Monday, July 1, 2019
Special Meeting

Monday
6:30
Trustees' Room

1. Meeting Opening

<table>
<thead>
<tr>
<th>Subject</th>
<th>1.1 Call To Order</th>
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<tr>
<td>Meeting</td>
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</tr>
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<tr>
<td>Type</td>
<td>Procedural</td>
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The Special meeting of Monday July 1, 2019 was called to order at 6:39 p.m. by Oscar Davis Jr.

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<tr>
<th>Subject</th>
<th>1.2 Roll Call</th>
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Trustees presents: Malcolm Clark, Cathlin Gleason, Judy Williams-Davis, Tanya Southerland, and Oscar Davis Jr.

Also present: Christopher Francis; Maintenance Foreman, Jim Finch; Maintenance Consultant, Thomas Terry Finance Consultant, and Doreen McQueen; Administrative Assistant.

Evania Thompson; Director, and Jose Alvelo; Treasurer were absent.

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<th>Subject</th>
<th>1.3 Pledge of Allegiance</th>
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The pledge of allegiance was led by Judy Williams-Davis.

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved the agenda for the Special meeting of July 1, 2019.

Trustee Davis questioned the order of the agenda. Why was new business category 3 instead of category 2(finance), the Board cannot approve the check signing resolution until the Board agrees to accept the furniture contract.

Administrative assistant explained, at the request of the Board past practice of the meeting order, at the Board request the finance category comes before the new business for the purpose of extensive time needed to sign checks.

The agenda was accepted with the change of new business moving to category 2 and the finance changed to category 3.

Yea      Nay  Abstain  Trustees
X____  ____  ____    Malcolm I. Clark
X____  ____  ____    Oscar Davis, Jr.
X____  ____  ____    Judy Williams-Davis
X____  ____  ____    Cathlin Gleason
X____  ____  ____    Tanya Southerland

2. New Business

Subject  2.1 RJV Furniture Resolution #0096-19
Meeting    Jul 1, 2019 - Special Meeting
Category    2. New Business

Mount Vernon Public Library
Board of Trustee
Resolution # 0096-19
RESOLUTION PURCHASE OFFICE FURNITURE FOR THE STAFF TECH AREA

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they approve the lowest quote for the purchase of office furniture for the staff tech area by RJV Office
Furniture. LLC located at 165 Marine Street, Farmingdale, N.Y. 11735 not to exceed $12,601.00. (Board agreed 7/1/19 to change price to reflect project projected cost without the privacy panels).

WHEREAS, The Board of Trustees must approve this recommendation

NOW, THEREFORE, be it,

RESOLVED, that upon the request of the Director, and upon the recommendation of the Building & Grounds Committee, the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the purchase and payment to RJV Office Furnishing LLC in an amount not exceed a total amount of $12,601.00. A deposit payment in the amount of $6,701.50 is required and the balance will be paid based on Net 30 terms. These items will be expensed from budget line #7901.01 Furniture expense ($2,900), and #1160.07 Restricted Construction Funds ($10,503.00).

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland, the Board approved and adopted Resolution #0096-19. The vote carried 5 yes and 0 no. Noting that the project quotes must be uploaded to the meeting. (quotes added 07/2/19)

Yea    Nay   Abstain  Trustees
X____   ____   _____     Malcolm I. Clark
X____   ____   ____     Oscar Davis, Jr.
X__     ____   ____     Judy Williams-Davis
X____   ____   ____     Cathlin Gleason
X____   ____   ____     Tanya Southerland

* Cathlin Gleason recalled her vote for resolution #0096-19. All trustees were in favor. Trustee Gleason recalled Resolution #0096-19 for correction to be made*

Yea    Nay   Abstain  Trustees
X____   ____   ____     Malcolm I. Clark
X____   ____   ____     Oscar Davis, Jr.
X__     ____   ____     Judy Williams-Davis
X____   ____   ____     Cathlin Gleason
X____   ____   ____     Tanya Southerland

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland, the Board approved Resolution #0096-19 with the correction to be made to the total of the invoice and resolution not to exceed $12,601.00 as the final contract should have the privacy panels removed. All trustee were in favor, the vote carried 5 yes and 0 no.

Yea    Nay   Abstain  Trustees
X____   ____   ____     Malcolm I. Clark
WHEREAS: The Mount Vernon Public Library (“MVPL”) submitted a budget for the fiscal year ending June 30, 2019, 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 June 19, 2019 check #14501 for $6,701.50 as a deposit for the Tech office furniture, which is within the approved budget for the fiscal year ending June 30, 2019. The listing for this check is attached to this Resolution, and will be expensed from accounts #7901.01 Furniture and 1160.07 Restricted Construction fund.

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

The Administration has reviewed this check and related underlying documentation and certify that this 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 these checks as 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 Cathlin Gleason, seconded by Tanya Southerland, the Board approved and adopted Resolution #0100-19. The vote carried 5 yes and 0 no.
WHEREAS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2019, 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 party vendors, dated June 28, 2019 checks #14510-14521 totaling $189,218.50 as payment allocated against account #1160.07 Temp Restricted Construction Funds, and are within the approved budget for the fiscal year ending June 30, 2019.

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

The Administration has reviewed this check and related underlying documentation and certify that this 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 these checks as 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 Cathlin Gleason, seconded by Malcolm Clark, the Board approved and adopted Resolution #0103-19. The vote carried 5 yes and 0 no. The check register must be uploaded to the meeting as back up. *(check register loaded 7/2/19), the checks will all have one signature until the work is completed.*

Yea    Nay   Abstain  Trustees
X____  ____  ____    Malcolm I. Clark
X____  ____  ____    Oscar Davis, Jr.
X____  ____  ____    Judy Williams-Davis
X____  ____  ____    Cathlin Gleason
X____  ____  ____    Tanya Southerland

**4. Executive Session (If Needed)**

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Upon a motion made by Oscar Davis Jr. the Board entered into executive session at 7:18 p.m. to discuss personnel matters. Executive session ended at 7:25 p.m.

**5. Adjournment**

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The meeting adjourned at 7:25 p.m.