Monday, December 13, 2021
Working Meeting * Minutes in progress**

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 progress**
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 progress**
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 progress**
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 progress**

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 Minutes to Review

**Subject**

2.1 January 11, 2021 Special Meeting

Meeting Dec 13, 2021 - Working Meeting * Minutes in progress**

Category 2. Board Meeting Minutes 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 progress**

Category 2. Board Meeting Minutes to Review
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 progress
Category 2. Board Meeting Minutes to Review
Type Minutes

Subject 2.4 February 17, 2021 Regular Meeting
Meeting Dec 13, 2021 - Working Meeting * Minutes in progress
Category 2. Board Meeting Minutes to Review
Type Minutes

Subject 2.5 February 23, 2021 Special Meeting
Meeting Dec 13, 2021 - Working Meeting * Minutes in progress
Category 2. Board Meeting Minutes to Review
Type Minutes

Subject 2.6 March 1, 2021 Emergency Meeting
Meeting Dec 13, 2021 - Working Meeting * Minutes in progress
Category 2. Board Meeting Minutes to Review
Type Minutes

Subject 2.7 March 17, 2021 Regular Meeting
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 progress**
Category 2. Board Meeting Minutes 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 progress**
Category 2. Board Meeting Minutes 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 progress**
Category 2. Board Meeting Minutes 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 progress**
Category 2. Board Meeting Minutes to Review
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 progress**
Category 2. Board Meeting Minutes 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 2.13 July 1, 2021 Emergency Meeting
Meeting Dec 13, 2021 - Working Meeting * Minutes in progress**
Category 2. Board Meeting Minutes 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 2.14 July 6, 2021 Special Meeting
Meeting Dec 13, 2021 - Working Meeting * Minutes in progress**
Category 2. Board Meeting Minutes 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 progress**
Category 2. Board Meeting Minutes to Review
Type Minutes

The Board minutes should be reviewed and should be presented for vote at the Regular meeting of 12/15/21.
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 progress**
Category 2. Board Meeting Minutes 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 progress**
Category 2. Board Meeting Minutes 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 progress**
Category 2. Board Meeting Minutes 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 progress**
Category 2. Board Meeting Minutes 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 progress**
Category 2. Board Meeting Minutes to Review

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

### 3. Finance

**Subject**  
2.22 September 21, 2021 Special Meeting

**Meeting**  
Dec 13, 2021 - Working Meeting * Minutes in progress*

**Category**  
2. Board Meeting Minutes to Review

**Type**  
Minutes

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**  
3.1 Financial Document Review for the Check Signing Resolution

**Meeting**  
Dec 13, 2021 - Working Meeting * Minutes in progress*

**Category**  
3. Finance

**Type**  
Minutes

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 progress*

**Category**  
4. Personnel

**Type**  
Minutes

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.
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 progress*

**Category**  
4. Personnel

**Type**

Mount Vernon Public Library  
Board of Trustee  
Resolution # 0114-21

**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**  
4.3 J. Lewis Resolution #0115-21

**Meeting**  
Dec 13, 2021 - Working Meeting * Minutes in progress*

**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:
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

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

Mount Vernon Public Library
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 progress**
Category 4. Personnel
Type

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. Griffith Resolution #0119-21 Extension
Meeting Dec 13, 2021 - Working Meeting * Minutes in progress**
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 progress**
Category 4. Personnel

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
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.

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 Committee Meeting Schedule
2022 BOARD COMMITTEE MEETING SCHEDULE

BUILDING & GROUNDS MEETING
Chairperson Trustee Oscar Davis Jr., V. Salmon

Meets the 1st & 3rd Thursday of the Month at 5:30 P.M.
January 6th, 20th
February 3rd, 17th
March 3rd, 17th
April 7th, 21st
May 5th, 19th

ELECTION COMMITTEE MEETING ** Committee to be decided

FINANCE COMMITTEE MEETING
Chairperson Trustee Cathlin Gleason, O. Davis Jr., V. Salmon

Meets every 2nd Monday of the Month at 5:30 P.M.
January 10th
February 14th
March 14th
April 11th
May 9th

PERSONNEL COMMITTEE MEETING
Chairperson Trustee Cathlin Gleason, O. Davis Jr., V. Salmon

Meets every 2nd Tuesday of the Month at 5:30 P.M
January 19th
February 16th
March 16th
April 20th
May 18th

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 12th
February 9th
March 9th
April 13th
May 11th
January 26th
February TBD
March 30th
April 27th
May TBD

**TECHNOLOGY COMMITTEE MEETING**

Chairperson Trustee Oscar Davis Jr., V. Salmon

January 6th, 2021
February 3rd, 17th
March 3rd, 17th
April 7th, 21st
May 5th, 19th

**REGULAR BOARD MEETING**

HELD every 3rd Wednesday of the Month at 6:30 P.M.

January 19th
February 16th
March 16th
April 20th
May 18th

**WORKING BOARD OF TRUSTEE MEETING**

HELD every 2nd Monday of the Month at 6:30 P.M.

January 10th
February 14th
March 14th
April 11th
May 9th

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**Subject**  
5.2 2022 Library Closing Schedule

**Meeting**  
Dec 13, 2021 - Working Meeting * Minutes in progress**

**Category**  
5. 2022 Board Committee Meeting Schedule

**Type**

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**Subject**  
6. Executive session called & Meeting Closing

**Meeting**  
Dec 13, 2021 - Working Meeting * Minutes in progress**

**Category**  
6. Executive session called & Meeting Closing

**Type**