4550.01 and is not to exceed \$4,000. She will handle all clerical responsibilities including document productions, mailings, arrangement of equipment delivery, printing of ballots, and other assigned duties having to do with the budget and the trustee election.

Submitted by: Evania Thompson

This item was was not voted on, Trustees entered into executive session to discuss.

11. Executive Session (If Needed)

Subject **11.1 Executive Session**

Meeting Jan 24, 2018 - Special Meeting

Category 11. Executive Session (If Needed)

Type

Upon a motion made by Darren Morton, seconded by Brian Johnson, the Board entered into executive session at 9:16p.m. to discuss personnel matters.

Subject **11.2 Complaint Items**

Meeting Jan 24, 2018 - Special Meeting

Category 11. Executive Session (If Needed)

Type

Subject **11.3 Director- ALA Conference Information**

Meeting Jan 24, 2018 - Special Meeting

Category 11. Executive Session (If Needed)

Type Information

12. Meeting Closing

Subject **12.1 Adjournment**

Meeting Jan 24, 2018 - Special Meeting

Category 12. Meeting Closing

Type

The special meeting for Wednesday January 24 adjourned at 10:00p.m.