



**Monday, October 28, 2019
Special Meeting**

**Monday
5:30
Trustees' Room**

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Oct 28, 2019 - Special Meeting

Category 1. Meeting Opening

Type Procedural

The Special meeting was called to order at 5:38 pm by Trustee Malcom Clark.

Subject **1.2 Roll Call**

Meeting Oct 28, 2019 - Special Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees present: Malcolm Clark, Judy Williams-Davis, Tanya Southerland

Trustees absent: Oscar Davis Jr., and Cathlin Gleason

Also present was: Thomas Terry; Finance consultant, Jose Alvelo; Treasurer, Evania Thompson; Director, and Doreen McQueen; Administrative Assistant.

Subject **1.3 Pledge of Allegiance**

Meeting Oct 28, 2019 - Special Meeting

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance was led by Trustee Judy Williams-Davis.

Subject **1.4 Acceptance of Agenda**

Meeting Oct 28, 2019 - Special Meeting

Category 1. Meeting Opening

Type Action

Recommended Action Motion to approve the agenda

Upon a motion made by Tanya Southerland, seconded by Judy Williams-Davis, the Board approved the agenda for the Special meeting of Monday October 28, 2019. The vote carried 3 yes and 0 no.

Yea Nay Abstain Trustees

X _____ Malcolm I. Clark

_____ Oscar Davis, Jr.

X _____ Judy Williams-Davis

_____ Cathlin Gleason

X _____ Tanya Southerland

2. Finance

Subject 2.1 Check Signing Resolution #0153-19

Meeting Oct 28, 2019 - Special Meeting

Category 2. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES**

CHECK SIGNING

RESOLUTION #0153-19

WHEREAS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2020, 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 October 16, 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, 2020. A listing of such checks is attached to this Resolution and includes consecutive check numbers #14781-14809, and 14811-14824 totaling \$117,610.47. After grouping these checks according to their respective purpose, a total of \$6,194.48 was for Book expenses, \$7,375.18 was for Audio Visual expenses, \$5,918.85 was for Periodicals Exp.-MV, \$4,026.43 was for New Technology,

\$5,670.83 was for Program expenses-MV, \$3,153.57 was for Marketing Expense, \$2,020.36 was for Supplies expenses-Main, \$1,550.18 was for Computer Equip. Exp.-MV, \$158.03 was for Telephone-Telecommunication Exp., \$120.00 was for Postage Exp.-MV, \$329.00 was for Conferences, \$3,960.56 was for Equipment Maint. Exp.-MV, \$7,273.00 was for Professional Fees Exp, \$289.12 was for Custodial Supplies Exp.-MV, \$810.00.00 was for Repairs to Building Exp., \$2,089.58 was for Service Contract expense-MV, \$467.81 was for Miscellaneous Building Exp., \$64,046.67 was for Hospital & Medical Insurance Exp., \$2,156.82 was for Dental 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 Tanya Southerland, seconded by Malcolm Clark, the Board approved and adopted Resolution #0153-19. The vote carried 3 yes and 0 no. ***** check #14810 has been removed from this resolution.**

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

Subject **2.2 Check Signing Resolution #0159-19 Free Cyntiao**

Meeting Oct 28, 2019 - Special Meeting

Category 2. Finance

Type

MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #0159-19

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 October 28, 2019 check #14839 for \$875.00 for MZ. MOM, LLC, which is within the approved budget for the fiscal year ending June 30, 2020. The listing for this check is attached to this Resolution, and will be expensed from account #5940.01, Professional Meetings.

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 Judy Williams-Davis, seconded by Tanya Southerland, the Board approved and adopted Resolution #0159-19. The vote carried 3 yes and 0 no. Trustee Williamms-Davis also stated that buying these books will support the author and they will be given to the youth.

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

Subject 2.3 Funds Transfer Resolution #0158-19

Meeting Oct 28, 2019 - Special Meeting

Category 2. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES FUNDS TRANSFER
RESOLUTION #0158-19**

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 Judy Williams-Davis, seconded by Tanya Southerland, the Board approved and adopted Resolution #0158-19. The vote carried 3 yes and 0 no.

Yea Nay Abstain Trustees
X _____ _____ _____ Malcolm I. Clark

_____ _____ _____ Oscar Davis, Jr.

X _____ _____ _____ Judy Williams-Davis

_____ _____ _____ Cathlin Gleason

X _____ _____ _____ Tanya Southerland

3. Executive Session (If Needed)

4. New Committee Meeting Schedule

Subject	4.1 New Schedule
Meeting	Oct 28, 2019 - Special Meeting
Category	4. New Committee Meeting Schedule
Type	

Board & Committee Schedule 2019-2020

BUILDING & GROUNDS MEETING – Chairperson Oscar Davis Jr.

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

November 7th, 14th, 21st,

December 5th, 12th, 19th, 26th

January 2nd, 9th, 16th, 23rd, 30th **2020**

FINANCE COMMITTEE MEETING- Chairperson Cathlin Gleason

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

November 12th

December 9th

January 13th **2020**

PERSONNEL COMMITTEE MEETING / MARKETING- Chairperson Judy Williams-Davis

Meets every _____

November 13th (**Wednesday**)

December 11th

January 14th **2019**

POLICY & GOVERNANCE COMMITTEE- Chairperson Cathlin Gleason

Meets every 3rd Wednesday of the Month at 5:30 P.M.

November 20th

December 18th

January 15th **2020**

TECHNOLOGY COMMITTEE MEETING – Chairperson Oscar Davis Jr.

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

November 7th, 14th, 21st,

December 5th, 12th, 19th, 26th

January 2nd, 9th, 16th, 23rd, 30th **2020**

REGULAR BOARD MEETING

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

November 20th

December 18th

January 15th 2020

WORKING BOARD OF TRUSTEE MEETING

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

November 12th

December 9th

January 13th 2020

5. Meeting Closing

Subject

5.1 Adjournment

Meeting

Oct 28, 2019 - Special Meeting

Category

5. Meeting Closing

Type

Upon a motion made by Judy Williams-Davis, seconded by Tanya Southerland, the Regular meeting of Wednesday October 16, 2019 adjourned at 5:47pm The vote carried 3 yes, 0 no.