



Tuesday, June 19, 2018
Special Meeting of June 19, 2018

Tuesday
6:30
Trustees' Room

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 1. Meeting Opening

Type Action, Procedural

The Special Meeting of Tuesday June 19, 2018 was called to order at 6:38p.m by Trustee Davis.

Subject **1.2 Roll Call**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 1. Meeting Opening

Type Action, Procedural

Trustee's present- Oscar Davis Jr., Cathlin Gleason, Brian Johnson, Tanya Southerland (arrived at 6:44 pm)

Also present was: Eviana Thompson Director, Juan Jaramillo Chief Accountant, Debra Gittens Assistant, Scott Griffith Librarian, David Cambillo IT, Christopher Williams Foreman, Mike Prepositive of Sentinel, James Finch, Cheryl Thomas Library Assistant, Judy Williams-Davis.

Subject **1.3 Pledge of Allegiance**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 1. Meeting Opening

Type Action, Procedural

The Pledge of Allegiance was led was by Trustee Brian Johnson.

Subject **1.4 Acceptance of Agenda**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 1. Meeting Opening

Type Action

Recommended Action Motion to approve the agenda

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved the agenda for the Special meeting of Tuesday June 19, 2018.

2. Period Of Public Expression

Subject 2.1 Public Expression

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 2. Period Of Public Expression

Type Action

Cheryl Thomas expressed concerns about air quality in the building, because of the air conditioning Units being down. And about back money owed to staff

Mr. James Finch explained the reason for the Air Conditioning systems not working. Due to lighting damage, and as a result, they needed to be replaced.

3. Presentation

Subject 3.1 David Cambillo Presentation

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 3. Presentation

Type Action

David Cambillo explained a new program allowing online reservation of the various rooms, stating that it will be easier to make an appointment in the future, He also states that persons needing a room would be able to see the availability

Subject 3.2 Sentinel Security Service

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 3. Presentation

Type Action

Sentinel Representative mike

Explain the view for the cameras that will be installed and coverage areas

He was asked if there will be coverage for the garage, He explained further

After presentation Trustee Gleason explain to Sentinel Rep that she felt this was not what we expect she did not get the cameras they spoke about before in various places

Trustee Gleason asked Mike for consistency, as she needed Sentinel to get proposal correct once and for all, President Davis asked for clarification, as he felt that the presentation did not show adequate coverage of the garage and walk ways, he also explained he did not want any Pipes showing on the building.

4. Directors Report

Subject **4.1 Director's Report**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 4. Directors Report

Type

File Attachments
[Director's Report June 2018.docx \(215 KB\)](#)

5. Committee Reports

Subject **5.1 Building & Grounds Report**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 5. Committee Reports

Type

Subject **5.2 Finance**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 5. Committee Reports

Type

Subject **5.3 Personnel Report**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 5. Committee Reports

Type

Subject **5.4 Policy & Governance Report**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 5. Committee Reports

Type

Subject **5.5 Technology Report**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 5. Committee Reports

Type

6. Finance

Subject **6.1 BOT Report**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 6. Finance

Type

File Attachments
 BOT Summary Budget Report - 11 months ending May 31, 2018.pdf (38 KB)
 BOT Detail Budget Report - 11 months ending May 31, 2018(1).pdf (75 KB)

Subject **6.2 990 Form Signing Authority Resolution #0074-18**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 6. Finance

Type Action

Recommended Action WHEREAS, Kristin Krauskopf, CPA has prepared and completed the Return of Organization Exempt From Income Tax (Form 990) for the following period:
Fiscal Year Ending July 1, 2016 –June 30, 2017

Resolution Granting Signing Authority - for Tax Return Filing

RESOLUTION #0074 -18

WHEREAS, Kristin Krauskopf, CPA has prepared and completed the Return of Organization Exempt From Income Tax (Form 990) for the following period:

Fiscal Year Ending July 1, 2016 –June 30, 2017

RESOLVED, that the Mount Vernon Public Library empower and authorize its Board President, Mr. Oscar Davis, Jr. to sign, execute, for and on behalf of the Organization, The tax filing of Form 990.

RESOLVED FURTHER, that the officers of the Mount Vernon Public Library are, and each acting alone is, herby authorized and directed to take such further action as may be necessary, appropriate or advisable to implement this resolution and amendment and any such prior actions are hereby ratified; and

We, the undersigned, herby certify that the Mount Vernon Public Library is comprised of 5 members, of whom 3, constituting a quorum, were present at a meeting duly and regularly called, noticed, convened and held this 20th day of September, 2017 and that the foregoing Resolution was duly adopted at said meeting by the affirmative vote of 4 members, and opposed by 0 members, and that said Resolution has been duly recorded in the Minute Book and is in full force and effect.

Yea Nay Abstained Trustees

X _____ Oscar Davis, Jr.

X _____ Cathlin Gleason

X _____ Brian G. Johnson

_____ Darren M. Morton
 X _____ Tanya Southerland

Subject **6.3 Funds Transfer Resolution #0077-18**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 6. Finance

Type Action

Recommended Action 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.

RESOLUTION #0077-18

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 authorize the transfer of exactly \$500,000.00 (five hundred thousand dollars) 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 \$500,000 (five hundred thousand dollars) 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 Johnson, the Board approved and adopted Resolution #0077-18. The vote carried 4 yes , and 0 no.

Yea Nay Abstain Trustees

X _____ Oscar Davis, Jr.
 X _____ Cathlin Gleason
 X _____ Brian G. Johnson
 _____ Darren M. Morton
 X _____ Tanya Southerland

Subject	6.4 Check Signing Resolution #0085 -18
Meeting	Jun 19, 2018 - Special Meeting of June 19, 2018
Category	6. Finance
Type	Action
Recommended Action	WHEREAS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2018, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.

CHECK SIGNING RESOLUTION #0085 -18

WHEREAS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2018, 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 June 20, 2018, 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, 2018. A listing of such checks is attached to this Resolution and includes consecutive check numbers 13456-13538 totaling \$222,067.27. After grouping these checks according to their respective purpose, a total of, \$1,360.00 was for Partnership Exchange-Arts Westchester Expenses-MV, was for \$79.06 was for Prepaid Expenses, \$8,306.35 was for Accrued Expenses, \$6,825.96 was for Books Expenses -MV, \$4,987.59 was for Audio Visual Expenses-MV, \$628.00 Periodicals Expenses MV,\$2,660.00 was for New Technology,\$3,163.86 was for Program expenses-MV, \$2,851.47 was for Supplies Expenses-Main, \$197.97 was for Computer Equip Expenses, \$1,803.29 was for Telephone Telecommunication Expenses, \$23.68 was for Postage Expenses, \$947.84 was for Office Expenses, \$750.00 was for Publicity & Print expenses-MV, \$29.76 was for Processional Meeting Expenses-MV, \$30.19 was for Conferences, \$1,230.40 was for Election Expenses, \$2,768.77 was for Equipment Maintenance Expenses-MV, \$1,306.92 was for Memberships expenses-MV, \$4,208.00 Professional Fees Expenses -MV,

\$2,341.68 was for Electricity Expenses-MV, \$178.55 was for Fuel Expenses-MV, \$1,950.92 was for Custodial Supplies Expenses MV, \$4,750.00 was for Repairs to Building Expenses-MV, \$4560.33 was for Security Guard Expenses- MV, \$1,739.64 was for Service contract Expenses-MV, \$2,265.33 was for Miscellaneous Expenses-MV, \$83,332.00 was for Workers Comp. Expense-MV, \$12,060.00 Hospital & medical Retiree Reimbursement Expenses-MV, \$62,637.84 was for Hospital & Medical Insurance Expenses-MV, and \$2,091.87 was for Dental Expenses-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.

Upon a motion made by Gleason, seconded by Johnson, the Board approved and adopted Resolution #0085-18. The vote carried 4 yes , and 0 no.

Yea Nay Abstained Trustees

- X _____ Oscar Davis, Jr.
- X _____ Cathlin Gleason
- X _____ Brian G. Johnson
- _____ Darren M. Morton
- X _____ Tanya Southerland

<p>File Attachments</p> <p>Summarized Expense Allocation for checks issued on 6-20-2018.pdf (19 KB)</p> <p>Check Register for checks issued on 6-20-2018-1.pdf (56 KB)</p>
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7. Old Business

Subject	7.1 NYSED Registration of MVPL 2018 Resolution #0080-18
Meeting	Jun 19, 2018 - Special Meeting of June 19, 2018
Category	7. Old Business

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the registration of the Mount Vernon Public Library with the New York State Education Department/New York State Library,
 WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,
 WHEREAS, at a legal meeting of the Board of Trustees of the Mount Vernon Public Library held on June 20, 2018 at 28 South First Avenue it was voted that, inasmuch as public interest will be served by such action, the president of this board is hereby directed to apply to the New York State Education Department/New York State Library for the registration of this library under the name of Mount Vernon Public Library.

Resolution # 0080 -18

A RESOLUTION TO APPLY TO THE New York STATE EDUCATION DEPARTMENT/NEW YORK STATE LIBRARY FOR REGISTRATION OF THE MOUNT VERNON PUBLIC LIBRARY

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the registration of the Mount Vernon Public Library with the New York State Education Department/New York State Library,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

WHEREAS, at a legal meeting of the Board of Trustees of the Mount Vernon Public Library held on June 20, 2018 at 28 South First Avenue it was voted that, inasmuch as public interest will be served by such action, the president of this board is hereby directed to apply to the New York State Education Department/New York State Library for the registration of this library under the name of Mount Vernon Public Library.

NOW, THEREFORE, be it

RESOLVED, that, Oscar Davis, jr., President of the Board of Trustees of the Mount Vernon Public Library and on its behalf, do hereby request of the New York State Education Department/New York State Library to register the library as maintaining proper standards for registration.

Upon a motion made by Gleason, seconded by Johnson, the Board approved and adopted Resolution #0080-18. The vote carried 3 yes , and 0 no.

Yea Nay Abstain Trustees

- X _____ Oscar Davis, jr.
- X _____ Brian G. Johnson
- X _____ Cathlin Gleason
- _____ Darren M. Morton
- _____ Tanya Southerland

8. New Business

Subject 8.1 Approval Of Preventive Maintenance Service Contract Resolution #0079 -18

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 8. New Business

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library, requests the approval of a \$14,750.00 Preventative Maintenance Planned Service Contract with D.J. H. Mechanical Services, Inc. for the Library’s air-conditioning and heating
WHEREAS, The Preventative Maintenance Planned Service Contract is for the period of April 1, 2018 through March 31, 2019 and includes a payment schedule of: 1st deposit due now of \$4, 7500, and then (5) five monthly payments of \$2,000 each

Resolution #0079 -18

RESOLUTION TO APPROVE PREVENTATIVE MAINTENANCE SERVICE CONTRACT WITH D.J.H. MECHANICAL SERVICES, INC.

WHEREAS, the Director of the Mount Vernon Public Library, requests the approval of a \$14,750.00 Preventative Maintenance Planned Service Contract with D.J. H. Mechanical Services, Inc. for the Library’s air-conditioning and heating

WHEREAS, The Preventative Maintenance Planned Service Contract is for the period of April 1, 2018 through March 31, 2019 and includes a payment schedule of: 1st deposit due now of \$4,750, and then (5) five monthly payments of \$2,000 each

NOW, THEREFORE, be it

RESOLVED, that upon the request of the Director, and the recommendation of the Building and Grounds Committee, the Board of Trustees for the Mount Vernon Public Library, has approved, adopted, and authorized the Preventative Maintenance Planned Service Contract in the amount of \$14,750.00 from line item 6650.0 (Building Repairs).

Upon a motion made by Gleason, seconded by Johnson, the Board approved and adopted Resolution #0079-18. The vote carried 3 yes, and 0 no.

Yea Nay Abstained Trustees

- X _____ Oscar Davis, Jr.,
- X _____ Brian G. Johnson
- X _____ Cathlin Gleason
- _____ Darren M. Morton
- _____ Tanya Southerland

Subject 8.2 To Accept Donation of 20 Outside Chairs Resolution #0081 -18

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 8. New Business

Type Action

Recommended Action WHEREAS, the interim Director of the Mount Vernon Public Library recommends the Board accept the donation of twenty (20) outside chairs from Maggie Spillane’s Restaurant located, at 571 Gramatan Ave, Mt Vernon, NY 10552.
WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve the recommendations, for this donation.

Resolution #0081-18

A RESOLUTION TO ACCEPT THE DONATION OF TWENTY OUTSIDE CHAIRS FROM MAGGIE SPILLANE’S RESTAURANT

WHEREAS, the interim Director of the Mount Vernon Public Library recommends the Board accept the donation of twenty (20) outside chairs from Maggie Spillane’s Restaurant located, at 571 Gramatan Ave, Mt Vernon, NY 10552.

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve the recommendations, for this donation.

NOW, THEREFORE, be it

RESOLVED, upon the request of the Director, and on the recommendation of the Building and Grounds Committee, the Board of Trustees of the Mount Vernon Public Library approves, adapts, and authorizes the donation of these twenty (20) outside chairs.

Upon a motion made by Gleason, seconded by Johnson, the Board approved and adopted Resolution #0081-18. The vote carried 3 yes, and 0 no.

Yea Nay Abstain Trustees

- X _____ Oscar Davis, Jr.
- X _____ Cathlin Gleason
- X _____ Brian G. Johnson
- _____ Darren M. Morton
- _____ Tanya Southerland

Subject 8.3 Approve Change Order To Install New Key-Less Lock in Two Doors By A Bee R.A.G. Service, INC Resolution #0083 -18

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 8. New Business

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library, requests the approval of a change order to install new key-less locks in two (2) doors by A BEE R.A.G. Service, Inc. for the total amount of \$11,498.78
WHEREAS, the change order is necessary to update, modernize and secure one door to the Grace Green Baker Community Room, and one door to the employee entrance into the building

Resolution #0083 -18

RESOLUTION TO APPROVE CHANGE ORDER TO INSTALL NEW KEY- LESS LOCKS IN TWO (2) DOORS BY A BEE R.A.G. SERVICE, INC.

WHEREAS, the Director of the Mount Vernon Public Library, requests the approval of a change order to install new key-less locks in two (2) doors by A BEE R.A.G. Service, Inc. for the total amount of \$11,498.78

WHEREAS, the change order is necessary to update, modernize and secure one door to the Grace Green Baker Community Room, and one door to the employee entrance into the building

NOW, THEREFORE, be it

RESOLVED, that upon the request of the Director, and as per the recommendation of the Architect, Architectural Preservation Studio, 740 Broadway, Suite 1001, New York, N.Y. 10003, as well as on the recommendation of the Building and Grounds Committee, the Board of Trustees for the Mount Vernon Public Library, has approved, adopted, and authorized a change order to install new key-less locks in two (2) doors by A BEE R.A.G. Service, Inc. for the total amount of \$11,498.78 from line item 6650.0 (Building Repairs).

Upon a motion made by Gleason, seconded by Johnson, the Board approved and adopted Resolution #0083-18. The vote carried 3 yes , and 0 no.

Yea Nay Abstained Trustees

X _____ Oscar Davis, Jr.

X _____ Cathlin Gleason

X _____ Brian G. Johnson

_____ Darren M. Morton

_____ Tanya Southerland

Subject 8.4 WBWPC Donation Check Resolution #0059 -18

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 8. New Business

Type Action

Recommended Action A RESOLUTION TO ACCEPT A MONETARY DONATION
WHEREAS, the Director of The Mount Vernon Public Library recommends to the Board to accept the monetary contribution to the Library,
WHEREAS, the Board of Trustees for the Mount Vernon Public Library must approve this recommendation, of the monetary donations received from WBWPC Mount Vernon Chapter in the total amount of \$150.00 and will be applied to account #3011.01 Gifts & Donations.

Resolution #0059-18

A RESOLUTION TO ACCEPT A MONETARY DONATION

WHEREAS, the Director of The Mount Vernon Public Library recommends to the Board to accept the monetary contribution to the Library,

WHEREAS, the Board of Trustees for the Mount Vernon Public Library must approve this recommendation, of the monetary donations received from WBWPC Mount Vernon Chapter in the total amount of \$150.00 and will be applied to account #3011.01 Gifts & Donations.

NOW THEREFORE BE IT RESOLVED THAT the Board of MVPL enter into the agreement to accept the donated funds on behalf of MVPL

Upon a motion made by Gleason, seconded by Johnson, the Board approved and adopted Resolution #0059-18. The vote carried 3 yes, and 0 no.

Yea Nay Abstain Trustees

- X _____ Oscar Davis, Jr.
- X _____ Cathlin Gleason
- X _____ Brian G. Johnson
- _____ Darren M. Morton
- _____ Tanya Southerland

File Attachments
[WBWPC Donation Checks.pdf \(1,945 KB\)](#)

9. Personnel

Subject 9.1 A.Shangai Resolution #0056-18

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 9. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

Resolution # 0056-18

A RESOLUTION TO ACCEPT THE RESIGNATION OF AKIA SHANGAI TEMPORARY PART TIME SUBSTITUTE ADMINISTRATIVE ASSISTANT

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

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 resignation of:

Akia Shangai, as a Temporary part-time substitute Administrative Assistant for the Business Office effective May 14, 2018.

Upon a motion made by Gleason, seconded by Johnson, the Board approved and adopted Resolution #0056-18. The vote carried 3 yes, and 0 no.

Yea Nay Abstain Trustees

- X _____ Oscar Davis, Jr.
- X _____ Cathlin Gleason
- X _____ Brian G. Johnson
- _____ Darren M. Morton

_____ Tanya Southerland

Subject **9.2 M.Cabrera Resolution #0057-18**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 9. Personnel

Type Action

Recommended Action WHEREAS, the Administration of the Mount Vernon Public Library recommends to the Board the following employee changes,

Resolution # 0057-18

A RESOLUTION TO ACCEPT PERSONNEL CHANGES

WHEREAS, the Administration of the Mount Vernon Public Library recommends to the Board the following employee changes,
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 appointment of:
 Mayra Cabrera, Permanent Part Time Librarian position within the Collection Development Department. Her annually rate of pay will be \$52,790.00 and will come from expense account 4501.01 professional salaries.

Upon a motion made by _____, seconded by _____, the Board approved and adopted Resolution #0057-18. The vote carried ___ yes , and ___ no.

Yea Nay Abstain Trustees

_____ Oscar Davis, Jr.

_____ Cathlin Gleason

_____ Brian G. Johnson

_____ Darren M. Morton

_____ Tanya Southerland

Upon a Motion made by Brian Johnson, and Second by Cathlin Gleason this Resolution was tabled for the next meeting

Subject **9.3 T.Lee Resolution #0058-18**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 9. Personnel

Type Action

Recommended Action WHEREAS, the Interim Director of the Mount Vernon Public Library recommends to the Board the following,

Resolution # 0058-18

A RESOLUTION TO ACCEPT PERSONNEL CHANGES

WHEREAS, the Interim Director of the Mount Vernon Public Library recommends to the Board the following,

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 hiring of the following:

Tiffany Lee, as a Permanent Part Time Library Clerk, Step I, within the Electronic Resource Department effective as of 6/10/17. She may work up to 17.5 hours per week at a salary of \$16.14 per hour. Her salary will be paid out of the account 4550.01 Salaries – Non-Professional. Ms. Tiffany Lee has been certified by MV Civil Service for this appointment.

Yea Nay Abstain Trustees

Upon a motion made by _____, seconded by _____, the Board approved and adopted Resolution #0058-18. The vote carried ___ yes , and ___ no.

- _____ Oscar Davis, Jr.
- _____ Cathlin Gleason
- _____ Brian G. Johnson
- _____ Darren M. Morton
- _____ Tanya Southerland

Upon a Motion made by Brian Johnson, and Second by Cathlin Gleason this Resolution was tabled for the next meeting

Subject 9.4 To Approve A Librarian I to Head The Circulation Department Resolution #0084 -18

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 9. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following organizational changes, WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations

RESOLUTION TO APPROVE A LIBRARIAN I TO HEAD THE CIRCULATION DEPARTMENT

Resolution #00084 -18

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following organizational changes,

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 a Librarian I (a position from the professional line) to head the Circulation Department effective July 1, 2018.

Upon a motion made by Gleason, seconded by Johnson, the Board approved and adopted Resolution #0084-18. The vote carried 3 yes, and 0 no.

Yea Nay Abstained Trustees

X ___ ___ Oscar Davis, Jr.,

X ___ ___ Cathlin Gleason

X ___ ___ Brian G. Johnson

___ ___ ___ Darren M. Morton

___ ___ ___ Tanya Southerland

Subject 9.5 D.Hackett Resolution #0075 -18

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 9. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,
WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

Resolution # 0075-18

A RESOLUTION ON PERSONNEL CHANGES

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

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 appointment of Doris Hackett to the position of Provisional Librarian I, Step 4, effective date July 1, 2018 pending a successful evaluation submitted by her supervisor. Her rate of pay which will be expensed from account #4501.01 -

Professional Salaries, will be at \$59,201 as per the current yearly wage and she will receive a longevity level payment of \$300.

Upon a motion made by Gleason, seconded by Johnson, the Board approved and adopted Resolution #0075-18. The vote carried 3 yes, and 0 no.

Yea Nay Abstained Trustees

- X _____ Oscar Davis, Jr.
- X _____ Cathlin Gleason
- X _____ Brian G. Johnson
- _____ Darren M. Morton
- _____ Tanya Southerland

Subject **9.6 To Enter into a contract with Robert Half Resolution #0076 -18**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 9. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following contract with Robert Half
 WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

Resolution #0076-18

A RESOLUTION TO ENTER INTO A CONTRACT WITH ROBERT HALF FOR A TEMPORARY OFFICE ADMINISTRATIVE ASSISTANT

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following contract with Robert Half

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 a contract with Robert Half for a temporary Administrative Assistant beginning on May 29, 2018 at a rate of 26.34 per hour. The assignment is not to exceed 8 weeks of full time service, and will be based on a 35 hour work week. Funds will come from the Professional Fees Expense Budget line 6150.01.

Upon a motion made by Gleason, seconded by Johnson, the Board approved and adopted Resolution #0076-18. The vote carried ___ yes , and ___ no.

- Yea Nay Abstain Trustees
- X _____ Oscar Davis, Jr.
 - X _____ Cathlin Gleason
 - X _____ Brian G. Johnson
 - _____ Darren M. Morton
 - _____ Tanya Southerland

Subject **9.7 D.McQueen Resolution #0078 -18**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 9. Personnel

Type Action

Recommended Action WHEREAS, the Administration of the Mount Vernon Public Library recommends to the Board the following employee changes,
 WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

Resolution # 0078-18

A RESOLUTION TO ACCEPT PERSONNEL CHANGES

WHEREAS, the Administration of the Mount Vernon Public Library recommends to the Board the following employee changes,
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 appointment of:
 Doreen McQueen, as the Permanent Administrative Assistant. Ms. McQueen completed her 6 month probation period as of March 21, 2018. Her annually rate of pay will be \$53,926.00 and will come from expense account 4501.01 professional salaries.

Upon a motion made by Gleason, seconded by Johnson, the Board approved and adopted Resolution #0078-18. The vote carried 3 yes, and 0 no.

Yea Nay Abstain Trustees

X _____ Oscar Davis, Jr.

X _____ Cathlin Gleason

X _____ Brian G. Johnson

_____ Darren M. Morton

_____ Tanya Southerland

10. Items For Discussion

Subject **10.1 Whistle Blower Policy**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 10. Items For Discussion

Type Action

Subject **10.2 Sponsorship & Naming Resolution #0082-18**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 10. Items For Discussion

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board, that they approve the Sponsorship and Naming policies, WHEREAS, this is a request of the Director, and on the recommendation of the Policy & Governance Committee, WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve the Sponsorship and Naming Policies,

Resolution #0082 -18

A RESOLUTION TO ADOPT BOTH A LIBRARY SPONSORSHIP & PROCEDURE POLICY AS WELL AS A NAMING OPPORTUNITIES POLICY

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board, that they approve the Sponsorship and Naming policies,

WHEREAS, this is a request of the Director, and on the recommendation of the Policy & Governance Committee,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve the Sponsorship and Naming Policies,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized to accept the said examples of a Sponsorship Policy and Naming Policy with the appropriate spelling and name changes. Equity should be changed to Equality and the Mount Vernon Public Library will go in the appropriate places.

Upon a motion made by _____, seconded by _____, the Board approved and adopted Resolution #0082-18. The vote carried ___ yes , and ___ no.

Yea Nay Abstained Trustees

- ___ ___ ___ Oscar Davis, Jr.
- ___ ___ ___ Cathlin Gleason
- ___ ___ ___ Brian G. Johnson
- ___ ___ ___ Darren M. Morton
- ___ ___ ___ Tanya Southerland

Submitted By: Jose Alvelo

Signed: _____ Date: _____
Board President

11. Executive Session

Subject **11.1 Grievance Review**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 11. Executive Session

Type

12. Upcoming Meeting Schedules

Subject **12.1 Upcoming Meetings May through August 2018**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 12. Upcoming Meeting Schedules

Type

BUILDING & GROUNDS MEETING

Meets every Thursday of the Month at 5:30 P.M.

May 3rd, 10th, 17th, 24th, 31st

June 7th

July 5th

August – No Meetings Scheduled

FINANCE COMMITTEE MEETING

Meets every 1st Monday of the Month at 5:30 P.M.

May 7th

June 4th

July 2nd

August – No Meetings Scheduled

PERSONNEL COMMITTEE MEETING

Meets every 2nd Monday of the Month at 5:30 P.M.

May 14th

June 11th

July 9th

August – No Meetings Scheduled

POLICY & GOVERNANCE COMMITTEE

Meets every 4th Friday of the Month at 5:30 P.M.

May 24th

June 28th

July 26th

August – No Meetings Scheduled

TECHNOLOGY COMMITTEE MEETING 

Meets every Thursday of the Month at 6:30 P.M.

May 17, 24th, 31st

June 7th, 14th, 21st, 28th

July 5th, 12th, 19th, 26th

August – No Meetings Scheduled

REGULAR BOARD MEETING

Meets every 3rd Wednesday of the Month at 6:30 P.M.

May 16th

June 20th

July 18th

August – No Meetings Scheduled

WORKING BOARD OF TRUSTEE MEETING

Meets every 2nd Monday of the Month at 6:30 P.M.

May 14th

July 11th

July 9th

August – No Meetings Scheduled

13. Meeting Closing

Subject **13.1 Adjournment**

Meeting Jun 19, 2018 - Special Meeting of June 19, 2018

Category 13. Meeting Closing

Type

The meeting was adjourned at 9:45 pm