



MOUNT VERNON  
PUBLIC LIBRARY  
WHERE OPPORTUNITY AWAITS

**Tuesday, February 14, 2017**  
**Feb 14, 2017 - Working Meeting**

**Tuesday**  
**6:30**  
**Trustees' Room**

## **1. Meeting Opening**

---

**Subject**                    **1.1 Call to Order**

Meeting                    Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category                    1. Meeting Opening

Type                        Information

The Working meeting on Tuesday February 14, 2017 was call to order by Trustee Davis at 6:37 P.M.

**Subject**                    **1.2 Roll Call**

Meeting                    Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category                    1. Meeting Opening

Type                        Action, Procedural

Trustees presents: Trustee X Oscar Davis, X Cathlin Gleason, X Brian Johnson, X Darren Morton, X Na'im Tyson.

Also present was: Tamara Stewart

**Subject**                    **1.3 Pledge of Allegiance**

Meeting                    Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category                    1. Meeting Opening

Type                        Procedural

Pledge of Allegiance led by Darren Morton.

**Subject**                    **1.4 Acceptance of Agenda**

Meeting                    Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category                    1. Meeting Opening

Type                        Action

Recommended Action    Motion to approve the agenda

Upon a motion made by Brian Johnson, seconded by Darren Morton, the Board accepted the agenda for the Working Meeting on Tuesday February 14, 2017, with the addition of adding items listed below

under Old Business

3.4 - Treasurer search

3.5 - HR Consultant

3.6 Amnesty program

The vote carried 5 yes, 0 no.

**Subject**                    **1.5 Approval of Prior minutes 1/18/2017**

Meeting                    Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category                    1. Meeting Opening

Type                        Minutes

Trustee will move to vote on January 18, 2017 minutes at the next regular meeting on February 15, 2015.

**Subject**                    **1.6 Approval of Prior Meeting Minutes 1/09/2017**

Meeting                    Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category                    1. Meeting Opening

Type                        Action, Minutes

Recommended Action    Motion to approve minutes as attached

Trustee will move to vote on January 09, 2017 minutes at the next regular meeting on February 15, 2015.

**Subject**                    **1.7 Approval of Prior Minutes 12/21/2016**

Meeting                    Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category                    1. Meeting Opening

Type                        Minutes

Trustee will move to vote on December 21,2016 minutes at the next regular meeting on February 15, 2015.

## **2. Presentation**

---

**Subject**                    **2.1 Device Presentation-Trustee Tyson**

Meeting                    Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category                    2. Presentation

Type                        Information

Trustee Tyson- Gave an overview onb the Trustees choice of devices for Board use. The cost for Ipads are too costly, he recommends an alternative service such as the Samsung android tablet, it has micro soft apps that are cheaper.

## **3. Old Business**

---

**Subject**                    **3.1 ACCEPT THE VERTICAL SYSTEM ANALYSIS CAPITAL**

Meeting Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category 3. Old Business

Type Action

Dollar Amount \$10,450.00

Budget Source 6650.01

Recommended Action Be It Resolved that upon the recommendation of the Building and Grounds Committee to satisfy the DASNY Grant, the Mount Vernon Board of Trustees authorizes and accepts the agreement with Vertical Systems Analysis as the designer of record for the design and specification of the modernization of (1) passenger elevator and (1) booklift

**ABSTRACT: Vertical Systems Analysis** was awarded the contract to design the elevator cab and hydraulics, as well as the booklift through competitive bid. The contract modification (CO#1 See Attached) to include the design of the rated wall and door for the machine room was pricing asked of the vendor- this item was not re-bid, however we did ask Architectural Preservation to price it; they declined to bid.

Proposal dated October 8, 2015 at the cost of \$10,450 contract Upset Amount.

Trustees will move to vote at the next regular meeting on February 15, 2015.

**Subject 3.2 ACCEPT THE VERTICAL SYSTEM ANALYSIS CHANGE ORDER**

Meeting Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category 3. Old Business

Type Action

Dollar Amount \$1,000.00

Budget Source Budget 6650.01

Recommended Action Be It Resolved that upon the recommendation of the Building and Grounds Committee, the Mount Vernon Board of Trustees authorizes and accepts the agreement with Vertical Systems Analysis change order request for the additional design of a code-compliant machine room and revision to the bid documents to include this work modernization specification. Not to exceed \$1,000.00

Trustees will move to vote at the next regular meeting on February 15, 2015.

**Subject 3.3 Mobile Hot Spot Resolution#130-16**

Meeting Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category 3. Old Business

Type Action

Recommended Action Upon careful consideration of the usage of Mobile Hotspots during the last Communications & Computing (Technical) Committee Meeting in December, 2016,

WHEREAS, the former director, Carolyn Karwoski, has already engaged in a contract with Sprint for Mobile Hotspots for an entire year,  
WHEREAS, other libraries such as the White Plains Library make Mobile Hotspots available to patrons,

**NOW, THEREFORE**, be it  
**RESOLVED**, that the Technical Committee recommends that the Board of Trustees makes the hotspots available for patron usage;  
**FURTHER RESOLVED**, all patrons shall use the hotspot for a period no longer than **three** days.

Trustee Davis recommends the resolutions to state, all patrons shall use the hot spot for up to 3 business days in which the library is open.

Trustees will consider a vote on this item at the next regular meeting on February 15, 2015.

File Attachments  
Mobile-Hotspot-Lending-Program.pdf (83 KB)

**Subject 3.4 Treasurer**

Meeting Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category 3. Old Business

Type Discussion

Trustee Morton- The finance committee interviewed 7 candidates and are now down to 2 potentials. The other Board members ( Trustee Tyson, Trustee Johnson and Trustee Davis) will collectively interview the candidates on Tuesday 2/21/17 for about 45 minutes.

**Subject 3.5 HR Consultant**

Meeting Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category 3. Old Business

Type

Trustee Johnson - The resolutions is being presented back to the Board, the Consultant services were expanded. A change order resolution will be needed for the additional charges.

**Subject 3.6 Amnesty Resolution**

Meeting Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category 3. Old Business

Type Discussion

Trustee Davis - We (The Mount Vernon Public Library) should do a Read Down Your Fine Program like the New York City Library, for every 15 minutes a child read they can earn coupon or vouchers towards paying down their fines.

Trustee Johnson - It is good to research and it will be a great marketing tool for Library week. A banner would also be a nice touch.

#### 4. New Business

---

**Subject 4.1 Minimum Wage Resolution# 0007-17**

Meeting Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category 4. New Business

Type Action

Preferred Date Feb 14, 2017

Budget Source jhjk

Recommended Action WHERE AS: NYS Department of Labor has increased the minimum wage from its current rate of \$9.00/hour to \$10.00/hour in the Westchester County by December 31, 2016.  
 WHEREAS: 9 employees have been increased to \$10.00/hour as of December 31, 2016.  
 RESOLVED: that in order to ensure that the implementation of this increase to the minimum wage is executed in an appropriate manner, the Board of Trustees will be briefed on an annual basis as to the implementation and the impact on the MVPL Budget.  
 BE IT RESOLVED: That the Board of Trustees of the Mount Vernon Public Library ("MVPL") hereby authorizes and adopt this resolution in accordance with the policies and procedures of the MVPL and the affirmation by the Board President.

WHEREAS: 9 employees have been increased to \$10.00/hour as of December 31, 2016:

RESOLVED: that in order to ensure that the implementation of this increase to the minimum wage is executed in an appropriate manner, the Board of Trustees will be briefed on an annual basis as to the implementation and the impact on the MVPL Budget.

BE IT RESOLVED: That the Board of Trustees of the Mount Vernon Public Library ("MVPL") hereby authorizes and adopt this resolution in accordance with the policies and procedures of the MVPL and the affirmation by the Board President.

Trustees will move to vote at the next regular meeting on February 15, 2015.

<p>File Attachments  <a href="#">NYS Wage Doc..pdf (2,349 KB)</a></p>
---

**Subject 4.2 Budget Vote Calendar Resolution #00012-17**

Meeting Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category 4. New Business

Type Action

Recommended Action WHEREAS, the Administration of the Mount Vernon Public Library recommends to the Board that they approve the internal budget vote calendar for the 2017 election, WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve these recommendations,

The public forums to be determined at a later date.

**5. Finance**

---

**Subject 5.1 Funds Transfer # 0008-17**

Meeting Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category 5. Finance

Type Action

Dollar Amount \$300,000.00

Budgeted Yes

Recommended Action FURTHERMORE: Checks have been duly prepared by the Chief Account Clerk for the purposes described above which aggregate approximately \$300,000, which checks need to be issued as soon as possible. Once issued, these checks will only be valid once the funds are transferred from the Money Market Account into the Operating Account. THEREFORE: It is the recommendation of the Management of the MVPL that the Board of Trustees authorize the transfer of exactly \$300,000.00 (Three hundred thousand dollars) from the Sterling National Bank MVPL Money Market 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 \$300,000 (Three hundred thousand dollars) from the Sterling National Bank MVPL Money Market account ending in 8241 into the Sterling National Bank MVPL Operating account ending in 0601.

Yea	Nay	Abstain	Trustees
___	___	___	Oscar Davis, Jr.
___	___	___	Cathlin Gleason
___	___	___	Brian G. Johnson
___	___	___	Darren M. Morton
___	___	___	Na'im R. Tyson

The vote carried \_\_\_\_\_ yes, \_\_\_\_\_ no.

**Subject 5.2 Check Signing Resolution#0009-17**

Meeting Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category 5. Finance

Type Action (Consent)

Absolute Date Feb 15, 2017

Fiscal Impact Yes

Dollar Amount \$175,273.64

Budgeted Yes

**Recommended Action** FURTHERMORE: The Administration of the MVPL has prepared various checks to various third parties, dated February 15, 2017, 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, 2017. A listing of such checks is attached to this Resolution and includes consecutive check numbers 12190-12231 totaling \$175,273.64.

**FURTHERMORE:** The Administration has reviewed the checks and underlying documentation and makes the following affirmation:

***I have 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.

Trustees will move to vote at the next regular meeting on February 15, 2015.

File Attachments

[Summarized Expense Allocation - Checks dated 2-15-2017.pdf \(19 KB\)](#)

[2-15-2017 Check Register.pdf \(52 KB\)](#)

[Check signing resolution #0009-17.docx \(14 KB\)](#)

**Subject** 5.3 BOT Report

Meeting Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category 5. Finance

Type

**Subject** 5.4 BOT SUMMARY

Meeting Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category 5. Finance

Type

## **6. Executive Session (If Needed)**

**Subject** 6.1 Executive Session

Meeting Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category 6. Executive Session (If Needed)

Type Procedural

Upon a motion made by Cathlin Gleason, seconded by Darren Morton the Board entered into Executive Session at 7:45 P.M.

## **7. Meeting Closing**

**Subject**                    **7.1 Adjournment**

Meeting                    Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category                    7. Meeting Closing

Type                        Action

Recommended Action    Motion to adjourn meeting.

The working meeting for the Board of Trustees on February 14, 2017, adjourned at 7:50 P.M.

**Subject**                    **7.2 Dates of future board meetings**

Meeting                    Feb 14, 2017 - Feb 14, 2017 - Working Meeting

Category                    7. Meeting Closing

Type                        Information

**POLICY & GOVERNANCE MEETING**

Thursday February 23, 2017 at 5:30 p.m.

Trustee Room

Trustee Johnson (Chairperson)

Na'im Tyson

**BUILDING & GROUNDS MEETING**

Thursday March, 2, 2017 at 5:30 p.m.

Trustee Room

Trustee Davis (Chairperson)

Cathlin Gleason