



**MOUNT VERNON
PUBLIC LIBRARY**
WHERE OPPORTUNITY AWAITS

**Monday, March 13, 2017
Working Meeting**

**Monday
6:30 P.M.
Trustees' Room**

1. Meeting Opening

Subject **1.1 Roll Call**

Meeting Mar 13, 2017 - Working Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees presents: X Trustee Oscar Davis, Jr., X Cathlin Gleason, X Brian Johnson, X Darren Morton(arrived at 5:47 and left at 6:18 p.m, (Absent) Na'im Tyson.

Also present was: Tamara Stewart, Jose Alvelo;Treasurer, Juan Jaramillo;Cheif Accountant Clerk, Evania A, Thompson; Interim Director (arrived at 7:07 p.m.), and Doreen McQueen; Administrative Assistant.

Subject **1.2 Pledge of Allegiance**

Meeting Mar 13, 2017 - Working Meeting

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance led by Brian Johnson

Subject **1.3 Acceptance of Agenda**

Meeting Mar 13, 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 Cathlin Gleason , the Board accepted the agenda for the Working Meeting of Monday March 13,2017.

The vote carried 3 yes 0 no.

2. Old Business

Subject **2.1 Committee Resolutions To Review**

Meeting Mar 13, 2017 - Working Meeting

Category 2. Old Business

Type

Items to be reviewed by the appropriate committee.

The Board reviewed the Resolutions, at this time Resolution #00016-17 Read Down your Fines will be voted on at the Regular Board Meeting March 15, 2017. The other items are still being considered.

File Attachments

[Resolution Amnesty Incentive #110-16.pdf \(149 KB\)](#)

[Resolution-Collection of Fines and Fees Policy #96-16.pdf \(145 KB\)](#)

[Read Down Debt RES# 00016-17.pdf \(145 KB\)](#)

[Read Down Your Fines Policy.pdf \(592 KB\)](#)

3. New Business

4. Finance

Subject 4.1 Check Signing Resolution#00025-17

Meeting Mar 13, 2017 - Working Meeting

Category 4. Finance

Type Action

Recommended Action WHERE AS: The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2017, 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 March 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 12245-12301 totaling \$97,896.88

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.

The Board reviewed and will vote on at the Regular scheduled meeting Wednesday March 15, 2017.

File Attachments

[Checks Register for 3-15-2017.pdf \(52 KB\)](#)

[Summarized Expense Allocations for checks issued on 3-15-2017-1.pdf \(9 KB\)](#)

[Check Signing Resolution #00025-17.pdf \(134 KB\)](#)

Subject 4.2 Proposed Budget Scenario

Meeting Mar 13, 2017 - Working Meeting

Category 4. Finance

Type Discussion

The Board has reviewed the Proposed Scenario and they have decided to vote for, the 2017-2018 Proposed Budget Summary at a 2% increase. The Board will vote on this item at the Regular Board Meeting on Wednesday March 15, 2017.

File Attachments
 Budget Scenario.pdf (70 KB)
 2017-2018 Residential Average Assessment @2.0%.pdf (39 KB)
 2017-2018 Proposed Budget Summary - At 2.0%.pdf (52 KB)
 2017-2018 Proposed Budget Summary - At 1.5%.pdf (52 KB)

5. Personnel

Subject 5.1 Library Assistant Resolution#00019-17 D.Hackett

Meeting Mar 13, 2017 - Working Meeting

Category 5. Personnel

Type Action

Budgeted Yes

Budget Source Budget Line#4501.01

Recommended Action 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 appointment of Doris Hackett to the position of full-time (Provisional hire subject to the passing of the civil service exam) Library Assistant, step 7.

The Board entered into Executive Session to Review Personnel Matters.

File Attachments
 D. Hackett Resolution#00019-17.pdf (157 KB)

Subject 5.2 Librarian I Resolution#00020-17 S. Dugaw

Meeting Mar 13, 2017 - Working Meeting

Category 5. Personnel

Type Action

Budgeted Yes

Budget Source Budget Line #4501.01

Recommended Action 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 appointment of:
 Susan Dugaw, to Librarian 1, Step 1 permanent position within the Children's Room

The Board entered into Executive Session to Review Personnel Matters.

File Attachments
[S. Dugaw Resolution#00020-17.pdf \(155 KB\)](#)

Subject **5.3 Librarian I Resolution#00023-17 D.Nelson**

Meeting Mar 13, 2017 - Working Meeting

Category 5. Personnel

Type Action

Budgeted Yes

Budget Source Buget Line #4501.01

Recommended Action 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 appointment of:
 Deborah Nelson, to Librarian 1, Step 1 permanent position within the Children’s Room

The Board entered into Executive Session to Review Personnel Matters.

File Attachments
[D.Nelson Resolution #00023-17.pdf \(155 KB\)](#)

Subject **5.4 Extension Resolution #00021-17 A. Nunez**

Meeting Mar 13, 2017 - Working Meeting

Category 5. Personnel

Type Action

Budget Source 45501.01

Recommended Action Amanda Nunez, an extension of her leave of absence from Part-time Library Clerk 1 to Full-Time Library Clerk 1 to fill the temporary vacancy in the Technical Services Department.

The Board entered into Executive Session to Review Personnel Matters.

File Attachments
[Amanda Nunez Extension Resolution#00021-17.pdf \(157 KB\)](#)

Subject **5.5 Extension Resolution#00022-17 D. kershaw**

Meeting Mar 13, 2017 - Working Meeting

Category 5. Personnel

Type Action

Budget Source 4550.01

Recommended Action RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the extension of:
Deborah Kershaw, Part-time Library Aide to Part-Time Library Clerk 1 to fill a temporary vacancy due to a leave of absence by Amanda Nunez

The Board entered into Executive Session to Review Personnel Matters.

File Attachments
D. Kershaw Resolution#00022-17.pdf (157 KB)

Subject 5.6 Extension Resolution#00024-17 D. McQueen

Meeting Mar 13, 2017 - Working Meeting

Category 5. Personnel

Type

The Board entered into Executive Session to Review Personnel Matters.

File Attachments
D.McQueen Resolution#00024-17.pdf (157 KB)

6. Executive Session (If Needed)

Subject 6.1 Executive Session Request

Meeting Mar 13, 2017 - Working Meeting

Category 6. Executive Session (If Needed)

Type

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson, the Board entered into Executive session at 7:23 P.M. to discuss personnel hiring matters. Executive session ended at 8:10 P.M. and the Board went directly into the Board Working Session meeting.

7. Meeting Closing

Subject 7.1 Adjournment

Meeting Mar 13, 2017 - Working Meeting

Category 7. Meeting Closing

Type Action

Recommended Action Motion to adjourn meeting.

Upon a motion made by Cathlin Gleason, seconded by Brian Johnson , the Working Board Meeting on Monday March 13, 2017 adjourned at 8:21 P.M.

Subject 7.2 Dates of Future Board Meetings

Meeting Mar 13, 2017 - Working Meeting

Category 7. Meeting Closing

Type Information

Technology Meeting

Tuesday, March 14, 2017

6:30 P.M.

Trustee Room

Regular Board Meeting

Wednesday, March 15, 2017

6:30 P.M.

Trustee Room

Policy & Governance Meeting

Thursday, March 23, 2017

5:30 P.M.

Trustee Room

8. New Category
