



**Wednesday, May 22, 2019
Special Meeting**

**Wednesday
6:30
Trustees' Room**

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting May 22, 2019 - Special Meeting

Category 1. Meeting Opening

Type Procedural

The meeting was called to order at 6:31 p.m. by Trustee Oscar Davis Jr.

Subject **1.2 Roll Call**

Meeting May 22, 2019 - Special Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees present: Malcolm Clark (arrived at 6:34), Cathlin Gleason, Judy Williams-Davis, Tanya Southerland, and Oscar Davis Jr.

Also present was: Jose Alvelo; Treasurer, Juan Jaramillo; Chief account clerk, Evania Thompson; Director.

Doreen McQueen- Administrative Assistant- absent. The Director took the Board meeting minutes.

Subject **1.3 Pledge of Allegiance**

Meeting May 22, 2019 - Special Meeting

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance was led by Judy Williams-Davis.

Subject **1.4 Acceptance of Agenda**

Meeting May 22, 2019 - Special Meeting
 Category 1. Meeting Opening
 Type Action

Recommended Action Motion to approve the agenda

Upon a motion made by Judy Williams- Davis, seconded by Cathlin Gleason, the Board approved the agenda for the Special meeting of Wednesday May 22, 2019. The vote carried 5 yes and 0 no.

2. Correspondence

3. Past Meeting Minutes

Subject 3.1 April 8, 2019 Special Meeting Minutes

Meeting May 22, 2019 - Special Meeting
 Category 3. Past Meeting Minutes
 Type Minutes

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland, the Board approved the past meeting minutes for April 8, 2019 special meeting.
 The vote carried 5 yes and 0 no.

Yea	Nay	Abstain	Trustees
X_____	_____	_____	Malcolm I. Clark
X_____	_____	_____	Oscar Davis, Jr.
X_____	_____	_____	Judy Williams-Davis
X_____	_____	_____	Cathlin Gleason
X_____	_____	_____	Tanya Southerland

Subject 3.2 April 17, 2019 Regular Meeting Minutes

Meeting May 22, 2019 - Special Meeting
 Category 3. Past Meeting Minutes
 Type Minutes

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland, the Board approved the past meeting minutes for April 17, 2019 regular meeting.
 The vote carried 5 yes and 0 no.

Yea	Nay	Abstain	Trustees
X_____	_____	_____	Malcolm I. Clark

X_____ Oscar Davis, Jr.
 X_____ Judy Williams-Davis
 X_____ Cathlin Gleason
 X_____ Tanya Southerland

Subject **3.3 April 29, 2019 Special Meeting Minutes**

Meeting May 22, 2019 - Special Meeting

Category 3. Past Meeting Minutes

Type Minutes

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland, the Board approved the past meeting minutes for April 29, 2019 special meeting.

4. Director's Report

Subject **4.1 Director's Report**

Meeting May 22, 2019 - Special Meeting

Category 4. Director's Report

Type

5. Committee Reports

Subject **5.1 Building & Grounds Committee**

Meeting May 22, 2019 - Special Meeting

Category 5. Committee Reports

Type

Subject **5.2 Election Committee**

Meeting May 22, 2019 - Special Meeting

Category 5. Committee Reports

Type

Subject **5.3 Finance Committee**

Meeting May 22, 2019 - Special Meeting

Category 5. Committee Reports

Type

Subject **5.4 Marketing Committee**

Meeting May 22, 2019 - Special Meeting
Category 5. Committee Reports
Type

Subject 5.5 Personnel Committee

Meeting May 22, 2019 - Special Meeting
Category 5. Committee Reports
Type

Subject 5.6 Policy & Governance Committee

Meeting May 22, 2019 - Special Meeting
Category 5. Committee Reports
Type

Subject 5.7 Strategic Planning Committee

Meeting May 22, 2019 - Special Meeting
Category 5. Committee Reports
Type

Subject 5.8 Technology Committee

Meeting May 22, 2019 - Special Meeting
Category 5. Committee Reports
Type

6. Finance

Subject 6.1 BOT Report - Jose Alvelo

Meeting May 22, 2019 - Special Meeting
Category 6. Finance
Type

Subject 6.2 Funds Transfer #0080-19

Meeting May 22, 2019 - Special Meeting
Category 6. Finance
Type

RESOLUTION #0080-19

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 Tanya Southerland, the Board approved and adopted Resolution #0080-19. The vote carried 5 yes and 0 no.

Yea	Nay	Abstain	Trustees
X	_____	_____	Malcolm I. Clark
X	_____	_____	Oscar Davis, Jr.
X	_____	_____	Judy Williams-Davis
X	_____	_____	Cathlin Gleason
X	_____	_____	Tanya Southerland

Subject **6.3 Check Signing Resolution#0077-19**

Meeting May 22, 2019 - Special Meeting

Category 6. Finance

Type

CHECK SIGNING RESOLUTION #0077-19

WHEREAS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2019, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.

FURTHERMORE: The Administration of the MVPL has prepared various checks to various third parties, dated May 15, 2019, 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, 2019. A listing of such checks is attached to this Resolution and includes consecutive check numbers #14300-14340, #14342-14357 totaling \$188,122.21. After grouping these checks according to their respective purpose, a total of \$29.99 was for Lost Books, \$2,780.94 was for Book expenses, \$2,538.51 was for Audio Visual expenses, \$6,509.26 was for Periodicals expenses, \$4,548.32 was for New Technology, \$6,184.21 was for Program expenses-MV, \$4,053.75 was for Marketing Expense, \$1,779.47 was for Supplies expenses-Main, \$89.99 was for Computer Software & Supp. Expenses, \$1,050.00 was for Postage Exp.-Main, \$324.00 was for Office Expense, \$2,461.00 was for Publicity & Print Exp.-MV, \$14,901.64 was for Election Expense, \$1,920.56 was for Equipment Maint. Exp.- MV, \$775.00 was for Memberships Exp.-MV, \$4,138.00 was for Professional Fees Exp.-MV, \$1,378.60 was for Fuel expenses-MV, \$1,667.08 was for Custodial Supplies-MV, \$430.00 was for Repairs to Build. Exp.- MV, \$990.95 was for Security System expense, \$3,278.35 was for Service Contract expense-MV, \$678.09 was for Miscellaneous Building expense-MV, \$4,555.33 was for Insurance Exp.-MV, \$131,109.17 was for Hospital & Medical Insurance Exp.

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

The Administration has reviewed each check and related underlying documentation and certify that each check has been prepared in accordance with such documentation, for the amount of the related invoice and matching purchase order and that such expenditure is solely for Library purposes and is within the annual budget amount for the particular budget line item.

THEREFORE: It is the recommendation of the Administration of the MVPL that two signers on Board of Trustees sign all such checks.

BE IT RESOLVED: The Board of Trustees of the Mount Vernon Public Library ("MVPL") hereby authorizes and empowers either one of the Trustees authorized to sign checks, to sign each of the checks delineated on the attached check register in accordance with the policies and procedures of the MVPL.

Upon a motion made by _____, seconded by _____, the Board approved and adopted Resolution #0077-19. The vote carried ___ yes and ___ no.

Yea	Nay	Abstain	Trustees
_____	_____	_____	Malcolm I. Clark
_____	_____	_____	Oscar Davis, Jr.
_____	_____	_____	Judy Williams-Davis
_____	_____	_____	Cathlin Gleason

_____ Tanya Southerland

Subject 6.4 Check Signing Resolution#0078-19

Meeting May 22, 2019 - Special Meeting

Category 6. Finance

Type

CHECK SIGNING RESOLUTION #0078-19

WHEREAS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2019, 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 15, 2019 check #14358 for \$10,000.00 as payment for professional fees expense, which is within the approved budget for the fiscal year ending June 30, 2019. The listing for this check is attached to this Resolution, and will be expensed from account #6150.01 Professional fees.

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

The Administration has reviewed this check and related underlying documentation and certify that this 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 these checks as 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 Malcolm Clark, the Board approved and adopted Resolution #0078-19. The vote carried 5 yes and 0 no. **Trustee Davis agreed to the vote pending the contract being signed.**

Yea	Nay	Abstain	Trustees
X	_____	_____	Malcolm I. Clark
X	_____	_____	Oscar Davis, Jr.
X	_____	_____	Judy Williams-Davis
X	_____	_____	Cathlin Gleason
X	_____	_____	Tanya Southerland

Subject 6.5 Check Signing Resolution #0079-19

Meeting May 22, 2019 - Special Meeting

Category 6. Finance

Type

CHECK SIGNING RESOLUTION #0079-19

WHEREAS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2019, 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 15, 2019 check #14359 for \$3,086.63 as payment for professional fees expense, which is within the approved budget for the fiscal year ending June 30, 2019. The listing for this check is attached to this Resolution, and will be expensed from account #6150.01 Professional fees.

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

The Administration has reviewed the check and related underlying documentation and certify that this 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 these checks as 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 Tanya Southerland, the Board approved and adopted Resolution #0079-19. The vote carried 5 yes and 0 no.

Yea Nay Abstain Trustees

X_____ Oscar Davis, Jr.

X_____ Judy Williams-Davis

X_____ Cathlin Gleason

X_____ Tanya Southerland

X_____ Malcolm I. Clark

Subject 6.6 Check Signing Resolution #0081-19

Meeting May 22, 2019 - Special Meeting

Category 6. Finance

Type

CHECK SIGNING RESOLUTION #0081-19

WHEREAS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2019, 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 15, 2019 check #14370 for \$399.99 as payment for Supplies expenses fees, which is within the approved budget for the fiscal year ending June 30, 2019. The listing for this check is attached to this Resolution, and will be expensed from account #5501.00 Supplies Expense fees.

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

The Administration has reviewed this check and related underlying documentation and certify that this 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 these checks as 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 Malcolm Clark, the Board approved and adopted Resolution #0081-19. The vote carried 5 yes and 0 no.

Yea	Nay	Abstain	Trustees
X	_____	_____	Malcolm I. Clark
X	_____	_____	Oscar Davis, Jr.
X	_____	_____	Judy Williams-Davis
X	_____	_____	Cathlin Gleason
X	_____	_____	Tanya Southerland

7. New Business

Subject 7.1 Equipment Disposal Resolution #0072-19

Meeting May 22, 2019 - Special Meeting
Category 7. New Business
Type

Resolution #0072-19

A RESOLUTION TO APPROVE THE RECYCLING/DISPOSAL OF EQUIPMENT

WHEREAS, the Director of the Mount Vernon Public Library recommends the disposal/recycling of old, broken, and obsolete tech equipment,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve the Strategic Plan of Service for the Mount Vernon Public Library,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the disposal/recycling of old equipment as attached to this resolution. All equipment will be recycled using the Urban Renewal Corp. located in Kearny, NJ free pick up service.

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland, the Board approved and adopted Resolution #0072-19. The vote carried 5 yes and 0 no.

Yea Nay Abstain Trustees

- X _____ _____ _____ Malcolm I. Clark
- X _____ _____ _____ Oscar Davis, Jr.
- X _____ _____ _____ Judy Williams-Davis
- X _____ _____ _____ Cathlin Gleason
- X _____ _____ _____ Tanya Southerland

Subject 7.2 Humanities NY Vision/ Quick Grant Resolution #0074-19

Meeting May 22, 2019 - Special Meeting
Category 7. New Business
Type

Resolution #0074-19

A RESOLUTION TO ACCEPT THE HUMANITIES NEW YORK, VISION OR QUICK GRANT FOR THE 2019 MVPL’S HARLEM RENAISSANCE CENTENARY

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board, that they approve the HUMANITIES NEW YORK – Vision or Quick Grant 2019 to be used for the Mount Vernon Public Library’s Harlem Renaissance Centenary,

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 HUMANITIES NEW YORK – Vision or Quick Grant 2019 in the amount of \$1,500 to be used for the 2019 Harlem Renaissance Centenary budget line #4390.00 Vision Grant.

Upon a motion made by _____, seconded by _____, the Board approved and adopted Resolution #0074-19. The vote carried ___ yes and ___ no.

Yea	Nay	Abstain	Trustees
_____	_____	_____	Malcolm I. Clark
_____	_____	_____	Oscar Davis, Jr.
_____	_____	_____	Judy Williams-Davis
_____	_____	_____	Cathlin Gleason
_____	_____	_____	Tanya Southerland

Subject **7.3 Hygrade Insulators Resolution#0083-19 Extended Roof Warranty**

Meeting May 22, 2019 - Special Meeting

Category 7. New Business

Type

Resolution #0083-19

**RESOLUTION TO AWARD A CONTRACT TO HYGRADE INSULATORS INC. CO.
Public Library Construction Program - Mount Vernon Public Library
Project # 0386-17-6901**

WHEREAS, the Trustees’ resolve to award a contract to Hygrade Insulators Inc., an authorized General Electric Roofing System Installer, located at 54 Mercer Street, Philipsburg, New Jersey, 08865, in an amount not to exceed \$137,500.00 in order to extend the roof warranty for an additional fifteen (15) years as part of the project for roof restoration.

WHEREAS, Board of Trustees for the Mount Vernon Public Library, have to approve this recommendation,

NOW, THEREFORE, be it

RESOLVED, that 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 acceptance of the contract to Hygrade Insulators Inc., in an amount not to exceed \$137,500. The contract fee for this service will be expensed from line #1160.07 Restricted Construction Funds.

Upon a motion made by _____, seconded by _____, the Board approved and adopted Resolution #0083-19. The vote carried ___ yes and ___ no.

Yea	Nay	Abstain	Trustees
_____	_____	_____	Malcolm I. Clark
_____	_____	_____	Oscar Davis, Jr.
_____	_____	_____	Judy Williams-Davis
_____	_____	_____	Cathlin Gleason
_____	_____	_____	Tanya Southerland

Subject 7.4 J & S Mechanical Bid Contract Resolution #0084-19

Meeting May 22, 2019 - Special Meeting

Category 7. New Business

Type

Resolution # 0084-19

A RESOLUTION TO AWARD A CONTRACT TO J & S MECHANICAL, INC. FOR BOILERS AS PART OF THE HEATING PLANT SYSTEM NYSL Construction Program Grant #0386-17-6901

WHEREAS, the Trustees’ resolve to award a contract to the lowest responsible bidder, J & S Mechanical Inc. located at 555 Third Avenue, Pelham. NY 10803, for the installation of new boilers in the library as part of the Heating Plant System, the total amount not to exceed \$77,000.00, and with a mobilization fee of \$7,000.00.

AND WHEREAS the amount budgeted for the Heating Plant System in the project, per NYSL Construction Program Grant #0386-17-6901 is \$150,260.00

- Total MVPL Contribution \$74,156.00
- Total NYSL Grant \$ 212,579.00

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 installation of new boilers in the library as part of the Heating Plant System, in the total amount not to exceed \$77,000.00. The mobilization fee of \$7,000.00 for this service will be expensed from line #1160.07 Restricted Construction Funds.

Upon a motion made by _____, seconded by _____, the Board approved and adopted Resolution #0084-19. The vote carried ___ yes and ___ no.

Yea	Nay	Abstain	Trustees
_____	_____	_____	Malcolm I. Clark
_____	_____	_____	Oscar Davis, Jr.
_____	_____	_____	Judy Williams-Davis

_____ Cathlin Gleason

_____ Tanya Southerland

8. Personnel

Subject 8.1 K. Gordon Resolution #0082-19 Termination

Meeting May 22, 2019 - Special Meeting

Category 8. Personnel

Type

Resolution # 0082-19

A RESOLUTION TO ACCEPT THE TERMINATION OF KOJO GORDON A LIBRARY AIDE

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 the following:

Kojo Gordon, a Part-time library aide in the Community Outreach department, working up to 17.5 per week, at the pay rate of \$12.00 an hour due to Mr. Gordon’s abandonment of duties effective as of May 13, 2019.

Upon a motion made by _____, seconded by _____, the Board approved and adopted Resolution #0082-19. The vote carried ___ yes and ___ no.

Yea Nay Abstain Trustees

_____ Malcolm I. Clark

_____ Oscar Davis, Jr.

_____ Judy Williams-Davis

_____ Cathlin Gleason

_____ Tanya Southerland

9. Executive Session (If Needed)

10. Meeting Closing
