



**Monday, December 11, 2017  
Working Meeting**

**Monday  
6:30  
Trustees' Room**

**1. Meeting Opening**

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**Subject**                    **1.1 Call To Order**  
 Meeting                    Dec 11, 2017 - Working Meeting  
 Category                    1. Meeting Opening  
 Type                        Procedural

The meeting was called to order at 6:54 p.m by Trustee Oscar Davis, Jr.

**Subject**                    **1.2 Roll Call**  
 Meeting                    Dec 11, 2017 - Working Meeting  
 Category                    1. Meeting Opening  
 Type                        Action, Procedural

Trustee's present: Oscar Davis, Jr., Cathlin Gleason, Brian Johnson, and Darren Morton.  
 Trustee absent: Tanya Southerland

Also present was:

**Subject**                    **1.3 Pledge of Allegiance**  
 Meeting                    Dec 11, 2017 - Working Meeting  
 Category                    1. Meeting Opening  
 Type                        Procedural

Pledge of Allegiance led was by \_\_\_\_\_.

**Subject**                    **1.4 Acceptance of Agenda**  
 Meeting                    Dec 11, 2017 - 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 December 11, 2017.

## **2. Approval of Past Minutes**

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**Subject 2.1 10/18/17 Regular Meeting Minutes**

Meeting Dec 11, 2017 - Working Meeting

Category 2. Approval of Past Minutes

Type Action, Minutes

**Subject 2.2 11/06/17 Special Meeting Minutes**

Meeting Dec 11, 2017 - Working Meeting

Category 2. Approval of Past Minutes

Type Action, Minutes

**Subject 2.3 11/15/17 Regular Meeting Minutes**

Meeting Dec 11, 2017 - Working Meeting

Category 2. Approval of Past Minutes

Type Action, Minutes

## **3. Correspondence**

## **4. Presentation For Regular Meeting 12/11/17**

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## **5. Finance**

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**Subject 5.1 Check Signing Resolution#0134-17 K. Gordon**

Meeting Dec 11, 2017 - Working Meeting

Category 5. Finance

Type Action

Recommended Action WHERE AS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2018, 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 November 15, 2017 as payment for Programs Exp.-MV, which is within the approved budget for the fiscal year ending June 30, 2018. The listing for the check is attached to this Resolution, check number #12928 totaling \$144.76 for program expenses, account #5250.01.

**FURTHERMORE:** The Director has reviewed the check and underlying documentation and makes the following affirmation:

***I have reviewed the check and related underlying documentation and certify that the 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 checks, to sign each of the check delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Board President.

**The Board request additional backup paperwork to support resolution.**

File Attachments  
Check Register for ck# 12928\_Ref Kojo Gordon.pdf (43 KB)  
Kojo Gordon Invoice Summary.pdf (1,306 KB)  
K. Gordon Invoice backup paperwork.pdf (1,755 KB)

<b>Subject</b>	<b>5.2 Check Signing Resolution#0135-17 L. Alpert</b>
Meeting	Dec 11, 2017 - Working Meeting
Category	5. Finance
Type	Action
Recommended Action	WHERE AS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2018, 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 November 15, 2017 as payment for Publicity & Print Exp.-MV, which is within the approved budget for the fiscal year ending June 30, 2018. The listing for the check is attached to this Resolution, check number #12929 totaling \$100.00 for publicity & print, account# 5900.01.

**FURTHERMORE:** The Director has reviewed the check and underlying documentation and makes the following affirmation:

***I have reviewed the check and related underlying documentation and certify that the 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 checks, to sign each of the check delineated on the attached check register in

accordance with the policies and procedures of the MVPL and the affirmation by the Board President.

**The Board has requested to pull resolution until next meeting. The contract and hourly rate must be verified.**

File Attachments

Check Register for ck# 12929\_Ref Leslie Alpert.pdf (42 KB)

Leslie Alpert Invoice.pdf (1,170 KB)

<b>Subject</b>	<b>5.3 Check Signing Resolution#0137-17 Abishai Ben Reuben</b>
Meeting	Dec 11, 2017 - Working Meeting
Category	5. Finance
Type	Action
Recommended Action	WHERE AS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2018, 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 November 15, 2017 as payment for Program Exp.-MV, which is within the approved budget for the fiscal year ending June 30, 2018. The listing for the check is attached to this Resolution, check number #12946 totaling \$600.00 for Program Exp. #5250.01.

**FURTHERMORE:** The Director has reviewed the check and underlying documentation and makes the following affirmation:

***I have reviewed the check and related underlying documentation and certify that the 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 checks, to sign each of the check delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Board President.

**The Board request additional backup paperwork to support resolution.**

File Attachments

Check Register for ck# 12946\_Ref Abishai Ben Reuben.pdf (43 KB)

Abishai Ben Ruben Afrikan Bro Dance.pdf (1,343 KB)

**Subject** **5.4 BOT Report by Jose Alveo- Due by Regular meeting of 12/20/17**

Meeting Dec 11, 2017 - Working Meeting  
Category 5. Finance  
Type

## **6. Director's Report**

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**Subject 6.1 Director's Report- Due by Regular meeting of 12/20/17**  
Meeting Dec 11, 2017 - Working Meeting  
Category 6. Director's Report  
Type Information

## **7. Committee Reports**

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**Subject 7.1 Finance Committee Report**  
Meeting Dec 11, 2017 - Working Meeting  
Category 7. Committee Reports  
Type

**Subject 7.2 Building & Grounds Committee Report**  
Meeting Dec 11, 2017 - Working Meeting  
Category 7. Committee Reports  
Type

**Subject 7.3 Personnel Committee Report**  
Meeting Dec 11, 2017 - Working Meeting  
Category 7. Committee Reports  
Type

**Subject 7.4 Technology Committee Report**  
Meeting Dec 11, 2017 - Working Meeting  
Category 7. Committee Reports  
Type

**Subject 7.5 Policy & Governance Committee Report**  
Meeting Dec 11, 2017 - Working Meeting  
Category 7. Committee Reports  
Type

## 8. Old Business

## 9. New Business

## 10. Period of Public Expression

**Subject**                    **10.1 Public Expression**

Meeting                    Dec 11, 2017 - Working Meeting

Category                    10. Period of Public Expression

Type

**Subject**                    **10.2 Comments**

Meeting                    Dec 11, 2017 - Working Meeting

Category                    10. Period of Public Expression

Type

No public comments

## 11. Personnel

**Subject**                    **11.1 Mark Narine Resolution#0131-17**

Meeting                    Dec 11, 2017 - Working Meeting

Category                    11. Personnel

Type                        Action

Recommended Action    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 appointment of:

Mark Narine as a Part-time Library Aide. He will fill the vacancy created by Andre Concepcion. He will be supervised by Christopher Williams. Part-time Aides may work up to 17.5 hours per week. His rate of pay, which will come from expense account 4550.01 Salaries Non-Professional, will be \$10.00 as per the current minimum hourly wage for a Part-time, Library Aide 1. A Library aide is a non-competitive Civil Service Position.

Submitted By: Evania Thompson

**This resolution will be presented before the Board once, the required background check for new hires have been completed.**

**Subject**                    **11.2 Michia-Gaye Bernard Resolution#0132-17**

Meeting Dec 11, 2017 - Working Meeting

Category 11. Personnel

Type Action

Recommended Action 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 appointment of:

Michia-Gaye Bernard as a Part-time Library Aide for the Children's room beginning December 11, 2017. She will fill the vacancy created by Jerome Wilson. She will be supervised by Christopher Williams. Part-time Aides may work up to 17.5 hours per week. Her rate of pay, which will come from expense account 4550.01 Salaries Non-Professional, will be \$10.00 as per the current minimum hourly wage for a Part-time, Library Aide 1. A Library aide is a non-competitive Civil Service Position.

Submitted By: Evania Thompson

**This resolution will be presented before the Board once, the required background check for new hires have been completed.**

**Subject 11.3 Anthony Pittman Resolution# 0133-17**

Meeting Dec 11, 2017 - Working Meeting

Category 11. Personnel

Type Action

Recommended Action 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 appointment of:

Anthony Pittman as a Temporary Part-time per-diem cleaner for the maintenance department. He will temporarily fill the vacancy in the maintenance department for 6 months effective Monday November 20, 2017 through May 20, 2018. He will be supervised by Christopher Francis. His rate of pay will be \$11.00 per hour, part-time staff may work up to 17.5 hours per week.

Submitted By: Evania Thompson

**This resolution will be presented before the Board once, the required background check for new hires have been completed.**

**12. Executive Session (If Needed)**

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**Subject**                    **12.1 Executive Session**

Meeting                      Dec 11, 2017 - Working Meeting

Category                     12. Executive Session (If Needed)

Type

**Subject**                    **12.2 Items for Board Review**

Meeting                      Dec 11, 2017 - Working Meeting

Category                     12. Executive Session (If Needed)

Type                          Information

Items for the Board to review and make changes as needed

**Subject**                    **12.3 Discussion item Re: T. Isaac Upcoming Election Helper ( Trustee Gleason)**

Meeting                      Dec 11, 2017 - Working Meeting

Category                     12. Executive Session (If Needed)

Type

**13. Upcoming Meeting Schedules**

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**Subject**                    **13.1 Scheduled Meetings November and December 2017**

Meeting                      Dec 11, 2017 - Working Meeting

Category                     13. Upcoming Meeting Schedules

Type

**FINANCE COMMITTEE MEETING**

**Meets every 1<sup>st</sup> Monday of the Month at 5:30 P.M.**

November 6<sup>th</sup>

December 4<sup>th</sup>

**BUILDING & GROUNDS MEETING**

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

December 7<sup>th</sup>  
December 14<sup>th</sup>

December 21<sup>st</sup>  
December 28<sup>th</sup>



**PERSONNEL COMMITTEE MEETING**

**Meets every 2<sup>nd</sup> Monday of the Month at 5:30 P.M.**

November 13<sup>th</sup>

December 11<sup>th</sup>

**WORKING BOARD OF TRUSTEE MEETING**

**Meets every 2<sup>nd</sup> Monday of the Month at 6:30 P.M.**

November 13<sup>th</sup>

December 11<sup>th</sup>

**TECHNOLOGY COMMITTEE MEETING**

**Meets every 2<sup>nd</sup> Tuesday of the Month at 5:30 P.M.**

November 14<sup>th</sup>

December 12<sup>th</sup>

**REGULAR BOARD OF TRUSTEE MEETING**

**Meets every 3<sup>rd</sup> Wednesday of the Month at 6:30 P.M.**

November 15<sup>th</sup>

December 20<sup>th</sup>

**POLICY & GOVERNANCE COMMITTEE**

**Meets every 4<sup>th</sup> Thursday of the Month at 5:30 P.M.**

November 22<sup>rd</sup>

December 28<sup>th</sup>

**14. Meeting Closing**

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<b>Subject</b>	<b>14.1 Adjournment</b>
Meeting	Dec 11, 2017 - Working Meeting
Category	14. Meeting Closing

Type