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 on 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
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.

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

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

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

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.

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

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.
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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.

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<td>Na’im R. Tyson</td>
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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
FURTHERMORE: The Administration has reviewed the checks and underlying documentation and makes the following affirmation:

\[ I \text{ have reviewed each check and related underlying documentation and certify that each check has been prepared in accordance with such documentation, for the amount of the related invoice and matching purchase order and that such expenditure is solely for Library purposes and is within the annual budget amount for the particular budget line item. } \]

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.

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File Attachments
- 2-15-2017 Check Register.pdf (52 KB)
- Check signing resolution #0009-17.docx (14 KB)
The working meeting for the Board of Trustees on February 14, 2017, adjourned at 7:50 P.M.

**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.

**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