



**Thursday, July 29, 2021  
Special Meeting**

**Thursday  
6:30 p.m.  
Trustee Room  
<https://www.facebook.com/mountvernonpubliclibrary>**

**1. Meeting Opening**

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**Subject**                    **1.1 Call To Order**  
 Meeting                    Jul 29, 2021 - Special Meeting  
 Category                    1. Meeting Opening  
 Type                        Procedural

The Special meeting was called to order at 6:30 p.m. by Vivien Salmon.

**Subject**                    **1.2 Roll Call**  
 Meeting                    Jul 29, 2021 - Special Meeting  
 Category                    1. Meeting Opening  
 Type                        Action, Procedural

Trustee present: Oscar Davis, Cathlin Gleason, Hope Marable, Vivien Salmon.  
 Trustee absent: Judy Williams-Davis

Also present was: Timur Davis; Director

**Subject**                    **1.3 Pledge of Allegiance**  
 Meeting                    Jul 29, 2021 - Special Meeting  
 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 Hope Marable.

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

Meeting                    Jul 29, 2021 - Special Meeting

Category                    1. Meeting Opening

Type                        Action

Recommended Action    Motion to approve the agenda

Upon a motion made by Vivien Salmon, seconded by Osacr Davis Jr., the Board approved the agenda for the Special meeting of Thursday July 29, 2021. The vote carried 4 yes and 0 no.

## **2. New Business**

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**Subject**                    **2.1 Funds Transfer Resolution #0066-21**

Meeting                    Jul 29, 2021 - Special Meeting

Category                    2. New Business

Type

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES FUNDS TRANSFER  
RESOLUTION #0066-21**

**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 \$552,363.05 (Five hundred fifty two thousand three hundred sixty three and five 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 \$552,363.05 (Five hundred fifty two thousand three hundred sixty three

and five 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 #0066-21. The vote carried 4 yes and 0 no.

### Roll Call Vote

Oscar Davis, Jr	Yes
Judy Williams-Davis	Absent
Cathlin Gleason	Yes
Hope Marable	Yes
Vivien Salmon	Yes

Resolution #0066-21 PASSED

<b>Subject</b>	<b>2.2 Check Signing Resolution #0067-21 FY 2021</b>
Meeting	Jul 29, 2021 - Special Meeting
Category	2. New Business
Type	

### MOUNT VERNON PUBLIC LIBRARY

### BOARD OF TRUSTEES

### CHECK SIGNING RESOLUTION #0067-21

**WHEREAS:** The Mount Vernon Public Library (“MVPL”) submitted a budget for the fiscal year ending June 30, 2021, 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 July 27, 2021, 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 15711-15729 totaling \$75,758.04.

**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.

Upon a motion made by Cathlin Gleason, seconded by Hope Marable, the Board approved and adopted resolution #0067-21. The vote carried 4 yes and 0 no.

### **Roll Call Vote**

Oscar Davis, Jr	Yes
Judy Williams-Davis	Absent
Cathlin Gleason	Yes
Hope Marable	Yes
Vivien Salmon	Yes

### **Resolution #0067-21 PASSED**

<b>Subject</b>	<b>2.3 Check Signing Resolution #0068-21 FY 2022</b>
Meeting	Jul 29, 2021 - Special Meeting
Category	2. New Business
Type	

## **MOUNT VERNON PUBLIC LIBRARY**

### **BOARD OF TRUSTEES**

### **CHECK SIGNING RESOLUTION #0068-21**

***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 for various third parties, dated July 27, 2021, 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,

2022. A listing of such checks is attached to this Resolution and includes consecutive check numbers 15711-15729 totaling \$16,476.97.

**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.

Upon a motion made by Cathlin Gleason, seconded by Vivien Salmon, the Board approved and adopted resolution #0068-21. The vote carried 4 yes and 0 no.

**Roll Call Vote**

- Oscar Davis, Jr**            **Yes**
- Judy Williams-Davis**   **Absent**
- Cathlin Gleason**        **Yes**
- Hope Marable**           **Yes**
- Vivien Salmon**         **Yes**

**Resolution #0068-21 PASSED**

**Subject**                    **2.4 Check Signing Resolution #0069-21 Payroll**

Meeting                    Jul 29, 2021 - Special Meeting

Category                    2. New Business

Type

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES**

## **CHECK SIGNING RESOLUTION #0069-21**

**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 ACH payments as payment for payroll and related employee benefits for MVPL employees in the ordinary course of business, which are within the approved budget for the fiscal year ended June 30, 2022. A listing of the pay periods to be approved for salary and employee benefit payments for \$425,000 are listed below:

07/31 - \$85,000 (\$75,000 reserved for net payroll and employer and employee portion of payroll related taxes. \$10,000 reserved for employer and employee portions of the benefits)  
 08/15 - \$85,000 (\$75,000 reserved for net payroll and employer and employee portion of payroll related taxes. \$10,000 reserved for employer and employee portions of the benefits)  
 08/31 - \$85,000 (\$75,000 reserved for net payroll and employer and employee portion of payroll related taxes. \$10,000 reserved for employer and employee portions of the benefits)  
 09/15 - \$85,000 (\$75,000 reserved for net payroll and employer and employee portion of payroll related taxes. \$10,000 reserved for employer and employee portions of the benefits)  
 09/30 - \$85,000 (\$75,000 reserved for net payroll and employer and employee portion of payroll related taxes. \$10,000 reserved for employer and employee portions of the benefits)

**FURTHERMORE:** The Administration has reviewed the ACH payments and underlying documentation and makes the following affirmation:

***The Administration has reviewed each ACH payment and related underlying documentation and certify that each ACH payment has been prepared in accordance with such documentation, for the amount of the related timesheet 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 the members of the Board provide approval of the payments for salary and employee benefits for the 5 pay periods listed above.

**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 Cayhlin Gleason, seconded by Hope Marable, the Board approved and adopted resolution #0069-21. The vote carried 4 yes and 0 no.

### **Roll Call Vote**

Oscar Davis, Jr	Yes
Judy Williams-Davis	Absent
Cathlin Gleason	Yes
Hope Marable	Yes
Vivien Salmon	Yes

**Resolution #0069-21 PASSED**

**3. Meeting Closing**

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<b>Subject</b>	<b>3.1 Adjournment</b>
Meeting	Jul 29, 2021 - Special Meeting
Category	3. Meeting Closing
Type	

Upon a motion made by Vivien Salmon, seconded by Oscar Davis Jr. , the special meeting of Thursday July 29, 2021 adjourned at 7:35 p.m.