



Monday, January 13, 2020
Working Meeting * Canceled Trustee did not have Quorum *****

Monday
6:30
Trustees' Room

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Jan 13, 2020 - Working Meeting *** Canceled Trustee did not have Quorum ***

Category 1. Meeting Opening

Type Procedural

***** Canceled Trustee did not have Quorum *****

**This resolution will be presented at the Regular Board meeting
 scheduled Wednesday January 15, 2020.**

The working meeting of Monday January 13, 2020 was called to order at _____ by _____.

Subject **1.2 Roll Call**

Meeting Jan 13, 2020 - Working Meeting *** Canceled Trustee did not have Quorum ***

Category 1. Meeting Opening

Type Action, Procedural

Trustees present:

Trustees absent:

Also present was:

Subject **1.3 Pledge of Allegiance**

Meeting Jan 13, 2020 - Working Meeting *** Canceled Trustee did not have Quorum ***

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance was led by _____.

Subject **1.4 Acceptance of Agenda**

Meeting Jan 13, 2020 - Working Meeting *** Canceled Trustee did not have Quorum ***

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 Monday January 13, 2020. The vote carried ___ yes and ___ no.

Yea Nay Abstain Trustees

____ _ Malcolm I. Clark

____ _ Oscar Davis, Jr.

____ _ Judy Williams-Davis

____ _ Cathlin Gleason

____ _ Tanya Southerland

2. Past Meeting Minutes

Subject **2.1 Minutes - October 28, 2019 Special**

Meeting Jan 13, 2020 - Working Meeting *** Canceled Trustee did not have Quorum ***

Category 2. Past Meeting Minutes

Type Minutes

Subject **2.2 Minutes - November 12, 2019 Working**

Meeting Jan 13, 2020 - Working Meeting *** Canceled Trustee did not have Quorum ***

Category 2. Past Meeting Minutes

Type Minutes

Subject **2.3 Minutes - November 19, 2019 Emergency**

Meeting Jan 13, 2020 - Working Meeting *** Canceled Trustee did not have Quorum ***

Category 2. Past Meeting Minutes

Type Minutes

Subject **2.4 Minutes - November 20, 2019 Regular**

Meeting Jan 13, 2020 - Working Meeting *** Canceled Trustee did not have Quorum ***
 Category 2. Past Meeting Minutes
 Type Minutes

3. Finance

Subject 3.1 BOT Report- Jose Alvelo

Meeting Jan 13, 2020 - Working Meeting *** Canceled Trustee did not have Quorum ***
 Category 3. Finance
 Type

Subject 3.2 Check Signing Resolution #0007-20

Meeting Jan 13, 2020 - Working Meeting *** Canceled Trustee did not have Quorum ***
 Category 3. Finance
 Type

MOUNT VERNON PUBLIC

LIBRARY

BOARD OF TRUSTEES

CHECK SIGNING RESOLUTION

#0007-20

WHEREAS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2019, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.

FURTHERMORE: The Administration of the MVPL has prepared various checks to various third parties, dated January 15, 2020 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, 2019. A listing of such checks is attached to this Resolution and includes consecutive check numbers #14991-15029 totaling \$358,490.47. After grouping these checks according to their respective purpose, a total of, \$173,353.50 was for Accrued expenses, \$56.02 was for NYS Ret EE* Cont, Mand & Loans, \$6,327.00 was for Book expenses, \$2,374.24 was for Audio Visual expenses, \$592.44 was for Periodicals expenses, \$3,468.19 was for New Technology, \$1,016.26 was for Program expenses-MV, \$735.00 was for Supplies expenses-Main, \$4,892.85 was for Compu. Software & Sup. Exp-MV, \$551.50 was for Telephone – Telecommunication Exp., \$120.00 was for Postage Exp.-Main, \$721.81 was for Equipment Maint. Exp, \$381.01 was for Miscellaneous Exp.-MV, \$7,707.00 was for Professional Fees, \$2,628.20 was for Fuel Exp.-MV, \$655.00 was for Repairs to Build. Exp.-MV, \$17,831.00 was for Security Guard Exp.-MV, \$5,254.71 was for Service Contract Exp.-MV, \$6,620.00 was for Miscellaneous Build. Exp.-MV, \$57,784.50 was for Retirement Expense, \$63,087.30 was for Hospital & Medical Insurance Exp., \$2,332.94 was for Dental Exp.-MV, \$950.00 Vision Grant Expense.

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

The Administration has 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.

4. New Business

Subject 4.1 Budget Vote Extra Hours Resolution #0001-20
Meeting Jan 13, 2020 - Working Meeting *** Canceled Trustee did not have Quorum ***
Category 4. New Business
Type

**Mount Vernon Public Library
Board of Trustees**

Resolution #0001-20

**RESOLUTION TO APPROVE EXTRA WORK HOURS FOR P.T. LIBRARY- CLERKS
TASHAWNA ISSAC & DEBORAH KERSHAW**

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that Part Time Clerks, TaShawna Issac, and Deborah Kershaw be allowed to work additional hours in order to assist with the Budget Vote Election of 2020.

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 that Part Time Library-Clerks TaShawna Issac, and Deborah Kershaw be permitted to work over their normal 17.5 hour work week to assist with the 2020 Budget Vote Election. Their salary will be expensed from the Non – Professional salaries account 4550.01 at her current rate of pay of \$16.62 per hour.

Subject 4.2 Golf Event 2020 Resolution #0002-20
Meeting Jan 13, 2020 - Working Meeting *** Canceled Trustee did not have Quorum ***
Category 4. New Business
Type

**Mount Vernon Public Library
Board of Trustees
Resolution #0002-20**

A RESOLUTION TO HOST A GOLF FUNDRAISING EVENT FOR THE MOUNT VERNON PUBLIC LIBRARY IN SEPTEMBER OF 2020

Whereas, the Board of Trustees shall have the power to fund raise on behalf of the Mount Vernon Public Library,

WHEREAS, the Board of Trustees on its own initiative has decided to throw a fundraising event at the Pelham Bay Golf Course on September 14, 2020

Now, Therefore, be it

Resolved, that upon the request of the Director, and as per the recommendations of the finance committee, the Board of Trustees for the Mount Vernon Public Library, has approved, adopted, and authorized a Golf Event Fundraiser held at the Pelham Bay Course on September 14, 2020. Will incur a cost not to exceed \$5,320.00 for the event, and the \$5,320.00 will be paid the day after the event. It will be expensed from GL account #8704.01. A deposit of \$400.00 is due January 18, 2020.

Subject **4.3 ArtsWestchester Matching Grant Resolution#0003-20**

Meeting Jan 13, 2020 - Working Meeting *** Canceled Trustee did not have Quorum ***

Category 4. New Business

Type

**Mount Vernon Public Library
Board of Trustees
ARTSWESTCHESTER MATCHING GRANT
RESOLUTION#0003-20**

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they accept the awarded Art\$WChallenge Matching Grant from ArtsWestchester in the amount of **\$2500** (as a match to the Kurr Foundation' monetary donation in the amount of \$2,500) in support of the creation of a Teen Lab.

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve the donation,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the acceptance of the awarded a Art\$WChallenge Matching Grant from ArtsWestchester in the amount of **\$2500** check # _____. It will be applied to account #4379.03 , Art\$WChallenge.

Subject **4.4 Advertising Consultant Resolution #0004-20**

Meeting Jan 13, 2020 - Working Meeting *** Canceled Trustee did not have Quorum ***
 Category 4. New Business
 Type

**Mount Vernon Public Library
 Board of Trustee
 Resolution # 0004-20**

**A RESOLUTION TO APPROVE AN
 ADVERTISING CONSULTANT**

Whereas, the Director of the Mount Vernon Public Library recommends to the Board that they approve the contracting of Muhammad Floyd as both a Teen Video Trainer/ Advertising Consultant. Mr. Floyd’s contract to be submitted at the next regular Board Meeting, but Mr. Floyd’s first training classes to begin before the end of January 2020.

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 acceptance of the Mr. Muhammed Floyd as an Advertising Consultant/Video Trainer at an hourly rate of \$20 and hour for a maximum of 17 1/2 a week. Mr. Floyd will immediately begin prepping for Training Teens how create videos. He will be assigned supervision. His salary with be expensed from budget line 6150.01 – Professional Fees, and not to exceed six months.

Subject 4.5 D. Kershaw Dept Change Resolution #0005-20

Meeting Jan 13, 2020 - Working Meeting *** Canceled Trustee did not have Quorum ***
 Category 4. New Business
 Type

**Mount Vernon Public Library
 Board of Trustee
 Resolution # 0005-20**

**A RESOLUTION TO APPROVE THE TEMPORARY DEPARTMENT CHANGE FOR
 DEBORAH KERSHAW
 RESOLUTION#0005-20**

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee change - PT Clerk, Deborah Kershaw, to be moved from the Periodicals Department to the

Finance Department within Administrative Services, for three months to assist supervisors with ADP.

WHEREAS, the 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 personnel changes of: PT Clerk, Deborah Kershaw, moving from the Periodicals Department, to temporarily work in the Finance Department of Administrative Services for three months. There is no change to be made to her salary or to the number of hours she normally works in this position.

Subject **4.6 Extra Hours Resolution #0006-20**

Meeting Jan 13, 2020 - Working Meeting *** Canceled Trustee did not have Quorum ***

Category 4. New Business

Type

Mount Vernon Public Library
Board of Trustees
Resolution # 0006-20

RESOLUTION TO APPROVE EXTRA WORK HOURS FOR THE LIBRARY-AIDES

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that the Library Aides listed below, be approved for the additional hours worked in order to provide coverage at the Mayor's Inauguration event,

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 that that the following Library-Aides;

Keenan Perkins, and Jade Hackett has worked over their normal 17.5 hour work week to provide media coverage at the Mayor's Inauguration event held at Thorton School on Saturday January 4, 2020 from 10am-2pm (4) hours. Their salary will be expensed from the Non – Professional salaries account 4550.01 at her current rate of pay \$12.00 per hour.

5. Executive Session (If Needed)

6. New Committee Meeting Schedule

Subject **6.1 2020 Committee Schedule Jan- May**

Meeting Jan 13, 2020 - Working Meeting *** Canceled Trustee did not have Quorum ***

Category 6. New Committee Meeting Schedule

Type

Board & Committee Schedule 2020

BUILDING & GROUNDS MEETING

Chairperson Oscar Davis Jr.

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

January 2nd, 9th, 16th, 23rd, 30th
February 6th, 13th, 20th, 27th
March 5th, 12th, 19th, 26th
April 2nd, 9th, 16th, 23rd, 30th
May 7th, 14th, 21st, 28th

FINANCE COMMITTEE MEETING

Chairperson Cathlin Gleason

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

January 13th
February 10th
March 9th
April 13th
May 11th

PERSONNEL COMMITTEE MEETING/MARKETING-

Chairperson Judy Williams-Davis

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

January 14th
February 11th
March 10th
April 14th
May 12th

POLICY& GOVERNANCE COMMITTEE

Chairperson Cathlin Gleason

Meets every 3rd Wednesday of the Month at 5:30 P.M.

January 14th *TUESDAY*****
February 19th
March 18th
April 15th
May 20th

TECHNOLOGY COMMITTEE MEETING

Chairperson Oscar Davis Jr.

Meets every Thursday of the Month at 6:30 P.M.

January 2nd, 9th, 16th, 23rd, 30th
February 6th, 13th, 20th, 27th
March 5th, 12th, 19th, 26th
April 2nd, 9th, 16th, 23rd, 30th
May 7th, 14th, 21st, 28th

REGULAR BOARD MEETING

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

January 15th
February 19th
March 18th
April 15th
+h

May 20th

BOARD OF TRUSTEE MEETING Meets every 2nd Monday of the Month at 6:30 P.M.

January 13th
February 10th
March 9th
April 13th
May 11th

7. Meeting Closing

Subject 7.1 Adjournment

Meeting Jan 13, 2020 - Working Meeting *** Canceled Trustee did not have Quorum ***

Category 7. Meeting Closing

Type

Upon a motion made by _____, seconded by _____, the Working meeting of Monday January 13, 2020 adjourned at _____. The vote carried ___ yes, ___ no.