



**Tuesday, October 26, 2021
Special Meeting**

Tuesday

6:00 pm

Via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/86013169829?pwd=TnFXTS96Mmh3YTgrN3E4VnphWUF5UT09>

Meeting ID: 860 1316 9829

Passcode: 779155

One tap mobile

+19292056099,,86013169829#,,,,*779155# US (New York)

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1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Oct 26, 2021 - Special Meeting

Category 1. Meeting Opening

Type Procedural

The Special meeting was called to order at 6:38 p.m by Trustee Vivien Salmon.

Subject **1.2 Roll Call**

Meeting Oct 26, 2021 - Special Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees' present: Oscar Davis Jr., Judy Williams-Davis, Cathlin Gleason, Hope Marable, and Vivien Salmon

Also present: Michael Williams, Bob J., Anthony C.; DSJCPA (left meeting at 7:31p.m), Chris Williams, Doris Hackett; CSEA President/ Vice President, AJ Woodson; Black Westchester, Shanese Brown; library staff, Mrs. Childs, Linda Brown, Deborah Ramsey, April, Timur Davis; library Director, and Doreen McQueen; Administrative Assistant.

Subject **1.3 Pledge of Allegiance**

Meeting Oct 26, 2021 - Special Meeting

Category 1. Meeting Opening

Type Procedural

The Pledge of Allegiance

I pledge Allegiance to the flag
of the United States of America
and to the Republic for which it stands,
one nation under God, indivisible,
with Liberty and Justice for all.

Pledge of Allegiance was led by Trustee Gleason.

Subject	1.4 Acceptance of Agenda
Meeting	Oct 26, 2021 - Special Meeting
Category	1. Meeting Opening
Type	Action
Recommended Action	Motion to approve the agenda

Upon a motion made by Cathlin Gleason seconded by Oscar Davis Jr., The Board approved the agenda for the Special meeting of Tuesday October 25, 2021 with Trustee Gleason requesting a change of order in the finance category as follows:

2.3 DSJCPA

2.4 Non communication with 2 trustee

2.1 Check Signing Resolution#0080-21 Amended

2.2 Check Signing Resolution #0086-21

2.5 NYS State Registration

The vote carried 3 yes and 2 no.

Oscar Davis Jr. Yes

Judy Williams-Davis No

Cathlin Gleason Yes

Hope Marble- No this contract should be reviewed by the library's attorney, certain parameters need to be made and non communication with 3 trustees must be addressed. The previous contract was signed by the previous board president.

Judy Williams-Davis stated it is not the firm call to decide who they talk to. We pay them and it's a five member board and they should talk to the entire board.

2. Finance

Subject 2.1 Check Signing Resolution #0080-21 AMENDED

Meeting Oct 26, 2021 - Special Meeting

Category 2. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #0080-21 AMENDED**

WHEREAS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2022, 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 September 15, 2021 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, 2022. A listing of such checks is attached to this Resolution and includes consecutive check numbers 15731-15768 totaling **\$225,415.09** (amended). After grouping these checks according to their respective purpose, a total \$8,476.67 was for Book expenses, \$425.50 was for Periodicals expenses, \$2,312.00 was for New Technology, \$6,071.75 was for Program expenses-MV, \$750.00 was for Publicity & Print, \$1,200.00 was for Computer Equipment, \$780.00 was for Telephone – Telecommunication Exp., \$61,692.64 was for WLS Terminal exp., \$228.00 was for Postage Exp.-Main, \$13,690.00 was for Professional Fees, \$370.00 was for Miscellaneous Exp.-MV, \$89.30 was for Fuel Exp., \$1,763.10 was for Custodial supplies, \$3,290.42 was for Repairs to Build. Exp.-MV, \$1,529.91 was for Miscellaneous Building Exp., \$18,145.67 was for Security Guard Exp., \$13,732.92 was for Service Contract.

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.

A total of \$244,575.26 has been deducted from this resolution original amount of \$469,990.35. This amount has been removed and voted and passed on **Check Signing Resolution #0087-21 at the 9/21/21 special meeting.** #15756 NYS Employee Health \$233,363.18, #15757 Philadelphia Ins. \$10,398.50, #15763 Staples \$592.73, #15764 Amazon \$220.85.

Upon a motion made by Cathlin Gleason, seconded by Oscar Davis Jr., the Board voted. This resolution failed and will be presented at the emergency meeting of 10/28/21. The vote carried 2 yes and 3 no.

Oscar Davis, Jr. No
Judy Williams-Davis No

Cathlin Gleason Yes
 Hope Marable No
 Vivien Salmon Yes

This resolution failed. The necessary backup MUST BE PROVIDED for the Board to vote. Packing slips and Director's approval must be on all invoices. This resolution will be on the emergency meeting of Thursday October 28,2021.

Subject 2.2 Check Signing Resolution #0086-21

Meeting Oct 26, 2021 - Special Meeting

Category 2. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY
 BOARD OF TRUSTEES
 CHECK SIGNING RESOLUTION #0086-21
 Amount amended**

WHEREAS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2022, 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 September 21, 2021 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, 2022. A listing of such checks is attached to this Resolution and includes consecutive check numbers 15773-15770 totaling \$36,392.76. After grouping these checks according to their respective purpose, a total \$1,003.79 was for Book expenses, \$6,314.28 was for Periodicals expenses, \$644.80 was for Supplies expenses-Main, \$5,195.00 was for Professional Fees, \$24,304.49 was for Service Contract, \$220.00 was for Insurance Expense- 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.

\$644.80 has been adjusted from the original amount of \$37,682.36-44 this resolution check#15780 for \$520.08 and #15781 \$124.72 has been pulled and approved to pay at the 9/21/21 meeting.

Upon a motion made by Cathlin Gleason, seconded by Oscar Davis Jr., the Board approved and adopted Resolution #0086-21. The vote carried 4 yes and 0 no.

On the question: Trustee Davis questioned where are the packing slips that were requested, Director was to review the internet bill and the credit. Trustee Marable also stated the the Director must make sure no new orders for promotional items are made.

Oscar Davis, Jr. No
 Judy Williams-Davis Yes
 Cathlin Gleason Yes
 Hope Marable Yes
 Vivien Salmon Yes

Subject 2.3 DSJCPA Contract Review Resolution #0099-21 created

Meeting Oct 26, 2021 - Special Meeting

Category 2. Finance

Type

In review of the contract

Bob Jahelka reported

- there were 6 reports provided outlining ion detailed what they had done
- Michael W. gave weekly reports
- we must go over the agreement for phase II

Bob C. (DSJCPA)

The contract submitted is the engagement for Phase II, covers 2014-2021 which includes the coding to place the items in the proper accounts. There are 1400 transactions not posted in the proper accounts and they are not sure and request assistance from the director and staff

Trustee Marable interjected that she did not see any of the reports mentioned who are the reports being sent to? Why are we getting estimates billable, by now after phase I there should be a better understanding of the cost

Bob J. stated, " they still don't know how long it's going to take" Michael has submitted 6 detailed reports

Trustee Davis ask, when was Mike last day on the job, and Bob responded October 1, 2021.

Trustee Marable went on record to state she only review one report, she has not been privy to see the other reports

Judy Williams-Davis would also like to know why they don't get some of the reports

President Salmon stated we need accountability

Trustee Gleason stated, for the future if we are going to engage them again they would get all the reports

Trustee Davis asked DSJCPA about the tax credit of over \$100,000 that was mentioned in July, what happen with the employee tax letter and why haven't we gotten the money

Bob (DSJCPA) responded we are not qualified as a public library

Trustee Cathlin Gleason made a motion to approve the contract for DSJCPA

Resolution #0099-21 has been assigned to DSJCPA

**Mount Vernon
Board of Trustees
Resolution #0099-21**

DSJ CPA CONTRACT AGREEMENT FOR PHASE II

WHEREAS, the Board of Trustees of the Mount Vernon Public Library recommends, the contractor DSJ CPA to engage in accounting and advisory services performed outline in the engagement letter to Mount Vernon Public Library.

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

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the contract agreement with DSJ CPA for Phase II. DSJCPA has agreed to send a full financial reports on Phase I and weekly update reports on Phase II. The Board president will not sign the contract until the attorney has reviewed.

Upon a motion made by Cathlin Gleason, seconded by Vivien Salmon, the Board approved Resolution #0099-21 with the understanding that DSJCPA will submit weekly report on Phase II progress, all members must be included in communication. The vote 5 yes and 0 no.

Trustee Hope Marable stated on the record, " this contract should not be voted on tonight

Oscar Davis Jr. Yes
Judy Williams-Davis Yes
Cathlin Gleason Yes
Hope Marable Yes
Vivien Salmon Yes

Trustee Marable rescinded her vote

Upon a motion made by Hope Marable, seconded by Judy Williams-Davis resolution #0099-21 was recalled

Trustee Marable stated

- the language in regards to DSJ correspondence and they need to have communication with the entire board
- who is working on the task? we were suppose to receive resumes on everyone working on the account

Trustee Judy Williams stated that if the contract is not sufficient we should not sign it

Trustee Salmon requested the vote for resolution #0099-21 to rescind the original vote

Oscar Davis Jr. No
Judy Williams-Davis Yes
Cathlin Gleason No
Hope Marable Yes - we have to counter their engagement letter under sound legal advice, the attorney needs to make sure the contract is vetted and DSJ will follow what we say
Vivein Salmon No

Resolution #0099-21 remains approve to enter into phase II with DSJCPA upon review of the contract by the library attorney

Subject 2.4 Non Communication with 2 Trustees from DSJ CPA

Meeting Oct 26, 2021 - Special Meeting

Category 2. Finance

Type

Subject 2.5 NYS Registration Resolution #0093-21

Meeting Oct 26, 2021 - Special Meeting

Category 2. Finance

Type

Mount Vernon Public Library
Board of Trustees
Resolution # 0093-21

A RESOLUTION FOR THE ACCEPTANCE OF THE NEW YORK STATE DEPARTMENT OF EDUCATION FOR APPLICATION FOR MOUNT VERNON PUBLIC LIBRARY’S NY STATE REGISTRATION AND CHARTER

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board this resolution for the Application for Registration Form for the New York State Education Department to be reviewed by the library system, and reviewed submitted to the State Library by the library system,

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 Application for Registration Form, reviewed by the library system, and to be submitted to the New York State Library for the purposes of receiving a New York State Library Registration/Charter for Mount Vernon Public Library.

Upon a motion made by Cathlin Gleason, the Board will address this resolution at the emergency meeting on 10/28/21. This vote pertains to the resolution being voted on at the emergency meeting.

Oscar Davis, Jr. Abstained, the Director was supposed to review with Marcus and give an update

Judy Williams-Davis No

Cathlin Gleason No, agreed this should be review with the strategic plan to vote on this item

Hope Marable Yes

Vivien Salmon No

3. Executive Session Called

4. Personnel

Subject 4.1 L. Sutorius Rehire Resolution #0060-21

Meeting Oct 26, 2021 - Special Meeting

Category 4. Personnel

Type

Mount Vernon Public Library
Board of Trustees
Resolution # 0060-21

A RESOLUTION OF PERSONNEL CHANGE

This Resolution is approved with the amended actions requirement listed are fulfilled first.

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

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 re-instatement appointment of:

Lisa Sutorius, as a Part-Time Librarian 1, **effective upon her background check**. She will be covering the reference desk for the children and adult areas. Her hourly rate of pay is \$23.84 with the annual salary totaling \$21,777.84, it will be expensed from account 4501.01 for Professional salaries.

Upon a motion made by Cathlin Gleason, seconded by Hope Marable, the Board approved and adopted Resolution #0060-21. The vote carried 5 yes and 0 no. With the requirements that the background check must be done before the staff begins their employment.

Oscar Davis, Jr. Yes pending the background check

Judy Williams-Davis Yes

Cathlin Gleason Yes

Hope Marable Yes

Vivien Salmon Yes

Subject 4.2 M. Cabrera Rehire Resolution #0061-21

Meeting Oct 26, 2021 - Special Meeting

Category 4. Personnel

Type

Mount Vernon Public Library
Board of Trustees
Resolution # 0061-21

A RESOLUTION OF PERSONNEL CHANGE

This Resolution is approved with the amended actions requirement listed are fulfilled first.

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

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 re-instatement appointment of:

Mayra Cabrera, as a Part-Time Librarian 1, effective **upon her background check**. She will be covering the reference desk for the children and adult areas. Her hourly rate of pay is \$23.84 with the annual salary totaling \$21,777.84, it will be expensed from account 4501.01 for Professional salaries.

Upon a motion made by Cathlin Gleason, seconded by Hope Marable, the Board approved and adopted Resolution #0061-21. The vote carried 5 yes and 0 no. All Trustee agreed with the requirements that the background check be done before the staff begins their employment.

Oscar Davis, Jr. Yes
 Judy Williams-Davis Yes
 Cathlin Gleason Yes
 Hope Marable Yes
 Vivien Salmon Yes

Subject 4.3 Grievance Settlement Resolution #0090-21

Meeting Oct 26, 2021 - Special Meeting

Category 4. Personnel

Type

Board of Trustees
 Resolution # 0090-21

A RESOLUTION TO APPROVE THE GRIEVANCE SETTLEMENT

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board this resolution for the negotiated settlement for an employee that worked in the Principal Clerk civil service classification title from May 10, 2021, to August 10, 2021,

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 this recommendation of payment in the amount of \$3,215.00 for working in the Principal Clerk classification title.

Upon a motion made by Cathlin Gleason, seconded by Oscar Davis Jr., the Board approved and adopted Resolution #0090-21. The vote carried 5 yes and 0 no.

Oscar Davis, Jr. Yes
 Judy Williams-Davis Yes
 Cathlin Gleason Yes
 Hope Marable Yes
 Vivien Salmon Yes

Subject 4.4 Part Aides Resolution #0096-21

Meeting Oct 26, 2021 - Special Meeting

Category 4. Personnel

Type

Mount Vernon Public Library
 Board of Trustee
 Resolution # 0096-21

A RESOLUTION FOR THE HIRING OF 14 LIBRARY PART- TIME AIDES
This Resolution is approved with the amended action requirements listed are fulfilled first.

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 rehiring/ hiring of library aides **effective upon their background check**. The aides are needed in the Circulation, Periodical, and Children's Departments. They will work up to 17.5 hours per week, at the pay rate of \$15.00. Their salaries will be expenses from the Non- Professional salaries account #4550.01.

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved and adopted Resolution #0096-21. The vote carried 4yes and 1 abstained. The resolutions will be represented to the board based on the individuals aides, hours, salary,

Oscar Davis, Jr. Abstained expressed the clerks should be hired before the aides, this was not in last year budget
 Judy Williams-Davis Yes
 Cathlin Gleason Yes
 Hope Marable Yes
 Vivien Salmon Yes

Subject 4.5 D. Kershaw PT Clerk Resolution #0097-21

Meeting Oct 26, 2021 - Special Meeting

Category 4. Personnel

Type

Mount Vernon Public Library

Board of Trustees

Resolution # 0097-21

A RESOLUTION TO ACCEPT PERSONNEL CHANGES

This Resolution is approved with the amended action requirements listed are fulfilled first.

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,

WHEREAS, this appointment complies with all Civil Service rules

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the personnel changes of:

Deborah Kershaw, to a Part-time Library Clerk at the Periodicals Desk. **Effective upon her background check.** Her hourly rate of pay of \$16.14 for Part-time, Library Clerk 1, step 1 and will be expensed from budget line #4550.01 Non-Professional. Ms. Kershaw has been certified by MV Civil Service for this appointment.

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved and adopted Resolution #0097-21. The vote carried 5 yes 0 no.

- Oscar Davis, Jr. Yes
- Judy Williams-Davis Yes
- Cathlin Gleason Yes
- Hope Marable Yes
- Vivien Salmon Yes

5. Meeting Closing
