



**Thursday, July 16, 2020  
Special Meeting**

**Thursday  
6:30 a.m.  
Via Zoom**

## **1. Meeting Opening**

---

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

Meeting                    Jul 16, 2020 - Special Meeting

Category                    1. Meeting Opening

Type                        Procedural

The Special meeting of Thursday July 16, 2020 via Zoom conferencing was called to order at 6:30 am by Oscar Davis Jr.

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

Meeting                    Jul 16, 2020 - Special Meeting

Category                    1. Meeting Opening

Type                        Action, Procedural

Trustees' present: Cathlin Gleason, Judy Williams-Davis, and Oscar Davis Jr.

Trustee absent: Hope Marable

Also present was: Timur Davis; Director

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

Meeting                    Jul 16, 2020 - Special Meeting

Category                    1. Meeting Opening

Type                        Procedural

Pledge of Allegiance was led by \_\_\_\_\_.

**Subject**                    **1.4 Acceptance of Agenda**

Meeting Jul 16, 2020 - Special Meeting  
 Category 1. Meeting Opening  
 Type Action  
 Recommended Action Motion to approve the agenda

Upon a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board approved the agenda for the Special meeting of Thursday July 16, 2020. The vote carried \_\_\_ yes and \_\_\_ no.

## 2. Director's Report

---

**Subject 2.1 Director's Report- Timur Davis**  
 Meeting Jul 16, 2020 - Special Meeting  
 Category 2. Director's Report  
 Type

File Attachments  
 Director Report July 2020 D2 (1)-1.pdf (674 KB)  
 Mount Vernon Phased Reopening Plan Revised 8.pdf (776 KB)  
 MVPL MARKETING PLAN.pdf (583 KB)  
 June2020MonthlyStatistics.pdf (413 KB)  
 MVPL June 2020 Children Room Report.pdf (627 KB)

## 3. Old Business

---

**Subject 3.1 Check Signing Resolution#-0059-20 Revised**  
 Meeting Jul 16, 2020 - Special Meeting  
 Category 3. Old Business  
 Type

**MOUNT VERNON PUBLIC LIBRARY  
 BOARD OF TRUSTEES  
 CHECK SIGNING RESOLUTION #0059-20**

**WHEREAS:** The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2020, 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 for various third parties, dated June 16, 2020, 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, 2020. A listing of such checks is attached to this Resolution and includes consecutive check numbers 15287-15292, 15294, 15296-15301 totaling **\$20,065.41**. After grouping these checks according to their respective purpose a total of \$708.00 was for Periodicals Expenses, \$880.00 was for Computer Soft & Supp. \$6,350.07 was for Book Expenses, \$913.56 was for Equipment Maintenance, \$3,750.00

was for Misc. Build Exp., \$93.97 was for Exchange Expense, \$2,612.49 was for Professional Fees, \$4,313.60 was for Contracted Services, \$443.72 was for Custodial Supplies.

**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.

Revised 6/19/20 check#15295 –NYS Emp. Insurance was pulled & paid  
Revised 7/10/20 check#15293 –Voided

Upon a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board approved and adopted resolution #0059-20. The vote carried \_\_\_ yes and \_\_\_ no.

Yea Nay Abstain Trustees  
\_\_\_\_ Oscar Davis, Jr.  
\_\_\_\_ Judy Williams-Davis  
\_\_\_\_ Cathlin Gleason  
\_\_\_\_ Hope Marable  
\_\_\_\_ Tanya Southerland

**Subject** 3.2 Social Media Resolution#0063-20  
Meeting Jul 16, 2020 - Special Meeting  
Category 3. Old Business  
Type

Mount Vernon Public Library  
Board of Trustees  
Resolution # 0063-20

**A RESOLUTION TO APPROVE THE SOCIAL MEDIA POLICY**

**WHEREAS,** the Director of the Mount Vernon Public Library recommends to the Board the approve the Social Media Policy,

**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 Social Media Policy and the Board of Trustees and employees abide by the adopted policy guidelines attached to this resolution.

The Board approved and adopted resolution #0063-20. The vote carried 3 yes and 0 no.

Yea Nay Abstain Trustees

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

**Subject**                    **3.3 Plaster & Drywall Resolution #0056-20**

Meeting                    Jul 16, 2020 - Special Meeting

Category                    3. Old Business

Type

**Mount Vernon  
Board of Trustees  
Resolution # 0056-20  
A RESOLUTION TO REPAIR PLASTER & DRYWALL**

**WHEREAS**, the Administration of the Mount Vernon Public Library recommends to the Board of Trustees, permit Suburban Construction to repair the plaster and drywall at the Mount Vernon Public Library,

**WHEREAS**, Board of Trustees for the Mount Vernon Public Library, must 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 Phase III Construction Projects under the Capital Grant #0386-19-8012 for Mount Vernon Public Library, Suburban Construction Co. to provide labor, materials and equipment for plaster and drywall repair to the items listed on the attached quotes. Total cost for repair and labor will not to exceed \$10,050.00 and will be expensed from the Building repair funds account #6650.00. A copy of the Maintenance Foreman proposal and explanation for using this vendor has been uploaded on Board Docs.

Upon a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, the Board approved and adopted resolution #0056-20. The vote carried \_\_\_ yes and \_\_\_ no.

Yea Nay Abstain Trustees

_____	_____	_____	Oscar Davis, Jr.
_____	_____	_____	Judy Williams-Davis
_____	_____	_____	Cathlin Gleason
_____	_____	_____	Hope Marable
_____	_____	_____	Tanya Southerland

File Attachments Suburban MVPL Proposals and Credit Memo-2.pdf (1,212 KB)
--

**4. Board Committee Reports**

---

**Subject                      4.1 Buildings & Ground Committee**

Meeting                      Jul 16, 2020 - Special Meeting

Category                    4. Board Committee Reports

Type

no report

**Subject                      4.2 Finance Committee**

Meeting                      Jul 16, 2020 - Special Meeting

Category                    4. Board Committee Reports

Type

no report

**Subject                      4.3 Marketing Committee**

Meeting                      Jul 16, 2020 - Special Meeting

Category                    4. Board Committee Reports

Type

no report

**Subject                      4.4 Policy & Governance Committee**

Meeting                      Jul 16, 2020 - Special Meeting

Category                    4. Board Committee Reports

Type

no report

**Subject**                    **4.5 Personnel Committee**

Meeting                    Jul 16, 2020 - Special Meeting

Category                    4. Board Committee Reports

Type

no report

**Subject**                    **4.6 Technology Committee**

Meeting                    Jul 16, 2020 - Special Meeting

Category                    4. Board Committee Reports

Type

no report

## **5. Past Board Minutes**

---

**Subject**                    **5.1 December 18, 2019 Regular Meeting**

Meeting                    Jul 16, 2020 - Special Meeting

Category                    5. Past Board Minutes

Type                        Minutes

item not reviewed

File Attachments  
[Response from Barbara Lilley.pdf \(1,530 KB\)](#)  
[R. Schofield Response to BD Minutes.pdf \(1,411 KB\)](#)

**Subject**                    **5.2 January 15, 2020 Regular Meeting**

Meeting                    Jul 16, 2020 - Special Meeting

Category                    5. Past Board Minutes

Type                        Minutes

item not reviewed

File Attachments  
[Response from Barbara Lilley.pdf \(1,530 KB\)](#)  
[R. Schofield Response to BD Minutes.pdf \(1,411 KB\)](#)

**Subject**                    **5.3 March 23, 2020 Special Meeting Minutes**

Meeting                    Jul 16, 2020 - Special Meeting

Category                    5. Past Board Minutes

Type Minutes

item not reviewed

File Attachments  
 Response from Barbara Lilley.pdf (1,530 KB)  
 R. Schofield Response to BD Minutes.pdf (1,411 KB)

**Subject** 5.4 April 17, 2020 Special Meeting

Meeting Jul 16, 2020 - Special Meeting

Category 5. Past Board Minutes

Type Minutes

item not reviewed

File Attachments  
 Response from Barbara Lilley.pdf (1,530 KB)  
 R. Schofield Response to BD Minutes.pdf (1,411 KB)

**Subject** 5.5 April 29, 2020 Special Meeting

Meeting Jul 16, 2020 - Special Meeting

Category 5. Past Board Minutes

Type Minutes

item not reviewed

File Attachments  
 Response from Barbara Lilley.pdf (1,530 KB)  
 R. Schofield Response to BD Minutes.pdf (1,411 KB)

**Subject** 5.6 May 7, 2020 Emergency Meeting

Meeting Jul 16, 2020 - Special Meeting

Category 5. Past Board Minutes

Type Minutes

item not reviewed

File Attachments  
 Response from Barbara Lilley.pdf (1,530 KB)  
 R. Schofield Response to BD Minutes.pdf (1,411 KB)

**Subject** 5.7 May 11, 2020 Working Meeting

Meeting Jul 16, 2020 - Special Meeting  
Category 5. Past Board Minutes  
Type Minutes

item not reviewed

File Attachments  
[Response from Barbara Lilley.pdf \(1,530 KB\)](#)  
[R. Schofield Response to BD Minutes.pdf \(1,411 KB\)](#)

**Subject 5.8 May 20, 2020 Regular Meeting**

Meeting Jul 16, 2020 - Special Meeting  
Category 5. Past Board Minutes  
Type Minutes

item not reviewed

File Attachments  
[Response from Barbara Lilley.pdf \(1,530 KB\)](#)  
[R. Schofield Response to BD Minutes.pdf \(1,411 KB\)](#)

**Subject 5.9 June 2, 2020 Special Meeting**

Meeting Jul 16, 2020 - Special Meeting  
Category 5. Past Board Minutes  
Type Minutes

item not reviewed

File Attachments  
[Response from Barbara Lilley.pdf \(1,530 KB\)](#)  
[R. Schofield Response to BD Minutes.pdf \(1,411 KB\)](#)

## 6. Finance

---

**Subject 6.1 Bot Report**

Meeting Jul 16, 2020 - Special Meeting  
Category 6. Finance  
Type

**Subject 6.2 Funds Transfer Resolution #0071-20**

Meeting Jul 16, 2020 - Special Meeting  
Category 6. Finance





**FURTHERMORE:** The Administration of the MVPL has prepared various checks for various third parties, dated July 10, 2020, 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, 2021. A listing of such checks is attached to this Resolution and includes consecutive check numbers 15321-15333 totaling \$68,051.88. After grouping these checks according to their respective purpose a total of \$765.42 for was for Book expenses, \$8,827.86 was Audio Visuals Exp.-MV, \$354.00 was for Periodicals Expenses, \$336.25 was for Professional Meeting-MV, \$229.56 was for Equipment Maint. Exp.-MV, \$21,683.30 was for Repairs to Build. Exp.-MV, \$12,426.38 was for Security Guard Exp.-MV, \$4,236.51 was for Service Contract Exp.-MV, \$3,400.00 was for Miscellaneous Build. Exp.-MV, \$4,824.50 was for Insurance Exp.-MV, \$10,968.10 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 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.

Not voted on

File Attachments  
Expense allocation 07132020.pdf (14 KB)

**Subject**                      **6.4 Check Signing Resolution #0073-20 for August Expenses**

Meeting                        Jul 16, 2020 - Special Meeting

Category                      6. Finance

Type

**Mount Vernon Public Library  
Board of Trustees  
Resolution #0073-20**

**A RESOLUTION TO APPROVE THE AUGUST 2020 SIGNING OF CHECKS**

**WHEREAS,** the Director of the Mount Vernon Public Library recommends to the Board that they approve the signing of checks with one Trustee and the Board Treasurer,

**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 one Trustee and the Board Treasurer to sign the August 2020 checks since there will not be a Board meeting scheduled for the month of August. All warranties for the August 2020 checks will come before the Board at the regular September meeting.

Not voted on

## **7. New Business**

---

**Subject**                    **7.1 Hearing Officer Resolution#0070-20**

Meeting                    Jul 16, 2020 - Special Meeting

Category                    7. New Business

Type

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
HEARING OFFICER RESOLUTION #0070-20**

**WHEREAS**, on July 10, 2020 the Mount Vernon Public Library Board of Trustees (the "Board") preferred Charges of Misconduct and/or Incompetence ("Original Charges") on Employee #3082 pursuant to Section 75 of the New York Civil Service Law ("Section 75");

**WHEREAS**, employee #3082, the Board preferred Amended Charges of Misconduct and/or Incompetence (referred to collectively with the Original Charges as the "Charges") on employee #3082 pursuant to Section 75;

**WHEREAS**, pursuant to Section 75, a hearing on the Charges was scheduled for Tuesday, At 10:30 a.m. on July 28, 2020, a conference will be conducted before Hearing Officer Robert Ponzini to address the Charges and Specifications set forth herein. The hearing will be conducted virtually with detailed to be provided. At the conference, you will have an opportunity to contest the Charges and Specifications, explain your conduct, and provide evidence in support of your defense of the Charges.

**Now therefore be it**

further

**RESOLVED** that President Davis shall execute the Agreement on behalf of the Board; and be it further

Dated: July 10, 2020

Not voted on

**Subject**                    **7.2 T. Southerland Resolution #0074-20**

Meeting                    Jul 16, 2020 - Special Meeting

Category                    7. New Business

Type

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
RESOLUTION #0074-20**

**RESOLUTION FOR THE ACCEPTANCE OF THE RESIGNATION OF TRUSTEE TANYA SOUTHERLAND**

**WHEREAS**, the Board President of the Mount Vernon Public Library has submitted to the Board of Trustees the letter from Trustee Southerland stating her resignation from the Board,  
**WHEREAS**, Board of Trustees for the Mount Vernon Public Library must approve this resignation,  
**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 resignation of Trustee Tanya Southerland.

Resolution #0072-20 Passed.

Yea    Nay    Abstain Trustees

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

**Subject**                    **7.3 ALA Census Grant Resolution#0075-20**

Meeting                    Jul 16, 2020 - Special Meeting

Category                    7. New Business

Type

**Mount Vernon Public Library  
Board of Trustees  
Resolution # 0075-20**

**A RESOLUTION TO APPROVE THE ALA CENSUS OUTREACH GRANT**

**WHEREAS**, the Administration of the Mount Vernon Public Library recommends to the Board the approval to accept the grant from the American Library Association for the census outreach program.

**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 ALA (American Library Association) grant in the amount of \$2000 to be used for the purpose of the Census outreach program and the funds will be reserved under budget line # \_\_\_\_\_ and must be filed by the deadline of July 20, 2020.

Resolution #0073-20 Passed.

Yea    Nay    Abstain    Trustees

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

File Attachments  
 Direct Deposit Form.pdf (271 KB)  
 ALA Info for Census Grant.pdf (315 KB)

## 8. Executive Session

---

**Subject**                      **8.1 Executive Session Request**

Meeting                      Jul 16, 2020 - Special Meeting

Category                      8. Executive Session

Type

The Board agreed into executive session to discuss personnel and ligations matters.

## 9. Meeting Closing

---

**Subject**                      **9.1 Adjournment**

Meeting                      Jul 16, 2020 - Special Meeting

Category                      9. Meeting Closing

Type

Upon a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, the Special meeting of Thursday July 16, 2020 adjourned at \_\_\_\_\_ p.m. The vote carried \_\_\_ yes, \_\_\_ no.