



**Monday, January 14, 2019
Working Meeting**

**Monday
6:30
Trustees' Room**

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Jan 14, 2019 - Working Meeting

Category 1. Meeting Opening

Type Procedural

This meeting was not properly noticed therefore it has been canceled. The regular meeting for Wednesday 1/16/19 will review and vote on the items for this meeting agenda.

Subject **1.2 Roll Call**

Meeting Jan 14, 2019 - Working Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees	Present	Absent
Malcolm I. Clark	_____	_____
Judy Williams-Davis	_____	_____
Cathlin Gleason	_____	_____
Tanya Southerland	_____	_____
Oscar Davis, Jr.,	_____	_____

This meeting was not properly noticed therefore it has been canceled. The regular meeting for Wednesday 1/16/19 will review and vote on the items for this meeting agenda.

Subject **1.3 Pledge of Allegiance**

Meeting Jan 14, 2019 - Working Meeting

Category 1. Meeting Opening

Type Procedural

This meeting has been canceled.

Subject **1.4 Acceptance of Agenda**

Meeting Jan 14, 2019 - Working Meeting

Category 1. Meeting Opening

Type Action

Recommended Action Motion to approve the agenda

This meeting has been canceled.**2. Old Business**

Subject **2.1 Insurance Binder Resolution #0166-18 FOA & Sons**

Meeting Jan 14, 2019 - Working Meeting

Category 2. Old Business

Type

**A RESOLUTION TO ACCEPT THE INSURANCE QUOTES BY FOA & SONS
INSURANCE BROKERS FOR DECEMBER 31, 2018 – DECEMBER 31, 2019**

RESOLUTION #0166-18

WHEREAS, the Treasurer for the Mount Vernon Public Library recommends to the Board to accept the insurance quotes given by FOA & Sons for December 31, 2018 - December 31, 2019 and to pay a total premium amount of \$73, 947. This premium includes: property, general liability, umbrella and cyber insurance necessary to provide complete coverage to the Library,

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 treasurer to accept the insurance quotes given by FOA & Sons Insurance Brokers for December 31, 2018 – December 31, 2019, and to pay a total premium amount of \$73,947 and will be expensed from budget line 7001.01 (Insurance). This change is effective immediately.

This item will be reviewed and voted on at the regular meeting for Wednesday 1/16/19.

Subject **2.2 Check Signing Resolution #0002-19**

Meeting Jan 14, 2019 - Working Meeting

Category 2. Old Business

Type

CHECK SIGNING RESOLUTION #0002-19

WHEREAS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2018, which was affirmatively voted by the majority of the citizens of the City of Mount Vernon.

FURTHERMORE: The Administration of the MVPL has prepared a check to a third party, dated December 19, 2018, for Professional fees, which is within the approved budget for the fiscal year ending June 30, 2019. The listing for the check is attached to this Resolution, check number #14023 totaling \$2,082.50.

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

The Administration has reviewed the check and related underlying documentation and certify that the check has been prepared in accordance with such documentation, for the amount of the related invoice 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 check.

This item will be reviewed and voted on at the regular meeting for Wednesday 1/16/19.

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 this the check delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Board President.

3. Finance

Subject **3.1 BOT Report - Jose Alvelo**

Meeting Jan 14, 2019 - Working Meeting

Category 3. Finance

Type

This report will be given at the regular meeting on Wednesday 1/16/19.

Subject **3.2 Funds Transfer Resolution #0007-19**

Meeting Jan 14, 2019 - Working Meeting

Category 3. Finance

Type

RESOLUTION #0007-19

WHERE AS: The Mount Vernon Public Library ("MVPL") maintains a money market account at Sterling National Bank with an account number ending in 8241 for the purpose

of depositing and holding the tax levy money remitted by the citizens of Mount Vernon via the Mount Vernon School District.

FURTHERMORE: The Mount Vernon Public Library ("MVPL") maintains an operating account at Sterling National Bank with an account number ending in 0601 for the purpose of dispersing various amounts in the ordinary course of business to both employees for payroll and related costs and various amounts to third party vendors for expenses incurred each in accordance with the approved budget.

THEREFORE: It is the recommendation of the Management of the MVPL that the Board of Trustees authorize the transfer of exactly \$500,000.00 (five 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 \$500,000 (five 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.

This item will be reviewed and voted on at the regular meeting for Wednesday 1/16/19.

Subject 3.3 Check Signing Resolution #0008-19

Meeting Jan 14, 2019 - Working Meeting

Category 3. Finance

Type

CHECK SIGNING RESOLUTION #0008-19

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 16, 2019, 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 14045-14084 totaling \$123,116.79. After grouping these checks according to their respective purpose, a total of \$1,250.00 was for Prepaid expenses, \$720.00 was for Accrued expenses, \$54.93 was for Refund Books expense, \$17,779.91 was for Book expenses, \$2,757.98 was for Audio Visual expenses, \$329.50 was for Periodicals expenses, \$3,990.00 was for New Technology, \$4,302.72 was for Program expenses-MV, \$2,238.13 was for Supplies expenses-Main,

\$89.99 was for Computer Software & Supp. Expenses, \$225.30 was for Telephone Telecommunication expenses, \$67,482.70 was for WLS Terminal expenses, \$141.94 was for Postage expenses, \$32.63 was for Professional Meeting-MV, \$240.56 was for Equipment Maintenance expenses-MV, \$3,578 was for Fuel expenses-MV, \$43.98 was for Custodial Supplies-MV, \$3,791.55 was for Security Guard expenses, \$6,885.49 was for Security System expense, \$4,100.93 was for Service Contract expense-MV, \$13.38 was for Miscellaneous Building expense-MV, \$2,091.87 was for Dental, \$974.85 was for Furniture exp.

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.

This item will be reviewed and voted on at the regular meeting for Wednesday 1/16/19.

4. New Business

Subject 4.1 PC Pals Contract Resolution #0001-19

Meeting Jan 14, 2019 - Working Meeting

Category 4. New Business

Type

A RESOLUTION TO ACCEPT THE PC PALS COMPUTER TRAINING CONSULTANT CONTRACT RESOLUTION #0001-19

WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the PC Pals Computer Consultant contract for training services,

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

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the approval of the PC Pals Computer Consultant System Contract for a one year term effective June 2018 through June 2019. The consultant will meet and administer program(s) training for all that are interested. The Consultant will provide a variety of programs and projects to the community. The hourly rate of pay is at \$70.00 per hour, and will work 8 hours per week totaling \$560.00 per week. The expense will come from the Library program budget line #5250.01.

This item will be reviewed and voted on at the regular meeting for Wednesday 1/16/19.

Subject 4.2 ArtsWestchester Grant- Arts Alive Resolution #0003-19 (Media Mixed Mix)

Meeting Jan 14, 2019 - Working Meeting

Category 4. New Business

Type

RESOLUTION #0003-19

ARTS-WESTCHESTER, ARTS ALIVE PROJECT GRANT 2019 FOR
MIXED MEDIA JOURNALING

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board, that they approve the ArtsWestchester - Arts Alive project grant 2019 for Mixed Media Journaling, March-May 2019

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 ArtsWestchester - Arts Alive project grant 2019 in the amount of \$1,000 to be used for Mixed Media Journaling, March-May 2019 budget line #4335.01 ArtsWestchester.

This item will be reviewed and voted on at the regular meeting for Wednesday 1/16/19.

Subject 4.3 ArtsWestchester Grant- Arts Alive Resolution#0004-19 (Comic con)

Meeting Jan 14, 2019 - Working Meeting

Category 4. New Business

Type

RESOLUTION #0004-19

ARTS-WESTCHESTER, ARTS ALIVE PROJECT GRANT 2019 FOR
MVPL's COMIC EXPO 2019

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board, that they approve the ArtsWestchester - Arts Alive project grant 2019 to be used for the Mount Vernon Public Library's Comic Expo 2019,

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 ArtsWestchester - Arts Alive project grant 2019 in the amount of \$1,800 to be used for the 2019 Comic Con event budget line #4335.01 ArtsWestchester.

This item will be reviewed and voted on at the regular meeting for Wednesday 1/16/19.

Subject 4.4 Creative Bug Contract Resolution #0005-19

Meeting Jan 14, 2019 - Working Meeting

Category 4. New Business

Type

RESOLUTION #0005-19

A RESOLUTION TO APPROVE THE CREATIVE BUG, LLC CONTRACT FOR 2019

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board, that they approve a contract with Creative Bug, LLC one year

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 a contract with Creative Bug in the amount of \$2,100 to be expensed from budget line #5250.01 (library programs).

This item will be reviewed and voted on at the regular meeting for Wednesday 1/16/19.

Subject 4.5 Website Developer Contract Resolution #0006-19 (Sean Smith of Fredi B Design)

Meeting Jan 14, 2019 - Working Meeting

Category 4. New Business

Type

RESOLUTION #0006-19

MAINTENANCE CONTRACT FOR WEBSITE DEVELOPER SEAN SMITH OF FREDI B DESIGN

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board, that they approve the maintenance contract for one year with Website Developer Sean Smith of Fredi B Design

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 maintenance contract in the amount of \$130.00 per month for 12 months for the agreed upon services to be expensed from budget line #5200.01 (new and cutting edge technology).

This item will be reviewed and voted on at the regular meeting for Wednesday 1/16/19.

5. Executive Session (If Needed)

Subject 5.1 Executive Session (Personnel Resolution)

Meeting Jan 14, 2019 - Working Meeting

Category 5. Executive Session (If Needed)

Type

Upon a motion made by _____, seconded by _____, the Board entered into executive session at _____ p.m. to discuss _____ matters. The vote carried ____ yes and ____ no.

Subject 5.2 Personnel Resolution#0009-19

Meeting Jan 14, 2019 - Working Meeting

Category 5. Executive Session (If Needed)

Type

This item will be reviewed and voted on at the regular meeting for Wednesday 1/16/19.

6. Meeting Closing

Subject 6.1 Adjournment

Meeting Jan 14, 2019 - Working Meeting

Category 6. Meeting Closing

Type

Meeting adjourned at _____ p.m.