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## Tuesday, June 1, 2021 Special Meeting 6/1/2021 Items from 5/18/2021 Regular Meeting

Tuesday

6:30 Via Zoom https://www.facebook.com/mountvernonpubliclibrary

## **1. Meeting Opening**

Subject	1.1 Call To Order
Meeting	Jun 1, 2021 - Special Meeting 6/1/2021 Items from 5/18/2021 Regular Meeting
Category	1. Meeting Opening
Туре	Procedural

The Special meeting of Tuesday June 1, 2021 was called to order at 6:34 p.m. by Oscar Davis Jr.

Subject	1.2 Roll Call
Meeting	Jun 1, 2021 - Special Meeting 6/1/2021 Items from 5/18/2021 Regular Meeting
Category	1. Meeting Opening
Туре	Action, Procedural
Trustoos procent:	Cathlin Glasson (left at 7:03pm) Brian Johnson, Oscar Davis Ir

Trustees present: Cathlin Gleason (left at 7:03pm), Brian Johnson, Oscar Davis Jr., Hope Marable (joined at 6:45), and Judy Williams Davis (joined at 6:45pm).

Also present was: Timur Davis; Director, and Doreen McQueen; Administrative Assistant

Subject	1.3 Pledge of Allegiance	
Meeting	Jun 1, 2021 - Special Meeting 6/1/2021 Items from 5/18/2021 Regular Meeting	
Category	1. Meeting Opening	
Туре	Procedural	
Pledge of allegiance was led by Brian Johnson		

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.

Subject	1.4 Acceptance of Agenda
Meeting	Jun 1, 2021 - Special Meeting 6/1/2021 Items from 5/18/2021 Regular Meeting
Category	1. Meeting Opening
Туре	Action
Recommended Action	Motion to approve the agenda

Trustee Davis requested to amend the agenda. The new business category 3, items removed were resolutions #0038-21 City Quiet Window Bid, #0040-21 Public Relations, and #0039-21 Century Protective Security, the Board were unable to review items to cast a vote. They will be presented at the next Board meeting

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board approved the amended agenda for the Special meeting of Tuesday June 1, 2021. The vote carried 3 yes and 0 no.

Yea	Nay	Abstain	Trustees
Х			Oscar Davis, Jr.
Х			Cathlin Gleason
Х			Brian Johnson
			Hope Marable * not present for the vote
			Judy Williams-Davis * not present for the vote

## 2. Finance

Subject	2.1 Funds Transfer Resolution #0047-21
Meeting	Jun 1, 2021 - Special Meeting 6/1/2021 Items from 5/18/2021 Regular Meeting
Category	2. Finance
Туре	

## MOUNT VERNON PUBLIC LIBRARY BOARD OF TRUSTEES FUNDS TRANSFER

## **RESOLUTION #0047-21**

**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

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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 \$292,018.51 (Two hundred ninety two thousand eighteen dollars and fifty one cents 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 \$292,018.51 (Two hundred ninety two thousand eighteen dollars and fifty one cents from the Sterling National Bank MVPL Money Market account ending in 8241 into the Sterling National Bank MVPL Operating account ending in 0601.

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board approved and adopted resolution #0047-21. The vote carried 3 yes and 0 no.

Yea	Nay	Abstain	Trustees
Х			Oscar Davis, Jr.
Х			Cathlin Gleason
Х			Brian Johnson
			Hope Marable * not present for the vote
			Judy Williams-Davis * not present for the vote

Subject	2.2 Check Signing Resolution #0048-21
Meeting	Jun 1, 2021 - Special Meeting 6/1/2021 Items from 5/18/2021 Regular Meeting
Category	2. Finance
Туре	
	MOUNT VERNON PUBLIC LIBRARY

## MOUNT VERNON PUBLIC LIBRARY BOARD OF TRUSTEES CHECK SIGNING RESOLUTION #0048-21

**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 to various third parties, dated May 19, 2021, 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

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30, 2021. A listing of such checks is attached to this Resolution and includes consecutive check numbers totaling \$135,206.51. After grouping these checks according to their respective purpose, a total \$3,499.62 was for Book expenses, \$1,489.80 was for Audio Visual expenses, \$29.96 was for Periodicals expenses, \$1,212.57 was for New Technology, \$1,000.00 was for Program expenses-MV, \$915.47 was for Supplies expenses-Main, \$530.23 was for Telephone – Telecommunication Exp., \$800.00 was for Postage Exp.-Main(UPS), \$81.00 was for Postage Exp.-MV(USPS), \$79.00 was for Office expense, \$25.00 was for Conference Exp., \$1,059.30 was for Professional Dev. Fees, \$1,250.00 was for Equipment Maint. Exp.MV, \$437.35 was for Miscellaneous Exp.-MV, \$1,099.42 was for Fuel Exp., \$2,709.92 was for Custodial supplies, \$790.59 was for Miscellaneous Build. Exp.-MV, \$118,197.28 was for Hospital & Medical Insurance Expense.

**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,	seconded by	, the Board approved and adopted
resolution #0048-21. The vote carried	l yes and n	10.

Yea	Nay	Abstain	Trustees
			Oscar Davis, Jr.
			Judy Williams-Davis
			Cathlin Gleason
			Brian Johnson
			Hope Marable

# 3. New Business

Subject	3.1 MWF COVID 19 SANITATION Resolution #0045-21
Meeting	Jun 1, 2021 - Special Meeting 6/1/2021 Items from 5/18/2021 Regular Meeting
Category	3. New Business
Туре	

**Mount Vernon Public Library** 

## **Board of Trustees** Resolution #0045-21(Amended as stated below)

## A RESOLUTION TO APPROVE DONATION OF SERVICES FROM MWF NEW YORK LLC TO **PROVIDE COVID-19 SANITIZING**

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board, authorization for MFW New York LLC to provide Covid-19 Sanitizing once a week a once a week, 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 MFW NEW YORK LLC to provide Covid19 Sanitation Cleaning once a week. Duration of services and time will be confirmed and outline in the MOU attached to this resolution.

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved and adopted resolution #0045-21. The vote carried 5 yes and 0 no.

Yea	Nay	Abstain	Trustees
Х			Oscar Davis, Jr.
Х			Judy Williams-Davis
Х			Cathlin Gleason
Х			Brian Johnson
Х			Hope Marable
Subje	ect		3.2 Part Time Maintenance Cleaner Extension Resolution #0046-21
Meetir	ng		Jun 1, 2021 - Special Meeting 6/1/2021 Items from 5/18/2021 Regular Meeting
Categ	ory		3. New Business
Туре			

## **Mount Vernon Public Library Board of Trustee** Resolution #0046-21

## A RESOLUTION TO EXTEND THE EMPLOYMENT OF THE TWO (2) ON CALL PART TIME PIER-**DIEM MAINTENANCE CLEANERS**

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the need to extend the employment of the 2 (two) Pier-Diem part- time maintenance cleaners, 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 continuing employment of 2 (two) Pier-Diem part- time cleaners for the

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maintenance department. The positions being held are still of dire need and there assistance in needed for an additional two (2) months. The extension will be effective immediately and position will expire July 18, 2021. The rate of pay will be \$14.00 per hour and the employees may work up to 17.5 hours per week. The continuation of service is still needed while the full time member is still on medical leave.

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved and adopted resolution #0046-21. The vote carried 5 yes and 0 no.

Yea	Nay	Abstain	Trustees
Х			Oscar Davis, Jr.
Х			Cathlin Gleason
Х			Brian Johnson
Х			Hope Marable
Х			Judy Williams-Davis

# 4. Board Discussion points

Subject	4.1 Points and comments from the Board
Meeting	Jun 1, 2021 - Special Meeting 6/1/2021 Items from 5/18/2021 Regular Meeting
Category	4. Board Discussion points
Туре	

Directives, Comments, from the Board

- Trustee Johnson stated resolution #0045-21 should be amended to refleact as a donation resolution and the resolution has been amended as such
- Trustee Judy Williams-Davis agreed there should not be a contract for the donated services, an MOU is the better choice
- Director must create a MOU to accompanied resolution#0045-21 MWF New York LLC., time of service as well as length of service must be clarified
- Trustee Davis stated Ms. Jackson outstanding invoices have been submitted to be paid
- Trustee Marable inquired about National Senior Day coming up in August and his plans to highlight the day
- Trustee Marable and Trustee Williams-Davis made inquiries in regards to the community outreach position 1) when does the list expire?, 2) names on the list 3) who does the Director recommends for the position.

Director response: The list expires June 25, 2021, 2 names on the list, and the Director stated his recommendation for the position is Catherine Webb.

Trustee Davis expressed this item must go back to the committee first before and come back at the next meeting

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# **5. Meeting Closing**

## Subject 5.1 Adjournment

Meeting Jun 1, 2021 - Special Meeting 6/1/2021 Items from 5/18/2021 Regular Meeting

Category 5. Meeting Closing

Туре

Upon a motion made by Brian Johnson, seconded by Hope Marable, the Board adjourned the meeting at 7:15 p.m.