

# Monday, December 13, 2021 Working Meeting \* Minutes in progess\*\*

Monday 6:30

**Community Room** 

https://www.facebook.com/mountvernonpubliclibrary

# 1. Meeting Opening

Subject 1.1 Call To Order

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 1. Meeting Opening

Type Procedural

The Working meeting of Monday December 13, 2021 was called to order at 6:37pm by Trustee Vivien Salmon.

Subject 1.2 Roll Call

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 1. Meeting Opening

Type Action, Procedural

Trustees' present: Oscar Davis Jr., Judy Williams-Davis, Cathlin Gleason, Hope Marable, and Vivien Salmon.

Also present was: Attorney Brian Sokoloff, Chris Williams; CSEA President, Doris Hackett; CSEA Vice President, Gary Newman; library staff, Troy Mohammad, Marcus Griffith; Chief Accountant Clerk, Timur Davis; Library Director, and Doreen McQueen; Administrative assisitant.

Subject 1.3 Pledge of Allegiance

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

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 Vivien Salmon.

Subject 1.4 Acceptance of Agenda Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\* Category 1. Meeting Opening Type Action Recommended Action Motion to approve the agenda Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved the agenda for the Working meeting of Monday December 13, 2021. The vote carried yes and no. Yea Nay Abstain Trustees Oscar Davis, Jr. Judy Williams-Davis \_\_\_\_\_ Cathlin Gleason \_\_\_\_ Hope Marable Vivien Salmon

# 2. Board Meeting Mintues to Review

Subject 2.1 January 11, 2021 Special Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

A request has been made that the Board minutes for January 2021 through June 2021 be archived due to change in Board members. The Director will have Terry Kirchner confirm.

Per Trustee Salmon, Mr. Kirchner confirmed this item may be archived with a Board vote.

Subject 2.2 January 20, 2021 Regular Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

A request has been made that the Board minutes for January 2021 through June 2021 be archived due to change in Board members. The Director will have Terry Kirchner confirm.

Per Trustee Salmon, Mr. Kirchner confirmed this item may be archived with a Board vote.

Subject 2.3 February 8, 2021 Working Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

A request has been made that the Board minutes for January 2021 through June 2021 be archived due to change in Board members. The Director will have Terry Kirchner confirm.

Per Trustee Salmon, Mr. Kirchner confirmed this item may be archived with a Board vote.

Subject 2.4 February 17, 2021 Regular Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

A request has been made that the Board minutes for January 2021 through June 2021 be archived due to change in Board members. The Director will have Terry Kirchner confirm.

Per Trustee Salmon, Mr. Kirchner confirmed this item may be archived with a Board vote.

Subject 2.5 February 23, 2021 Special Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

A request has been made that the Board minutes for January 2021 through June 2021 be archived due to change in Board members. The Director will have Terry Kirchner confirm.

Per Trustee Salmon, Mr. Kirchner confirmed this item may be archived with a Board vote.

Subject 2.6 March 1, 2021 Emergency Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

A request has been made that the Board minutes for January 2021 through June 2021 be archived due to change in Board members. The Director will have Terry Kirchner confirm.

Per Trustee Salmon, Mr. Kirchner confirmed this item may be archived with a Board vote.

### Subject 2.7 March 17, 2021 Regular Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

A request has been made that the Board minutes for January 2021 through June 2021 be archived due to change in Board members. The Director will have Terry Kirchner confirm.

Per Trustee Salmon, Mr. Kirchner confirmed this item may be archived with a Board vote.

Subject 2.8 April 7, 2021 Special Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

A request has been made that the Board minutes for January 2021 through June 2021 be archived due to change in Board members. The Director will have Terry Kirchner confirm.

Per Trustee Salmon, Mr. Kirchner confirmed this item may be archived with a Board vote.

Subject 2.9 April 16, 2021 Special Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

A request has been made that the Board minutes for January 2021 through June 2021 be archived due to change in Board members. The Director will have Terry Kirchner confirm.

Per Trustee Salmon, Mr. Kirchner confirmed this item may be archived with a Board vote.

Subject 2.10 April 21, 2021 Regular Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

A request has been made that the Board minutes for January 2021 through June 2021 be archived due to change in Board members. The Director will have Terry Kirchner confirm.

Per Trustee Salmon, Mr. Kirchner confirmed this item may be archived with a Board vote.

Subject 2.11 May 10, 2021 Working Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

A request has been made that the Board minutes for January 2021 through June 2021 be archived due to change in Board members. The Director will have Terry Kirchner confirm.

Per Trustee Salmon, Mr. Kirchner confirmed this item may be archived with a Board vote.

Subject 2.12 June 14, 2021 Special Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

A request has been made that the Board minutes for January 2021 through June 2021 be archived due to change in Board members. The Director will have Terry Kirchner confirm.

Per Trustee Salmon, Mr. Kirchner confirmed this item may be archived with a Board vote.

Subject 2.13 July 1, 2021 Emergency Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

The Board minutes should be reviewed and should be presented for vote at the Regular meeting of 12/15/21.

Subject 2.14 July 6, 2021 Special Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

The Board minutes should be reviewed and should be presented for vote at the Regular meeting of 12/15/21.

Per Trustee Salmon, Mr. Kirchner confirmed this item may be archived with a Board vote.

Subject 2.15 July 21, 2021 Re-Organizational Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

The Board minutes should be reviewed and should be presented for vote at the Regular meeting of 12/15/21.

Subject 2.16 July 21, 2021 Regular Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

The Board minutes should be reviewed and should be presented for vote at the Regular meeting of 12/15/21.

# Subject 2.17 July 29, 2021 Special Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

The Board minutes should be reviewed and should be presented for vote at the Regular meeting of 12/15/21.

### Subject 2.18 August 31, 2021 Emergency Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

The Board minutes should be reviewed and should be presented for vote at the Regular meeting of 12/15/21.

### Subject 2.19 September 7, 2021 Special Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

The Board minutes should be reviewed and should be presented for vote at the Regular meeting of 12/15/21.

### Subject 2.20 September 13, 2021 Working Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

The Board minutes should be reviewed and should be presented for vote at the Regular meeting of 12/15/21.

#### Subject 2.21 September 15, 2021 Regular Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

The Board minutes should be reviewed and should be presented for vote at the Regular meeting of 12/15/21.

Subject 2.22 September 21, 2021 Special Meeting

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 2. Board Meeting Mintues to Review

Type Minutes

The Board minutes should be reviewed and should be presented for vote at the Regular meeting of 12/15/21.

# 3. Finance

Subject 3.1 Financial Document Review for the Check Signing Resolution

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 3. Finance

Type

The financial resolutions, check signing and the funds transfer resolution will be created and loaded to the regular meeting of 12/15/21.

# 4. Personnel

Subject 4.1 C. White Resolution #0113-21

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 4. Personnel

Type

Mount Vernon Public Library
Board of Trustee
Resolution # 0113-21

### A RESOLUTION TO HIRE A PART-TIME LIBRARY AIDE

**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:

Carol White, a Part-time Aide effective immediately upon the background check clearance. As an Aide the workable hours per week is 17.5 hours. Ms. White will work under the supervision of Mrs. Grandison for the periodicals desk. The rate of pay is \$15.00 per hour and will be expensed from account #4550.01 Salaries Non–Professional.

This item will be presented for Board vote on 12/15/21.

Subject 4.2 M. Dolberry Resolution #0114-21

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 4. Personnel

Type

This item will be presented for Board vote on 12/15/21.

Subject 4.3 J. Lewis Resolution #0115-21

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 4. Personnel

Type

Mount Vernon Public Library Board of Trustee Resolution # 0115-21

# A RESOLUTION TO HIRE A PART-TIME LIBRARY AIDE

**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:

Jaden Lewis, a Part-time Aide effective immediately upon the background check clearance. As an Aide the workable hours per week is 17.5 hours. Mr. Lewis will work under the supervision of Ms. Webb for the Community Outreach Department. The rate of pay is \$15.00 per hour and will be expensed from account #4550.01 Salaries Non–Professional.

This item will be presented for Board vote on 12/15/21.

Subject 4.4 B. McQueen Resolution #0116-21

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 4. Personnel

Type

Mount Vernon Public Library
Board of Trustee
Resolution # 0116-21

# A RESOLUTION TO HIRE A PART-TIME LIBRARY AIDE

**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:

Bre'Anna McQueen, a Part-time Aide effective immediately upon the background check clearance. As an Aide the workable hours per week is 17.5 hours. Ms. McQueen will work under the supervision of Ms. Webb for the Community Outreach Department. The rate of pay is \$15.00 per hour and will be expensed from account #4550.01 Salaries Non–Professional.

This item will be presented for Board vote on 12/15/21.

Subject 4.5 T. Blackman Resolution #0120-21 Step Increase

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 4. Personnel

Type

Mount Vernon Public Library Board of Trustees Resolution # 0120-21

### A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

**WHEREAS**, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

**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 following personnel change:

Tisha Blackman, Library Clerk-Step 5, effective January 1, 2022 due for step increase. Her new step is at step 6 with a salary wage of \$52,126.00. Her salary will be paid out of the account 4550.01 Salaries – Non-Professional. The necessary backup including Resolution #0152-19 the MOU Agreement that certifies the salary increases beginning 2014 through 2024 will be satisfied until the next Board and Union agreement is negotiated.

This item will be presented for Board vote on 12/15/21.

Subject 4.6 D. Evans Resolution #0117-21

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 4. Personnel

Type

Mount Vernon Public Library

# Board of Trustee Resolution # 0117-21

### A RESOLUTION TO HIRE A PART-TIME LIBRARY AIDE

**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:

Daniel Evans, a Part-time Aide effective immediately upon the background check clearance. As an Aide the workable hours per week is 17.5 hours. Mr. Evans will work under the supervision of Mrs. Hackett for the Circulation Department. The rate of pay is \$15.00 per hour and will be expensed from account #4550.01 Salaries Non-Professional.

This item will be presented for Board vote on 12/15/21.

Subject 4.7 D. Harrell Resolution #0118-21

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 4. Personnel

Type

Mount Vernon Public Library Board of Trustee Resolution # 0118-21

### A RESOLUTION TO HIRE A PART-TIME LIBRARY AIDE

**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:

Denise Harrell, a Part-time Aide effective immediately upon the background check clearance. As an Aide the workable hours per week is 17.5 hours. Ms. Harrell will work under the supervision of Mrs. Hackett for the Circulation Department. The rate of pay is \$15.00 per hour and will be expensed from account #4550.01 Salaries Non-Professional.

This item will be presented for Board vote on 12/15/21.

Subject 4.8 S. Grifftith Resolution #0119-21 Extension

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 4. Personnel

Type

# Mount Vernon Public Library Board of Trustee Resolution # 0119-21

# A RESOLUTION TO EXTEND THE TEMPORARY PERSONNEL CHANGE FOR S.GRIFFITH

**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 temporary title change of the following:

Scott Griffith, to continue working in the capacity as the Head of the Children Department. This resolution will grant an extension for an additional 60 days beginning January 5, 2022 through March 5, 2022 and shall not exceed over the 60 days without being presented to the Board. Mr. Griffith will supervise the department temporary. His increase in salary will be \$1,128 per month.

Subject 4.9 S. Dugaw Resolution #0121-21 Step Increase

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 4. Personnel

Type

Mount Vernon Public Library Board of Trustees Resolution #0121-21

# A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

**WHEREAS**, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

**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 following personnel change:

Susi Dugaw, Librarian I – Step 5, effective January 1, 2022 due for step increase. Her new step is at step 6 with a salary wage of \$75,099. Her salary will be paid out of the account 4501.01 Salaries – Professional. The necessary backup including Resolution #0152-19 the MOU Agreement that certifies the salary increases beginning 2014 through 2024 will be satisfied until the next Board and Union agreement is negotiated.

This item will be presented for Board vote on 12/15/21.

### Subject 4.10 D. Neslon Resolution #0122-21 Step Increase

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 4. Personnel

Type

Mount Vernon Public Library Board of Trustees Resolution #0122-21

# A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

**WHEREAS**, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

**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 following personnel change:

Deborah Nelson, Librarian I – Step 5, effective January 1, 2022 due for step increase. Her new step is at step 6 with a salary wage of \$75,099. Her salary will be paid out of the account 4501.01 Salaries – Professional. The necessary backup including Resolution #0152-19 the MOU Agreement that certifies the salary increases beginning 2014 through 2024 will be satisfied until the next Board and Union agreement is negotiated. This item will be presented for Board vote on 12/15/21.

This item will be presented for Board vote on 12/15/21.

Subject 4.11 T. Redahan Resolution #0123-21 Step Increase

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

Category 4. Personnel

Type

Mount Vernon Public Library Board of Trustees Resolution # 0123-21

### A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

**WHEREAS**, the Director of the Mount Vernon Public Library recommends to the Board the following employee change,

**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 following personnel change:

Thomas Redahan, Cleaner-Step 5, effective January 1, 2022 due for step increase. His new step is at step 6 with a salary wage of \$57,039. His salary will be paid out of the account 4650.01 Salaries – Maintenance.

# 5. 2022 Board Committe Meeting Schedule

**Subject** 5.1 Board Committee Schedule January through May 2022

Meeting Dec 13, 2021 - Working Meeting \* Minutes in progess\*\*

5. 2022 Board Committe Meeting Schedule Category

Type

# 2022 BOARD COMMITTEE MEETING SCHEDULE

### **BUILDING & GROUNDS MEETING**

Chairperson Trustee Oscar Davis Jr., V. Salmon

Meets the 1<sup>st</sup> & 3<sup>rd</sup> Thursday of the Month at 5:30 P.M.

January 6<sup>th</sup> 20<sup>th</sup>

February 3<sup>RD</sup>, 17<sup>TH</sup>

March 3<sup>RD</sup>, 17<sup>TH</sup>

April 7<sup>th</sup>, 21st

May 5<sup>th</sup>, 19th

# **ELECTION COMMITTEE MEETING \*\* Committee to be decided**

### FINANCE COMMITTEE MEETING

Chairperson Trustee Cathlin Gleason, O. Davis Jr., V. Salmon

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

January 10<sup>h</sup> February 14<sup>th</sup> March 14<sup>th</sup> April 11<sup>th</sup> May 9<sup>th</sup>

# PERSONNEL COMMITTEE MEETING

Chairperson Trustee Cathlin Gleason, O. Davis Jr., V.Salmon

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

January 19<sup>th</sup>... February 1,6<sup>th</sup> March 1,6<sup>th</sup> April 20<sup>th</sup> May 18<sup>th</sup>

# MARKETING / POLICY & GOVERNANCE COMMITTEE Rev. 12/13/21

Chairperson Trustee Judy Williams-Davis, O. Davis Jr.

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

January 12<sup>fh</sup> February..9<sup>th</sup> April 13<sup>†H</sup> May 11<sup>th</sup>

# STRATEGIC PLANNING

Chairperson Trustee Hope Marable

January 26<sup>1H</sup> February TBD March 3.0 April 27<sup>fh</sup> May TBD

# TECHNOLOGY COMMITTEE MEETING

Chairperson Trustee Oscar Davis Jr., V. Salmon January 6<sup>th</sup> 20<sup>th</sup>
February 3<sup>RD</sup>, 17<sup>TH</sup>
March 3<sup>RD</sup>, 17
April 7<sup>th</sup>, 21st
May 5<sup>th</sup>, 19th

# **REGULAR BOARD MEETING**

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

January 19<sup>TH</sup> February 16<sup>th</sup> March 16 May 18<sup>th</sup>

# **WORKING BOARD OF TRUSTEE MEETING**

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

January 10<sup>th</sup> February 1.4<sup>th</sup> April 1] May 9<sup>th</sup>

**Subject** 5.2 2022 Library Closing Schedule

Dec 13, 2021 - Working Meeting \* Minutes in progess\*\* Meeting

Category 5. 2022 Board Committe Meeting Schedule

Type

# 6. Excutive session called & Meeting Closing

**Subject 6.1 Adjournment** 

Dec 13, 2021 - Working Meeting \* Minutes in progess\*\* Meeting

Category 6. Excutive session called & Meeting Closing

Type