



**Monday, April 13, 2020
Working Meeting**

**Monday
6:30
Trustees' Room**

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Apr 13, 2020 - Working Meeting

Category 1. Meeting Opening

Type Procedural

The Working meeting of Monday April 13, 2020 was called to order at ____p.m by _____.

Subject **1.2 Roll Call**

Meeting Apr 13, 2020 - Working Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees' present

Also present was:

Subject **1.3 Pledge of Allegiance**

Meeting Apr 13, 2020 - Working Meeting

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance was led by _____.

Subject **1.4 Acceptance of Agenda**

Meeting Apr 13, 2020 - Working Meeting

Category 1. Meeting Opening

Type Action

Recommended Action Motion to approve the agenda

Upon a motion made by _____, seconded by _____, the Board approved the agenda for the Working meeting of Monday April 13,2020. The vote carried ___yes and ___no.

2. Director's Report

Subject 2.1 Director T. Davis Report

Meeting Apr 13, 2020 - Working Meeting

Category 2. Director's Report

Type

3. Board Minutes

Subject 3.1 Minutes 12/09/2019 Working Meeting

Meeting Apr 13, 2020 - Working Meeting

Category 3. Board Minutes

Type Minutes

Subject 3.2 Minutes 12/18/19 Regular Meeting

Meeting Apr 13, 2020 - Working Meeting

Category 3. Board Minutes

Type Minutes

Subject 3.3 Minutes 01/15/2020 Regular Meeting

Meeting Apr 13, 2020 - Working Meeting

Category 3. Board Minutes

Type Minutes

Subject 3.4 Minutes 01/22/20 Special Meeting

Meeting Apr 13, 2020 - Working Meeting

Category 3. Board Minutes

Type Minutes

Subject 3.5 Minutes 02/19/2020 Regular Meeting

Meeting Apr 13, 2020 - Working Meeting
 Category 3. Board Minutes
 Type Minutes

4. Finance

Subject 4.1 BOT Report - Jose Alvelo

Meeting Apr 13, 2020 - Working Meeting
 Category 4. Finance
 Type

5. Old Business

Subject 5.1 Check Signing Resolution #0037-20 March Invoices

Meeting Apr 13, 2020 - Working Meeting
 Category 5. Old Business
 Type

MOUNT VERNON PUBLIC LIBRARY

BOARD OF TRUSTEES

CHECK SIGNING RESOLUTION #0037-20

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 March 19, 2020, 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 15130-15196 totaling \$130,121.80. After grouping these checks according to their \$45.48 was for Lost Books expenses, \$2,906.17 was for Books Expenses –MV, \$4,676.44 was for Audio Visual Expenses-MV, \$5,476.75 was for Periodicals Expenses-MV, \$4,849.12 was for New Technology Expenses-MV, \$2,056.91 was for Program Expenses-MV, \$1,885.19 was for Supplies Expenses-Main, \$5,655.00 was for Computer Equip Expenses-MV, \$7,044.09 was for Telephone Telecommunication Expenses-MV, \$1,370.00 was for Postage Expenses-MV, \$227.77 was for Office Expenses-MV, \$100.00 was for Membership Fees Exp., \$2,151.50 was for Professional Fees, \$2,934.73 was for Fuel Expenses-MV, \$1,869.78 was for Custodial Expenses-MV, \$134.50 was for Repairs To Building Expense-MV, \$322.50 was for Security System Expenses-MV, \$3,987.67 was for Service Contract expense-MV, \$2,370.00 was for Miscellaneous Expenses-MV, \$4,824.50 was for Insurance Expenses-MV, \$75,233.70 .

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.

6. New Business

Subject **6.1 Laptop Purchase Resolution #0038-20**

Meeting Apr 13, 2020 - Working Meeting

Category 6. New Business

Type

**Mount Vernon Public Library
Board of Trustee
Resolution #0038-20**

RESOLUTION TO PURCHASE ACER CHROME BOOK LAPTOPS

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they approve the purchase of thirty Acer laptops for the use of staff and patrons.

WHEREAS, The Board of Trustees must approve this recommendation

NOW, THEREFORE, be it,

RESOLVED, that upon the request of the Director, and upon the recommendation of the Technology Committee, the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the payment to purchase thirty (30) Acer laptops including Microsoft Software for the use of staff and patrons. These items will be expensed from line item #5200.01 New Technology and will not exceed the cost of 6,000.00.

**** Awaiting the new quote from our Rep. the actual cost will be uploaded Monday 4/13/20 *** with the backup**

Subject **6.2 PT Salary increase Resolution #0039-20**

Meeting Apr 13, 2020 - Working Meeting

Category 6. New Business

Type

**Mount Vernon Public Library
Board of Trustee
Resolution #0039-20**

A RESOLUTION TO APPROVE THE SALARY INCREASES FOR THE NON UNION EMPLOYEES

WHEREAS, the Board of Trustees of Mount Vernon Public Library has determined that a salary raise to non-union Part -Time Staff and Administrative non-union personnel is appropriate; and

WHEREAS, Effective 1/01/2020 the Board of Mount Vernon Public Library has approved a 2% salary increase for all non-union employees based on salary as of 12/31/2019.

NOW THEREFORE,

BE IT RESOLVED, that the Mount Vernon Public Library do hereby approve the salary adjustments for non-union personnel.

7. Executive Session

Subject **7.1 Executive Session Request**

Meeting Apr 13, 2020 - Working Meeting

Category 7. Executive Session

Type

8. Meeting Closing

Subject **8.1 Adjournment**

Meeting Apr 13, 2020 - Working Meeting

Category 8. Meeting Closing

Type

Upon a motion made by _____, seconded by _____, the Working meeting of Monday April 13,2020 adjourned at _____ p.m. The vote carried __ yes, __ no.