



**Monday, July 13, 2020  
Working Meeting**

**Monday  
6:30  
Via Zoom**

## **1. Meeting Opening**

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**Subject**                    **1.1 Call To Order**

Meeting                    Jul 13, 2020 - Working Meeting

Category                    1. Meeting Opening

Type                        Procedural

The Working meeting of Monday July 13, 2020 via Zoom conferencing was called to order at 6:54 p.m. by Oscar Davis Jr.

**Subject**                    **1.2 Pledge of Allegiance**

Meeting                    Jul 13, 2020 - Working Meeting

Category                    1. Meeting Opening

Type                        Procedural

Pledge of Allegiance was led by Hope Marable.

**Subject**                    **1.3 Acceptance of Agenda**

Meeting                    Jul 13, 2020 - Working Meeting

Category                    1. Meeting Opening

Type                        Action

Recommended Action    Motion to approve the agenda

Upon a motion made by Hope Marable, seconded by Cathlin Gleason, the Board approved the agenda for the Working meeting of Monday July 13, 2020. The vote carried 4 yes and 0 no.

**Subject**                    **1.4 Roll Call**

Meeting Jul 13, 2020 - Working Meeting  
 Category 1. Meeting Opening  
 Type Action, Procedural

Trustees' present: Catlin Gleason, Judy William-Davis, Hope Marable, and Oscar Davis Jr.

Trustee absent: Tanya Southerland

Also present was: Marcus Griffith; Prov. Chief Accountant clerk, Timur Davis; Director, and Doreen McQueen; Administrative Assistant.

## 2. Director's Report

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**Subject 2.1 Director's Report- Timur Davis**

Meeting Jul 13, 2020 - Working Meeting  
 Category 2. Director's Report  
 Type

Director's report will be given at the regular meeting of 7/15/2020.

### File Attachments

Director Report July 2020 D2 (1)-1.pdf (674 KB)  
 Mount Vernon Phased Reopening Plan Revised 8.pdf (776 KB)  
 MVPL MARKETING PLAN.pdf (583 KB)  
 June2020MonthlyStatistics.pdf (413 KB)  
 MVPL June 2020 Children Room Report.pdf (627 KB)

## 3. Board Minutes

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**Subject 3.1 December 18, 2019 Regular Meeting**

Meeting Jul 13, 2020 - Working Meeting  
 Category 3. Board Minutes  
 Type Minutes

trustees' will review and consider to vote

**Subject 3.2 January 15, 2020 Regular Meeting**

Meeting Jul 13, 2020 - Working Meeting  
 Category 3. Board Minutes  
 Type Minutes

**Subject**                    **3.3 March 23, 2020 Special Meeting Minutes**

Meeting                    Jul 13, 2020 - Working Meeting

Category                    3. Board Minutes

Type                    Minutes

trustees' will review to vote

**Subject**                    **3.4 April 17, 2020 Special Meeting**

Meeting                    Jul 13, 2020 - Working Meeting

Category                    3. Board Minutes

Type                    Minutes

trustees' will review to vote

**Subject**                    **3.5 April 29, 2020 Special Meeting**

Meeting                    Jul 13, 2020 - Working Meeting

Category                    3. Board Minutes

Type                    Minutes

trustees' will review to vote

**Subject**                    **3.6 May 7, 2020 Emergency Meeting**

Meeting                    Jul 13, 2020 - Working Meeting

Category                    3. Board Minutes

Type                    Minutes

**Subject**                    **3.7 May 11, 2020 Working Meeting**

Meeting                    Jul 13, 2020 - Working Meeting

Category                    3. Board Minutes

Type                    Minutes

**Subject**                    **3.8 May 20, 2020 Regular Meeting**

Meeting                    Jul 13, 2020 - Working Meeting

Category                    3. Board Minutes

Type                    Minutes

**Subject**                    **3.9 June 2, 2020 Special Meeting**

Meeting Jul 13, 2020 - Working Meeting  
 Category 3. Board Minutes  
 Type Minutes

#### 4. Old Business

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**Subject 4.1 Check Signing Resolution#-0059-20 Revised**

Meeting Jul 13, 2020 - Working Meeting  
 Category 4. Old Business  
 Type

**MOUNT VERNON PUBLIC LIBRARY  
 BOARD OF TRUSTEES  
 CHECK SIGNING RESOLUTION #0059-20**

**WHEREAS:** The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2020, 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 for various third parties, dated June 16, 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, 2020. A listing of such checks is attached to this Resolution and includes consecutive check numbers 15287-15292, 15294, 15296-15301 totaling **\$20,065.41**. After grouping these checks according to their respective purpose a total of \$708.00 was for Periodicals Expenses, \$880.00 was for Computer Soft & Supp. \$6,350.07 was for Book Expenses, \$913.56 was for Equipment Maintenance, \$3,750.00 was for Misc. Build Exp., \$93.97 was for Exchange Expense, \$2,612.49 was for Professional Fees, \$4,313.60 was for Contracted Services, \$443.72 was for Custodial Supplies.

**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.

**Revised 6/19/20** check#15295 –NYS Emp. Insurance was pulled & paid  
**Revised 7/10/20** check#15293 –Voided

The Board will move to vote

**Subject**                    **4.2 Social Media Resolution#0063-20**

Meeting                    Jul 13, 2020 - Working Meeting

Category                    4. Old Business

Type

Mount Vernon Public Library  
Board of Trustees  
Resolution # 0063-20

### **A RESOLUTION TO APPROVE THE SOCIAL MEDIA POLICY**

**WHEREAS**, the Director of the Mount Vernon Public Library recommends to the Board the approve the Social Media Policy,

**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 Social Media Policy and the Board of Trustees and employees abide by the adopted policy guidelines attached to this resolution.

The Board will move to vote

## **5. Executive Session**

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**Subject**                    **5.1 Executive Session Request**

Meeting                    Jul 13, 2020 - Working Meeting

Category                    5. Executive Session

Type

Upon a motion made by Cathlin Gleason, seconded by Hope Marable, the Board agreed to into executive session at 7:15 p.m. to discuss personnel matters. The vote carried 4 yes and 0 no.

## **6. Meeting Closing**

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**Subject**                    **6.1 Adjournment**

Meeting                    Jul 13, 2020 - Working Meeting

Category                    6. Meeting Closing

Type

Adjourned