



**Tuesday, September 21, 2021
Special Meeting**

**Tuesday
6:30 pm
Conference Room**

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Sep 21, 2021 - Special Meeting

Category 1. Meeting Opening

Type Procedural

The Special meeting was called to order at 6:33 p.m by Trustee Vivien Salmon.

Subject **1.2 Roll Call**

Meeting Sep 21, 2021 - Special Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees' present: Oscar Davis Jr., Cathlin Gleason, Judy Williams-Davis (joined by Zoom), Hope Marable (joined by Zoom 6:49 p.m.) , and Vivien Salmon.

Also present: Christopher Williams; CSEA Union President, David Cambillo;library staff, Timur Davis; Director, and Doreen McQueen; Administrative Assistant.

Subject **1.3 Pledge of Allegiance**

Meeting Sep 21, 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 Timur Davis.

Subject	1.4 Acceptance of Agenda
Meeting	Sep 21, 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 September 21, 2021. The vote carried 3 yes and 0 no.

Yea Nay Abstain Trustees

X_____ Oscar Davis, Jr.

X_____ Cathlin Gleason

X_____ Vivien Salmon

Judy Williams-Davis, and Hope Marable was not present for the vote

After further review

Trustee Davis rescinded his vote to approve the agenda Trustee Gleason seconded the motion.

Upon a motion made by Cathlin Gleason, seconded by Oscar Davis the meeting agenda was realigned for category 2 finance

2.1 Check signing #0080-21

2.2 Check Signing #0086-21

2.3 Funds Transfer #0081-21

2.4 Funds Transfer #0085-21

item's created and added to the agenda are

2.5 Checks Signing #0087-21

2.6 Funds Transfer #0088-21

2.7 Funds Transfer #0089-21

the vote carried 5 yes and 0 no

Yea Nay Abstain Trustees

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

2. Finance

Subject 2.1 Check Signing Resolution #0080-21

Meeting Sep 21, 2021 - Special Meeting

Category 2. Finance

Type

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

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 \$469,990.35. 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, \$813.58 was for Supplies expenses-Main, \$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, \$243,761.38 was for Hospital & Medical Insurance Expense.

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.

Items on this resolution must be reviewed and verified and will be presented at a special meeting

Subject **2.2 Check Signing Resolution #0086-21**

Meeting Sep 21, 2021 - Special Meeting

Category 2. Finance

Type

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

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 \$37,682.36. 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.

Items on this resolution must be reviewed and verified and will be presented at a special meeting

Subject **2.3 Funds Transfer Resolution #0081-21**

Meeting Sep 21, 2021 - Special Meeting

Category 2. Finance

Items on this resolution must be reviewed and verified and may be presented at a special meeting if this funds transfer is needed

Subject 2.5 Check Signing Resolution #0087-21

Meeting Sep 21, 2021 - Special Meeting

Category 2. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #0087-21**

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 check number #15756 NYS Employee Health \$233,363.18, #15757 Philadelphia Ins. \$10,398.50, #15763 Staples \$592.73, #15764 Amazon \$220.85, #15780 Amazon \$520.08 and #15781 Amazon \$124.72 **totaling \$245,220.06.**

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 Cathlin Gleason, seconded by Oscar Davis Jr., the Board approved resolution #0087-21. The vote carried 5 yes and 0 no.

Yea Nay Abstain Trustees

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

Subject 2.6 Funds Transfer Resolution #0088-21

Meeting Sep 21, 2021 - Special Meeting

Category 2. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
FUNDS TRANSFER RESOLUTION #0088-21**

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 authorized the transfer of exactly \$245,220.06 (Two hundred forty five thousand nine two hundred twenty dollars and six cents) from the Sterling National Bank MVPL Money Market tax levy 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 exactly \$245,220.06 (Two hundred forty five thousand nine two hundred twenty dollars and six cents) from the Sterling National Bank MVPL Money Market tax levy account ending in 8241 into the Sterling National Bank MVPL Operating account ending in 0601.

Upon a motion made by Cathlin Gleason, seconded by Oscar Davis Jr., the Board approved and adopted Resolution #0085-21. The vote carried 5 yes and 0 no.

Yea Nay Abstain Trustees

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

Subject 2.7 Funds Transfer Resolution #0089-21 (Payroll)

Meeting Sep 21, 2021 - Special Meeting

Category 2. Finance

Type

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
FUNDS TRANSFER RESOLUTION #0089-21
(Payrolls September 24, October 8, 22nd)**

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 authorized the transfer of exactly \$255,000.00 (Two hundred fifty five thousand dollars) from the Sterling National Bank MVPL Money Market tax levy 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 exactly \$255,000.00 (Two hundred fifty five thousand dollars) from the Sterling National Bank MVPL Money Market tax levy account ending in 8241 into the Sterling National Bank MVPL Operating account ending in 0601.

Upon a motion made by Cathlin Gleason, seconded by Oscar Davis Jr., the Board approved and adopted Resolution #0085-21. The vote carried 5 yes and 0 no.

Yea Nay Abstain Trustees

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

3. Call for Executive Session

Subject **3.1 Motion for executive session**

Meeting Sep 21, 2021 - Special Meeting

Category 3. Call for Executive Session

Type

Upon a motion made by Oscar Davis Jr., seconded by Cathlin Gleason the Board entered into executive session at 7:58 p.m. to discuss personnel matters.

Yea Nay Abstain Trustees

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

executive session ended at 8:24 p.m.

4. New Business

Subject **4.1 City Quiet Down Payment Resolution #0083-21**

Meeting Sep 21, 2021 - Special Meeting

Category 4. New Business

Type

**Mount Vernon Public Library
 Board of Trustees
 Resolution # 0083-21**

Meeting Sep 21, 2021 - Special Meeting

Category 5. Personnel

Type

Mount Vernon Public Library
Board of Trustees
Resolution #0082-21

A RESOLUTION TO APPROVE THE OUT OF TITLE PAY GRIEVANCE OF AMANDA NUNEZ

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board this resolution for the negotiated grievance settlement for Amanda Nunez for working 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 and adopted this recommendation to settle the grievance. Amanda Nunez settlement for working out of the title as a Principal Clerk step 5 will be in the amount of \$3,215.00 and will be expensed from the non-professional salaries account.

This item will be addressed at another meeting, the special meeting was called for financial items and not for personnel, it will be re-presented at another meeting

6. Meeting Closing

Subject 6.1 Adjournment

Meeting Sep 21, 2021 - Special Meeting

Category 6. Meeting Closing

Type

The Special meeting of Tuesday September 21, 2021 adjourned at 8:26 p.m. All were in favor stated I.

Yea Nay Abstain Trustees

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