



MOUNT VERNON
PUBLIC LIBRARY
WHERE OPPORTUNITY AWAITS

Wednesday, March 28, 2018 Special Meeting

Wednesday
6:30
Trustees' Room

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Mar 28, 2018 - Special Meeting

Category 1. Meeting Opening

Type Procedural

The Special meeting of Wednesday March 28, 2018 was called to order at 6:35 by Trustee Oscar Davis, Jr.

Subject **1.2 Roll Call**

Meeting Mar 28, 2018 - Special Meeting

Category 1. Meeting Opening

Type Information, Procedural

Trustee's present: Oscar Davis, Jr., Cathlin Gleason (arrived at 7:48), Brian Johnson, Darren Morton, Tanya Southerland (left at 8:49p.m.)

Also present was: Nishan Stepak; library staff

Subject **1.3 Pledge of Allegiance**

Meeting Mar 28, 2018 - Special Meeting

Category 1. Meeting Opening

Type Procedural

The Pledge of Allegiance was led by Trustee Darren Morton.

Subject **1.4 Acceptance of Agenda**

Meeting Mar 28, 2018 - Special Meeting

Category 1. Meeting Opening

Type Action

Recommended Action Motion to approve the agenda

Upon a motion made Brian Johnson, seconded Darren Morton, the Board of approve the agenda for the Special meeting of Wednesday March 28, 2018. The vote carried 3 and 1 abstained.

Yea	Nay	Abstained	Trustees
___	___	X___	Oscar Davis, Jr.,
___	___	___	Cathlin Gleason
X___	___	___	Brian G. Johnson
X___	___	___	Darren M. Morton
X___	___	___	Tanya Southerland

2. Correspondence

Subject **2.1 Correspondence**

Meeting Mar 28, 2018 - Special Meeting

Category 2. Correspondence

Type
No correspondence received.

3. Period of Public Expression

Subject **3.1 Public Expression**

Meeting Mar 28, 2018 - Special Meeting

Category 3. Period of Public Expression

Type
No public expression received.

4. Presentation

Subject **4.1 Nishan Stepak Presentation**

Meeting Mar 28, 2018 - Special Meeting

Category 4. Presentation

Type
Nishan Stepak presentation:
He stated he was weeding the collection, and cleaning the records to reduce the totals that we show inventoried in which we have not done in years. A large section must be weeded in order to create a teen area. We ha WLS continues to offer free training classes for staff. He continues to focus on ordering. WLS feels we are not ordering what they want.

Questions and Comments

Trustee Johnson: has WLS suggested the type of material we should purchase?How do we keep up with the top selling books?

Trustee Davis: How do we keep up with the best sellers? Are we checking the data?

Nishan responses: the best sellers are picked from numerous sources, such as New York Times, Publishers weekly, the data can be pulled from analytic cloud, and we really should have a standing order system in place.

Questions and Comments

Trustee Morton: you mentioned we haven't weeded in years! What are the librarians doing?

Trustee Southerland: Is weeding part of inventory?

Trustee Gleason: What is the plans to make it better?

Nishan responses: _We have done some weeding but not done an inventory. I admit I haven't done a good job, I have to do better, we all have to do better , none of the librarians are weeding and we have to change. Northeast Preservation will do an 1 day evaluation to review all the items we have in the library for a fee of \$5,000.

The Director is in agreement with Northeast Preservation completing an audit for our collection.

<p>File Attachments NishanStrategicPlanActivitiesPowerpointUpdate.pptx (867 KB)</p>
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Subject **4.2 Technology Proposal Discussion**

Meeting Mar 28, 2018 - Special Meeting

Category 4. Presentation

Type

<p>File Attachments MTVernonLibrary_Hosting_020518_v2.pdf (857 KB) Master Services Agreement (REV 2016).pdf (251 KB)</p>
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Subject **4.3 Jose Alvelo Insurance Coverage Presentation**

Meeting Mar 28, 2018 - Special Meeting

Category 4. Presentation

Type

5. Director's Report

Subject **5.1 Director's Report**

Meeting Mar 28, 2018 - Special Meeting

Category 5. Director's Report

Type

Trustee Davis gives the Director a directive to turn in information in regards to GiveGab he requested with a deadline of Thursday March 29, 2018.

File Attachments

[Director's Report March 2018.pdf \(430 KB\)](#)

[annual report 2016 \(1\).pdf \(2,703 KB\)](#)

6. Approval of Past Meeting Minutes

Subject 6.1 Minutes 1/17/18 Regular Meeting

Meeting Mar 28, 2018 - Special Meeting

Category 6. Approval of Past Meeting Minutes

Type Minutes

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason the Board TABLED the minutes for 1/17/18 until the next working meeting in April.

Subject 6.2 Minutes 1/24/18 Special Meeting

Meeting Mar 28, 2018 - Special Meeting

Category 6. Approval of Past Meeting Minutes

Type Minutes

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason the Board TABLED the minutes for 1/24/18 until the next working meeting in April.

Subject 6.3 Minutes 2/13/18 Working Meeting

Meeting Mar 28, 2018 - Special Meeting

Category 6. Approval of Past Meeting Minutes

Type Minutes

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason the Board TABLED the minutes for 2/13/18 until the next working meeting in April.

Subject 6.4 Minutes 2/21/18 Regular Meeting

Meeting Mar 28, 2018 - Special Meeting

Category 6. Approval of Past Meeting Minutes

Type Minutes

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason the Board TABLED the minutes for 2/21/18 until the next working meeting in April.

Subject **6.5 Minutes 2/26/18 Special Meeting**

Meeting Mar 28, 2018 - Special Meeting

Category 6. Approval of Past Meeting Minutes

Type Minutes

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason the Board TABLED the minutes for 2/26/18 until the next working meeting in April.

7. Finance

Subject **7.1 BOT Report BY Jose Alvelo**

Meeting Mar 28, 2018 - Special Meeting

Category 7. Finance

Type Information

File Attachments

BOT Sum. Budget Report 8 Months Ending February 2018.pdf (43 KB)

BOT Detail Budget Report 8 Months Ending February 2018(1).pdf (74 KB)

Subject **7.2 Check Signing Resolution#0029-18 Petty Cash**

Meeting Mar 28, 2018 - Special Meeting

Category 7. Finance

Type Action

Recommended Action WHERE AS: 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.

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 a check to petty cash to replenish petty cash, dated February 21, 2018 as payment for Petty Cash, which is within the approved budget for the fiscal year ending June 30, 2018. The listing for the check is attached to this Resolution, check number #13181 totaling \$465.38 operating account #0601.

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

The Administration has reviewed the check and related underlying documentation and certify that the check has been prepared in accordance with such documentation, for the amount of the related invoice 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 two of the Trustees authorized to sign checks, to sign each of the check 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, voted for resolution #0029-18. The vote carried 2 yes, and 2 abstained.

Upon a motion made by Tanya Southerland, seconded by Brian Johnson, the Board reconsidered voting on resolution#0029-18.

Upon a motion made by Cathlin Gleason, seconded by Darren Morton, the Board approved and adopted resolution#0029-18. The vote carried 4 yes, and 1 abstained.

Yea Nay Abstain Trustees

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oscar Davis, Jr.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cathlin Gleason
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brian G. Johnson
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Darren M. Morton
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tanya Southerland

<p>File Attachments</p> <p>Check Register for Petty Cash check no. 13181.pdf (44 KB)</p>
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Subject	7.3 Fund Transfer Resolution#0036-18
Meeting	Mar 28, 2018 - Special Meeting
Category	7. 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.

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 \$400,000.00 (four 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 \$400,000 (four 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 Darren Morton, the Board approved and adopted resolution#0036-18. The vote carried 5 yes, and 0 no.

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

Subject	7.4 Check Signing Resolution#0037-18
Meeting	Mar 28, 2018 - Special Meeting
Category	7. Finance
Type	Action
Recommended Action	WHERE AS: 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.

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 March 21, 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 13191-13218, 13220-13270 totaling \$158,887.59. After grouping these checks according to their respective purpose, a total of \$8,276.00 was for Accrued expenses, \$25.00 was for Lost Book expenses, \$5,148.08 was for Book expenses, \$7,002.16 was for Audio Visual expenses, \$4,472.59 was for Periodicals expenses, \$2,139.00 was for New Technology, \$2,231.75 was for Program expenses-MV, \$1,330.46 was for Supplies expenses-Main, \$2,706.61 was for Computer Equip. expenses, \$1,083.17 was for Computer Software& Sup. expenses, \$277.09 was for Telephone Telecommunication expenses, \$870.00 was for Postage expenses, \$990.00 was for Office expenses, \$1,440.50 was for Publicity & Print expenses-MV, \$586.25 was for Equipment Maintenance expenses-MV, \$8,654.80 was for Professional Fees, \$3,019.42 was for Electricity expenses-MV, \$4,442.31 was for Fuel expenses-MV, \$1,258.79 was for Custodial Supplies-MV, \$2,300.00 was for Repairs to Building expense-MV, \$17,005.35 was for Security Guard expenses, \$2,980.11 was for Service Contract expense-MV, \$793.98 was for Miscellaneous expense, \$12,462.00 was for Hospital & Medical Retiree Reimb., \$ 62,640.33 was for Hospital & Medical Insurance expenses, \$2,091.87 was for Dental expenses, \$189.98 was for Furniture & Equipment expenses, and \$2,469.99 was for GiveGab exp- Let’s Build Robot Grant.

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 Darren Morton, seconded by Brian Johnson, the Board approved and adopted resolution#0037-18, removing check#13219 for proper back up. The vote carried 4 yes, and 1 abstained.

Yea Nay Abstain Trustees

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

File Attachments

Check Register for checks issued on 3-21-2018.pdf (54 KB)

Summarized Expense Allocation for checks issued on 3-21-2018 Modified(1).pdf (18 KB)

Subject	7.5 Check Signing Resolution#0041-18
Meeting	Mar 28, 2018 - Special Meeting
Category	7. Finance
Type	Action
Recommended Action	WHERE AS: 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.

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 a check to petty cash, to replenish petty cash, dated March 21, 2018, as payment for Petty cash, which is within the approved budget for the fiscal year ended June 30, 2018. The attached check to this Resolution is check#13278 totaling \$567.91. According to their respective purpose, a total of \$7.00 was for Custodial supplies expenses, \$73.25 was for Professional Meetings-MV, \$ 441.29 was for Programs expenses-MV, \$46.37 Staff Training & Dev.,

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

The Administration has reviewed the check and related underlying documentation and certify that the check has been prepared in accordance with such documentation, for the amount of the related invoice 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 two of the Trustees authorized to sign checks, to sign each of the check 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#0041-18. The vote carried 4 yes, and 1 abstained.

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

File Attachments

Check Register for Petty Cash check no. 13278.pdf (44 KB)

Expense allocation for petty cash check no. 13278.pdf (22 KB)

Subject 7.6 Check Signing Resolution#0042-18

Meeting Mar 28, 2018 - Special Meeting

Category 7. Finance

Type Action

Recommended Action WHERE AS: 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.

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 a check to a third party, dated March 21, 2018 as for Insurance Expense-MV, which is within the approved budget for the fiscal year ending June 30, 2018. The listing for the check is attached to this Resolution, check number #13279 totaling \$16,549.00 operating account #0601.

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

The Administration has reviewed the check and related underlying documentation and certify that the check has been prepared in accordance with such documentation, for the amount of the related invoice 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 check 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 Tanya Southerland, seconded by Darren Morton, the Board approved and adopted resolution#0042-18. The vote carried 5 yes, and 0 no.

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

File Attachments
[Check Register for Arthur Gallagher check no. 13279.pdf \(44 KB\)](#)

Subject 7.7 Check Signing Resolution#0045-18

Meeting Mar 28, 2018 - Special Meeting

Category 7. Finance

Type Action

Recommended Action WHERE AS: 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.

WHERE AS: 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 two checks to third parties, dated March 26, 2018, as payment for goods/ or services, which is within the approved budget for the fiscal year ended June 30, 2018. The attached checks to this Resolution is check#13280-13281 totaling \$1,437.92. According to their respective purpose, a total of \$1,363.92 was Professional Meetings, \$74.00 was for Program expenses.

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

The Administration has reviewed the check and related underlying documentation and certify that the check has been prepared in accordance with such documentation, for the amount of the related invoice 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 check 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 Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted resolution#0045-18. The vote carried 5 yes, and 0 no.

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

File Attachments
[Check Register for checks issued on 3-26-2018.pdf \(43 KB\)](#)

8. Committee Reports

Subject **8.1 Building & Grounds Committee**

Meeting Mar 28, 2018 - Special Meeting

Category 8. Committee Reports

Type

Upon a motion made by Darren Morton, seconded by Brian Johnson, the Board agreed to skip the committee reports until next regular meeting in April. The vote carried 5 yes, and 0 no.

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

Subject **8.2 Finance Committee**

Meeting Mar 28, 2018 - Special Meeting

Category 8. Committee Reports

Type

Upon a motion made by Darren Morton, seconded by Brian Johnson, the Board agreed to skip the committee reports until next regular meeting in April. The vote carried 5 yes, and 0 no.

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

Subject 8.3 Personnel Committee

Meeting Mar 28, 2018 - Special Meeting

Category 8. Committee Reports

Type

Upon a motion made by Darren Morton, seconded by Brian Johnson, the Board agreed to skip the committee reports until next regular meeting in April. The vote carried 5 yes, and 0 no.

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

Subject 8.4 Policy & Governance

Meeting Mar 28, 2018 - Special Meeting

Category 8. Committee Reports

Type

Upon a motion made by Darren Morton, seconded by Brian Johnson, the Board agreed to skip the committee reports until next regular meeting in April. The vote carried 5 yes, and 0 no.

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

Subject 8.5 Technology Committee

Meeting Mar 28, 2018 - Special Meeting

Category 8. Committee Reports

Type

Upon a motion made by Darren Morton, seconded by Brian Johnson, the Board agreed to skip the committee reports until next regular meeting in April. The vote carried 5 yes, and 0 no.

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

9. New Business

Subject **9.1 E-Rate Maintenance Proposal**

Meeting Mar 28, 2018 - Special Meeting

Category 9. New Business

Type

Trustee Davis stated this item should have been presented to the Board to vote on with a resolution, not as a proposal. Must be presented at next meeting.

File Attachments

[MTVernon Public Lib Erate 2018 BM Response\(1\).pdf \(1,371 KB\)](#)

Subject **9.2 Elevator & Door Bid Resolution#0043-18**

Meeting Mar 28, 2018 - Special Meeting

Category 9. New Business

Type Action

Recommended Action WHEREAS, the Trustees' resolve to award a contract to the lowest responsive bidder for the Elevator & Book Lift Modernization Project to Suburban Construction Company of NY Inc., located at 72 Brook Street 2F Scarsdale NY 10583 NY in the amount not to exceed \$298,990. (With the understanding that further value engineering to lower total construction costs will continue under the supervision of OLA Engineering.)

WHEREAS, the Trustees' resolve to award a contract to the lowest responsive bidder for the Elevator & Book Lift Modernization Project to Suburban Construction Company of NY Inc., located at 72 Brook Street 2F Scarsdale NY 10583 NY in the amount not to exceed \$298,990. (With the understanding that further value engineering to lower total construction costs will continue under the supervision of OLA Engineering.)

WHEREAS the Trustee's also resolve to create a construction budget of \$312,622 for the Elevator & Book Lift Modernization Project and to designate an exclusive infrastructure line number to this project.

AND WHEREAS the total Grant Break-Down of the project per NYSL Construction Program Grant #0386-16-6402 is:

- Total Estimated budget approved \$312,622

- Total MVPL Contribution \$180,506
- Total NYSL Grant \$132,116

NOW, THEREFORE, be it

RESOLVED, that upon the request of the Director, and upon the recommendation of the Building and Grounds Committee, the Board of Trustees for the Mount Vernon Public Library, has approved, adopted, and authorized the awarding of the contract for the Elevator & Book Lift Modernization Project Suburban Construction Company of NY Inc. in the amount not to exceed \$298,990.00, and creates a total construction budget of \$312,622.00 for the Project as per NYSL Construction Program Grant #0386-16-6402.

Upon a motion made by Tanya Southerland, seconded by Cathlin Gleason, the Board approved and adopted resolution#0043-18. The vote carried 4 yes, and 1 abstained.

Yea Nay Abstain Trustees

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

File Attachments
 Mt Vernon Public Library Bid Analysis Construction.xls - MVPL Elevator Construct.pdf (75 KB)
 Notice To Bidders-MVPL Elevator & Booklift Modernization.doc-3.pdf (239 KB)

Subject 9.3 Open House Resolution#0044-18

Meeting Mar 28, 2018 - Special Meeting

Category 9. New Business

Type Action

Recommended Action Whereas, the Director of Mount Vernon Public Library recommends to the Board that they approve the early closing and late opening of the Library,

Whereas, the Director of Mount Vernon Public Library recommends to the Board that they approve the early closing and late opening of the Library,

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 Library closing to the public at 2:00 P.M. on Thursday April 19, 2018, for the preparation of The Spring Open House Event. The doors will reopen at 6:00 P.M. for the reception.

And, to allow the library to re-open Friday April 20, 2018 at 12:00 noon which will permit time to set up Circulation for the public.

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board approved and adopted resolution#0044-18. The vote carried 4 yes, and 0 no.

Yea Nay Abstain Trustees

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

File Attachments
[Open House Flyer 2018.pdf \(3,169 KB\)](#)

10. Personnel

Subject 10.1 J. Boney Resolution #0012-18

Meeting Mar 28, 2018 - Special Meeting

Category 10. Personnel

Type Action

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

Jason Boney, a provisional part-time summer library aide hired to work for the Community Outreach department beginning July 10, 2017 through August 10, 2017. This resolution is to terminate him from payroll effective February 1, 2018.

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted resolution#0012-18. The vote carried 4 yes, and 0 no.

Yea Nay Abstain Trustees

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

Subject 10.2 G. McClendon Resolution#0013-18

Meeting Mar 28, 2018 - Special Meeting

Category 10. Personnel

Type Action

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

George McClendon, a provisional part-time summer library aide hired to work for the Maintenance department beginning July 10, 2017 through August 10, 2017.

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted resolution#0013-18. The vote carried 4 yes, and 0 no.

Yea Nay Abstain Trustees

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

Subject 10.3 A. John Resolution#0014-18

Meeting Mar 28, 2018 - Special Meeting

Category 10. Personnel

Type Action

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

Aliyah John, a provisional part-time summer library aide hired to work for the Children’s room beginning July 10, 2017 through August 10, 2017. This resolution is to terminate her from payroll effective February 1, 2018.

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted resolution#0014-18. The vote carried 4 yes, and 0 no.

Yea Nay Abstain Trustees

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

Subject 10.4 D. Covington Resolution#0015-18

Meeting Mar 28, 2018 - Special Meeting

Category 10. Personnel

Type Action

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

Denzel Covington, a provisional part-time summer library aide hired to work for the Children’s room beginning July 10, 2017 through August 10, 2017. This resolution is to terminate his from payroll effective February 1, 2018.

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted resolution#0015-18. The vote carried 4 yes, and 0 no.

Yea Nay Abstain Trustees

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

Subject 10.5 W. Jones Resolution#0017-18

Meeting Mar 28, 2018 - Special Meeting

Category 10. Personnel

Type Action

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

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

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 following personnel change:

Wayne Jones, Cleaner-Step 4, effective January 1, 2018 due for step increase. His new step is at step 5 with a salary wage of \$46,334. His salary will be paid out of the account 4650.01 Salaries – Maintenance.

Upon a motion made by Cathlin Gleason, seconded by Darren Morton, the Board approved and adopted resolution#0017-18. The vote carried 4 yes, and 0 no.

Yea Nay Abstain Trustees

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

Subject 10.6 A. Nunez Resolution#0018-18

Meeting Mar 28, 2018 - Special Meeting

Category 10. Personnel

Type Action

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

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

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 following personnel change:

Amanda Nunez, Library Clerk-Step 1, effective January 1, 2018 due for step increase. Her new step is at step 2 with a salary wage of \$ 37,396. Her salary will be paid out of the account 4550.01 Salaries – Non-Professional.

Upon a motion made by Cathlin Gleason, seconded by Darren Morton, the Board approved and adopted resolution#0018-18. The vote carried 3 yes, and 1 abstained.

Yea Nay Abstain Trustees

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

Subject 10.7 T. Blackman F/T Permanent Resolution#0028-18A

Meeting Mar 28, 2018 - Special Meeting

Category 10. Personnel

Type Action

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

Tisha Blackman, as a Permanent Full-time Library Clerk- step 1 to fill the vacancy at the circulation desk. Her salary will be expensed from expense account 4550.01 Salaries Non-Professional.

Upon a motion made by Darren Morton, seconded by Brian Johnson, the Board approved and adopted resolution#0028-18. The vote carried 3 yes, and 1 abstained. Trustee Davis stated he voted yes because this person, is always courteous to every person that she encounters, however the process was wrong.

Yea Nay Abstain Trustees

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

Subject 10.8 T. Blackman Resolution#0019-18

Meeting Mar 28, 2018 - Special Meeting

Category 10. Personnel

Type Action

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

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

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 following personnel change:

Tisha Blackman, Library Clerk-Step 1, effective January 1, 2018 due for step increase. Her new step is at step 2 with a salary wage of \$37,396. Her salary will be paid out of the account 4550.01 Salaries – Non-Professional.

Upon a motion made by Darren Morton, seconded by Brian Johnson, voted for resolution #0019-18. The vote carried 2 yes, and 2 abstained.

Upon a motion made by Cathlin Gleason, seconded by Darren Morton, the Board reconsidered voting on resolution#0019-18.

Upon a motion made by Cathlin Gleason, seconded by Darren Morton, the Board approved and adopted resolution#0019-18. The vote carried 3 yes, and 1 abstained.

Yea Nay Abstain Trustees

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

Subject 10.9 C. Francis Resolution#0020-18

Meeting Mar 28, 2018 - Special Meeting

Category 10. Personnel

Type Action

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

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

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 following personnel change:

Christopher Francis, Janitor-Foreman – Step 6, effective January 1, 2018 due for step increase. His new step is at step 7 with a salary wage of \$57,923. His salary will be paid out of the account 4650.01 Salaries – Maintenance.

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board approved and adopted resolution#0020-18. The vote carried 3 yes, and 1 abstained.

Yea Nay Abstain Trustees

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

Subject 10.10 T. Redahan Resolution#0021-18

Meeting Mar 28, 2018 - Special Meeting

Category 10. Personnel

Type Action

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

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

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 following personnel change:

Thomas Redahan, Cleaner-Step 1, effective January 1, 2018 due for step increase. His new step is at step 2 with a salary wage of \$40,707. His salary will be paid out of the account 4650.01 Salaries – Maintenance.

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted resolution#0021-18. The vote carried 3 yes, and 1 abstained.

Yea Nay Abstain Trustees

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

Subject 10.11 May Wu Resolution#0022-18

Meeting Mar 28, 2018 - Special Meeting

Category 10. Personnel

Type Action

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

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 following personnel change:

Xiao Yuan Wu, Librarian II – Step 4, effective January 1, 2018 due for step increase. Her new step is at step 5 with a salary wage of \$ 68,883. Her salary will be paid out of the account 4501.01 Salaries – Professional.

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted resolution#0022-18. The vote carried 3 yes, and 1 abstained.

Yea Nay Abstain Trustees

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

Subject 10.12 S. Dugaw Resolution#0023-18

Meeting Mar 28, 2018 - Special Meeting

Category 10. Personnel

Type Action

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

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

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 following personnel change:

Suzi Dugaw, Librarian I – Step 1, effective January 1, 2018 due for step increase. Her new step is at step 2 with a salary wage of \$ 54,927. Her salary will be paid out of the account 4501.01 Salaries – Professional.

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted resolution#0023-18. The vote carried 3 yes, and 1 abstained.

Yea Nay Abstain Trustees

- Oscar Davis, Jr.

X _____ Cathlin Gleason
 X _____ Brian G. Johnson
 X _____ Darren M. Morton
 _____ Tanya Southerland

Subject 10.13 N. Stepak Resolution#0024-18

Meeting Mar 28, 2018 - Special Meeting

Category 10. Personnel

Type Action

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

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

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 following personnel change:

Nishan Stepak, Librarian III – Step 4, effective January 1, 2018 due for step increase. His new step is at step 5 with a salary wage of \$ 76,088. His salary will be paid out of the account 4501.01 Salaries – Professional.

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted resolution#0024-18. The vote carried 3 yes, and 1 abstained.

Yea Nay Abstain Trustees

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

Subject 10.14 A. Shangai Resolution#0027-18

Meeting Mar 28, 2018 - Special Meeting

Category 10. Personnel

Type Action

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

Akia Shangai as a temporary substitute Administrative Assistant beginning on March 29, 2018 at \$20.00 per hour. Funds will come from the Professional Fees Expense Budget line 6150.01. As a temporary substitute Administrative Assistant, Ms. Shangai will perform duties as needed but is not guaranteed hours each week.

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted resolution#0027-18. The vote carried 4 yes, and 0 no.

Yea Nay Abstain Trustees

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

Subject 10.15 B. Taylor Resignation Resolution#0030-18

Meeting Mar 28, 2018 - Special Meeting

Category 10. Personnel

Type Action

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

Blushous Taylor as part-time clerk for the circulation desk effective March 14, 2018.

Upon a motion made by Darren Morton, seconded by Cathli Gleason, the Board approved and adopted resolution#0030-18. The vote carried 4 yes, and 0 no.

Yea Nay Abstain Trustees

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

X _____ Darren M. Morton
_____ Tanya Southerland

Subject 10.16 J. Jaramilo Resolution# 0038-18

Meeting Mar 28, 2018 - Special Meeting

Category 10. Personnel

Type Action

Recommended Action WHEREAS, the Treasurer of the Mount Vernon Public Library recommends to the Board the following employee change,

WHEREAS, the Treasurer of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following personnel change:

Juan Jaramillo, Chief Account Clerk – Step 3, Due for pay scale adjustment from 2010 Pay Scale to 2013 Pay Scale. Effective 7/01/2013 his new salary as reported per 2013 pay scale should be \$63,083. Therefore a total adjustment to be paid out as of December 31, 2016 is \$6,430.00. This amount will be paid out of the account 4600.01 Salaries – Administrative.

Upon a motion made by Darren Morton, seconded by Brian Johnson, the Board approved and adopted resolution#0038-18. The vote carried 4 yes, and 0 no.

Yea Nay Abstain Trustees

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

Subject 10.17 D.McQueen Payscale adjustment Resolution#0040-18

Meeting Mar 28, 2018 - Special Meeting

Category 10. Personnel

Type Action

Recommended Action WHEREAS, the Treasurer of the Mount Vernon Public Library recommends to the Board the following employee change,

WHEREAS, the Treasurer of the Mount Vernon Public Library recommends to the Board the following employee change,

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 following pay scale adjustment:
Doreen McQueen, Administrative Assistant – Step 3, Due for pay scale adjustment from 2010 Pay Scale to 2013 Pay Scale. Effective 4/1/2013 her new salary as reported per 2013 pay scale should be \$53,071. Therefore a total adjustment to be paid out as of December 31, 2016 is \$1,160.00. This amount will be paid out of the account 4600.01 Salaries –Administrative.

Upon a motion made by Darren Morton, seconded by Cathlin Gleason, the Board approved and adopted resolution#0040-18. The vote carried 4 yes, and 0 no.

Yea Nay Abstain Trustees

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

11. Executive Session (If Needed)

Subject **11.1 Executive Session**
Meeting Mar 28, 2018 - Special Meeting
Category 11. Executive Session (If Needed)

Type

Upon a motion made by Darren Morton, seconded by Brian Johnson, the Board entered into executive session at 9:15 p.m. to discuss personnel matters.
Executive session concluded at 9:30 p.m.

Subject **11.2 Complaint Item for Review**
Meeting Mar 28, 2018 - Special Meeting
Category 11. Executive Session (If Needed)

Type

12. Meeting Closing

Subject **12.1 Adjournment**
Meeting Mar 28, 2018 - Special Meeting
Category 12. Meeting Closing

Type

The Special meeting of Wednesday March 28, 2018 adjourned at 9:30 p.m.