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
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

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
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 Williams-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
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.
3. Executive Session (If Needed)

4. New Committee Meeting Schedule

<table>
<thead>
<tr>
<th>Subject</th>
<th>4.1 New Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting</td>
<td>Oct 28, 2019 - Special Meeting</td>
</tr>
<tr>
<td>Category</td>
<td>4. New Committee Meeting Schedule</td>
</tr>
</tbody>
</table>

**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.