



MOUNT VERNON
PUBLIC LIBRARY
WHERE OPPORTUNITY AWAITS

Thursday, June 8, 2017 Special Meeting

Thursday June 8, 2017
Trustees' Room
5:30 P.M.

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Jun 8, 2017 - Special Meeting

Category 1. Meeting Opening

Type Procedural

The Special Board Meeting for Thursday June 8, 2017 was called to order at 6:08 p.m. by Trustee Davis.

Subject **1.2 Roll Call**

Meeting Jun 8, 2017 - Special Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees presents: Oscar Davis, Jr., Cathlin Gleason, and Brian Johnson.
Trustee absent were Darren Morton and Na'im Tyson.

Also present was: Jose Alvelo; Treasurer, Juan Jaramillo; Chief Accountant Clerk, Doreen McQueen; Administrative Assistant.

Subject **1.3 Pledge of Allegiance**

Meeting Jun 8, 2017 - Special Meeting

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance was led by: Trustee Cathlin Gleason.

Subject **1.4 Acceptance of Agenda**

Meeting Jun 8, 2017 - Special Meeting

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 accepted the agenda for the Special Meeting of Thursday June 8, 2017. The vote carried 3 yes 0 no.

Yea	Nay	Abstained	Trustees
X	___	___	Oscar Davis, Jr.
X	___	___	Cathlin Gleason
X	___	___	Brian G. Johnson
___	___	___	Darren M. Morton
___	___	___	Na'im R. Tyson

2. Old Business

Subject 2.1 Donation Resolution #00058-17

Meeting Jun 8, 2017 - Special Meeting

Category 2. Old Business

Type Information

WHEAREAS, the Interim Director of Mount Vernon Public Library recommends to the Board to accept the monetary contribution to the Library of as per the following list of donors:

Date	Check No.	Donor	Ck. Amount	Purpose
2/17/2017	1343	Friends of the MVPL	30.00	Children's Room
4/13/2017	1346	Friends of the MVPL	60.00	Children's Room
5/23/2017	1350	Friends of the MVPL	30.00	Children's Room
1/22/2016	2307	John Sasko	200.00	Donation - Program
7/8/2016	1399	Lions Club of MV	500.00	Large Print Catalog
5/20/2017	1431	Lions Club of MV	500.00	Large Print Catalog
12/23/2016	856	Mary Savage	50.00	Undesignated
11/18/2016	3079	Nancy Chambers	75.00	In Honor of C. Mauro 99th BD
1/20/2017	1507232	Network for Good	170.00	Donation by FaceBook
2/5/2016	445	Vicky Murphy	25.00	Donation - Memory of Jerome Light
7/8/2016	3824	WLS	151.39	GivGab Distribution
9/30/2016	4199	WLS	91.70	GivGab Distribution
4/28/2017	4942	WLS	799.90	GivGab for Giving Tuesday
TOTAL			2,682.99	

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve this recommendation, in order for the Library to deposit funds into Contribution Account at Sterling National Bank account ending #1401.

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 Brian Johnson, seconded by Cathlin Gleason, the Board **PULLED** Resolution #00058-17, it will be reviewed at the regular Board meeting scheduled for June 21, 2017.

The motion carried 3 yes and 0 no.

Yea	Nay	Abstain	Trustees
X_____	_____	_____	Oscar Davis, Jr.
X_____	_____	_____	Brian G. Johnson
X_____	_____	_____	Cathlin Gleason
_____	_____	_____	Darren M. Morton
_____	_____	_____	Na'im Tyson

3. New Business

Subject	3.1 Check Signing Resolution#00054-17
Meeting	Jun 8, 2017 - Special Meeting
Category	3. New Business
Type	Action
Dollar Amount	\$896.25
Budgeted	Yes
Recommended Action	WHERE AS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2017, 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 May 25, 2017 as payment for the Westlaw program for the MVPL, which are within the approved budget for the fiscal year ending June 30, 2017. The check register is attached to this Resolution and the check number is #12497 totaling \$896.25 was for technology service.

FURTHERMORE: The President has reviewed the check and underlying documentation and makes the following affirmation:

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved and adopted Resolution #00054-17. The motion carried 3 yes and 0 no.

Yea	Nay	Abstained	Trustees
X___	___	___	Oscar Davis, Jr.
X___	___	___	Cathlin Gleason
X___	___	___	Brian G. Johnson
___	___	___	Darren M. Morton
___	___	___	Na'im R. Tyson

File Attachments
[Check Register for Thompson Reuters no. 12497 for 896.25.pdf \(44 KB\)](#)

Subject 3.2 ALA Conference Resolution#00062-17

Meeting Jun 8, 2017 - Special Meeting

Category 3. New Business

Type Action

Recommended Action WHEREAS, the Interim Director of the Mount Vernon Public Library recommends the approval of the attendance of Trustee Oscar Davis Jr. at the American Library Association Conference & Exhibition taking place in Chicago, Illinois, from June 22-27, 2017.

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve his attendance at the conference,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the attendance of Trustee Oscar Davis, at the American Library Association Conference on June 22- June 27, 2017 in Chicago, Illinois. This expense will come from the Professional Meeting budget line 5940.04.

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved and adopted Resolution #00062-17. The motion carried 3 yes and 0 no.

Yea	Nay	Abstained	Trustees
X___	___	___	Oscar Davis, Jr.
X___	___	___	Cathlin Gleason
X___	___	___	Brian G. Johnson
___	___	___	Darren M. Morton
___	___	___	Na'im R. Tyson

File Attachments
[2017 ALA Annual Conference Must.pdf \(177 KB\)](#)

Subject 3.3 Check Signing Resolution#00064-17

Meeting Jun 8, 2017 - Special Meeting

Category 3. New Business

Type Action

Dollar Amount \$998.91

Budgeted Yes

Recommended Action WHERE AS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2017, 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 2, 2017 as reimbursement payment for the N.L.L.D conference for the MVPL, which is within the approved budget for the fiscal year ending June 30, 2017. The check register is attached to this Resolution and the check number is #12492 totaling \$998.91 was for conference expense reimbursement..

WHERE AS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2017, 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 2, 2017 as reimbursement payment for the N.L.L.D conference for the MVPL, which is within the approved budget for the fiscal year ending June 30, 2017. The check register is attached to this Resolution and the check number is #12492 totaling \$998.91 was for conference expense reimbursement..

FURTHERMORE: The President has reviewed the check and underlying documentation and makes the following affirmation:

I have reviewed the 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.

Upon a motion made by Cathlin Gleason, seconded by Oscar Davis, the Board approved and adopted Resolution #00064-17. The motion carried 3 yes and 0 no.

Yea	Nay	Abstained	Trustees
X___	___	___	Oscar Davis, Jr.
X___	___	___	Cathlin Gleason
X___	___	___	Brian G. Johnson
___	___	___	Darren M. Morton
___	___	___	Na'im R. Tyson

File Attachments
Check Register for Brian Johnson no. 12492 for 998.91.pdf (42 KB)

Subject 3.4 Check Signing Resolution#00067-17

Meeting Jun 8, 2017 - Special Meeting

Category 3. New Business

Type Action

Dollar Amount \$2,175.50

Budgeted Yes

Recommended Action WHERE AS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2016, 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 check to various third parties, dated June 8, 2017 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, 2016.

FURTHERMORE: The Administration of the MVPL has prepared various check to various third parties, dated June 8, 2017 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, 2016. A listing of such checks is attached to this Resolution and includes consecutive check numbers 12493-12496 totaling \$2,175.50. After grouping these checks according to their respective purpose, a total of \$45.50 was for Program Expenses, \$2,000 was for Grant Senior Memoir writing, \$100.00 was for Publicity & Print Exp., \$30.00 was for Professional Meeting-MV Expenses.

FURTHERMORE: The President has reviewed the checks and underlying documentation and makes the following affirmation:

I have 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 and the affirmation by the Board President.

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board approved and adopted Resolution #00067-17. The motion carried 3 yes and 0 no.

Yea	Nay	Abstained	Trustees
X___	___	___	Oscar Davis, Jr.
X___	___	___	Cathlin Gleason
X___	___	___	Brian G. Johnson
___	___	___	Darren M. Morton
___	___	___	Na'im R. Tyson

File Attachments
[Register for checks 12493-12496.pdf \(45 KB\)](#)

4. Personnel

Subject 4.1 New Hire Resolution#00060-17

Meeting Jun 8, 2017 - Special Meeting

Category 4. Personnel

Type Action

Budgeted Yes

Budget Source 4550.01

Recommended Action 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, Library Clerk, Step I, part-time up to 17.5 hours per week at a salary of \$16.14 per hour, she will fill the position of Nu'Tashe Henry. She will begin work on June 9, 2017. 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.

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved and adopted Resolution #00060-17. The motion carried 3 yes and 0 no.

Yea	Nay	Abstained	Trustees
X___	___	___	Oscar Davis, Jr.
X___	___	___	Cathlin Gleason
X___	___	___	Brian G. Johnson
___	___	___	Darren M. Morton
___	___	___	Na'im R. Tyson

Subject 4.2 New Hire Resolution #00065-17

Meeting Jun 8, 2017 - Special Meeting

Category 4. Personnel

Type Action

Recommended Action WHEREAS, the Interim 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 hire of the following people:

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the hire of the following people:

Approve the hire of Mayra Cabrera, and Christina Celona as Part Time Librarian I at an hourly rate of \$23.84 per hour for 17.5 hours per week. The annual salary is \$21,778.00 and will be expensed from 4501.01 - Professional salaries. Ms. Cabrera and Ms.Celona are both certified by MV Civil Service.

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved and adopted Resolution #00065-17. The motion carried 3 yes and 0 no.

Yea	Nay	Abstained	Trustees
X___	___	___	Oscar Davis, Jr.
X___	___	___	Cathlin Gleason
X___	___	___	Brian G. Johnson
___	___	___	Darren M. Morton
___	___	___	Na'im R. Tyson

Subject 4.3 New Appointment Resolution#00066-17

Meeting Jun 8, 2017 - Special Meeting

Category 4. Personnel

Type Action

Recommended Action A RESOLUTION TO APPOINT A FULL TIME LIBRARIAN ONE
WHEREAS, the Interim 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,

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:

Deborah Nelson as a Full-time librarian I at \$28.89 per hour and \$52,790.00 annually. Her salary will be expensed from the professional staff budget line, 4501.01. Ms. Nelson has been certified by the MV Civil Service.

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Board approved and adopted Resolution #00066-17. The motion carried 3 yes and 0 no.

Yea	Nay	Abstain	Trustees
X___	___	___	Oscar Davis, Jr.
X___	___	___	Cathlin Gleason
X___	___	___	Brian G. Johnson
___	___	___	Darren M. Morton
___	___	___	Na'im R. Tyson

5. New Category

Subject **5.1 Executive Session**

Meeting Jun 8, 2017 - Special Meeting

Category 5. New Category

Type Information

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson the Board entered into executive session at 6:32 p.m.

6. Meeting Closing

Subject **6.1 Adjournment**

Meeting Jun 8, 2017 - Special Meeting

Category 6. Meeting Closing

Type Action

Recommended Action Motion to adjourn meeting.

Executive session ended at 7:25 p.m. which adjourned the Special Board meeting of June 8, 2017.

7. Board Meeting Schedule

Subject **7.1 Board Meeting Schedule June 2017**

Meeting Jun 8, 2017 - Special Meeting

Category 7. Board Meeting Schedule

Type Information

BUILDING & GROUNDS MEETING

Thursday, June 1, 2017

5:30 P.M.

TRUSTEE ROOM

FINANCE COMMITTEE MEETING

Monday, June 5, 2017

5:30 P.M.

TRUSTEE ROOM

PERSONNEL COMMITTEE MEETING

Monday, June 12, 2017

5:30 P.M.

TRUSTEE ROOM

WORKING BOARD OF TRUSTEE MEETING

Monday, June 12, 2017

6:30 P.M.

TRUSTEE ROOM

TECHNOLOGY COMMITTEE MEETING

Tuesday, June 13, 2017

6:30 P.M.

TRUSTEE ROOM

REGULAR BOARD MEETING

Wednesday, June 21, 2017

6:30 P.M.

TRUSTEE ROOM

POLICY & GOVERNANCE COMMITTEE

Thursday, June 22, 2017

5:30 P.M.

TRUSTEE ROOM