



**Monday, July 1, 2019  
Special Meeting**

**Monday  
6:30  
Trustees' Room**

## **1. Meeting Opening**

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**Subject**                    **1.1 Call To Order**

Meeting                    Jul 1, 2019 - Special Meeting

Category                    1. Meeting Opening

Type                        Procedural

The Special meeting of Monday July 1, 2019 was called to order at 6:39 p.m. by Oscar Davis Jr.

**Subject**                    **1.2 Roll Call**

Meeting                    Jul 1, 2019 - Special Meeting

Category                    1. Meeting Opening

Type                        Action, Procedural

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.

**Subject**                    **1.3 Pledge of Allegiance**

Meeting                    Jul 1, 2019 - Special Meeting

Category                    1. Meeting Opening

Type Procedural

The pledge of allegiance was led by Judy Williams-Davis.

**Subject 1.4 Acceptance of Agenda**

Meeting Jul 1, 2019 - 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 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**

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**Subject 2.1 RJV Furniture Resolution #0096-19**

Meeting Jul 1, 2019 - Special Meeting

Category 2. New Business

Type

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

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

### 3. Finance

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**Subject** 3.1 Check Signing Resolution #0100-19 RJV Furniture

Meeting Jul 1, 2019 - Special Meeting

Category 3. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY  
 BOARD OF TRUSTEES  
 CHECK SIGNING RESOLUTION #0100-19**

**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.

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

**Subject** 3.2 Check Signing Resolution#0103-19

Meeting Jul 1, 2019 - Special Meeting

Category 3. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**CHECK SIGNING RESOLUTION #0103-19**

**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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**Subject**                    **4.1 Executive session**

Meeting                    Jul 1, 2019 - Special Meeting

Category                    4. Executive Session (If Needed)

Type

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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**Subject**                    **5.1 Adjournment**

Meeting                    Jul 1, 2019 - Special Meeting

Category                    5. Adjournment

Type

The meeting adjourned at 7:25 p.m.