



**Monday, May 13, 2019
Working Meeting**

**Monday
6:30
Trustees' Room**

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting May 13, 2019 - Working Meeting

Category 1. Meeting Opening

Type Procedural

The meeting was called to order at 6:32 pm by Trustee Oscar Davis, Jr.

Subject **1.2 Roll Call**

Meeting May 13, 2019 - Working Meeting

Category 1. Meeting Opening

Type Action, Procedural

Trustees present: Malcolm Clark, Judy Williams-Davis, Cathlin Gleason, and Oscar Davis Jr.

Trustees absent: Tanya Southerland

Also present was: Thomas Terry; Financial Consultant, Jose Alvelo; Treasurer, Evania Thompson; Director, and Doreen McQueen; Administrative Assistant.

Subject **1.3 Pledge of Allegiance**

Meeting May 13, 2019 - Working Meeting

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance was led by Judy Williams-Davis.

Subject **1.4 Acceptance of Agenda**

Meeting May 13, 2019 - Working Meeting
 Category 1. Meeting Opening
 Type Action
 Recommended Action Motion to approve the agenda

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved the agenda for the Working meeting of Monday May 13, 2019. The vote carried 4 yes and 0 no.

Trustee Davis added category 5 to the agenda which consist of items to discuss that requires the Directors responses. The Board vote carried 4 yes and 0 no.

Yea Nay Abstain Trustees

X_____ Oscar Davis, Jr.
 X_____ Judy Williams-Davis
 X_____ Cathlin Gleason
 _____ Tanya Southerland

2. Past Meeting Minutes

Subject 2.1 April 8, 2019 Special Meeting Minutes

Meeting May 13, 2019 - Working Meeting
 Category 2. Past Meeting Minutes
 Type Minutes

The Board will review and vote on the special meeting minutes of April 8, 2019 at the regular meeting on Wednesday May 15, 2019.

Subject 2.2 April 17, 2019 Regular Meeting Minutes

Meeting May 13, 2019 - Working Meeting
 Category 2. Past Meeting Minutes
 Type Minutes

The Board will review and vote on the regular meeting minutes of April 17, 2019 at the regular meeting on Wednesday May 15, 2019.

Subject 2.3 April 29, 2019 Special Meeting Minutes

Meeting May 13, 2019 - Working Meeting
 Category 2. Past Meeting Minutes
 Type Minutes

The Board will review and vote on the special meeting minutes of April 29, 2019 at the regular meeting on Wednesday May 15, 2019.

3. New Business

Subject 3.1 Equipment Disposal Resolution #0072-19

Meeting May 13, 2019 - Working Meeting

Category 3. New Business

Type

Resolution #0072-19

A RESOLUTION TO APPROVE THE RECYCLING/DISPOSAL OF EQUIPMENT

WHEREAS, the Director of the Mount Vernon Public Library recommends the disposal/recycling of old, broken, and obsolete tech equipment,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve the Strategic Plan of Service for the Mount Vernon Public Library,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the disposal/recycling of old equipment as attached to this resolution. All equipment will be recycled using the Urban Renewal Corp. located in Kearny, NJ free pick up service.

The Board will be ready to vote on this item at the regular meeting on Wednesday May 15, 2019.

Subject 3.2 PC Pals 2019-2020 Contract Resolution #0073-19

Meeting May 13, 2019 - Working Meeting

Category 3. New Business

Type

Resolution#0073-19

A RESOLUTION TO ACCEPT THE PC PALS COMPUTER TRAINING CONSULTANT CONTRACT

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 1, 2019 and ending May 31, 2020. 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 \$80.00 per hour, and will work 8 hours per week totaling \$640.00 per week. The expense will come from the Library program budget line #5250.01.

This item is being pulled until the instructor provides a syllabus and will not consider the contract until after the personnel committee meets.

Subject 3.3 Humanities NY Vision/ Quick Grant Resolution #0074-19

Meeting May 13, 2019 - Working Meeting

Category 3. New Business

Type

Resolution #0074-19

A RESOLUTION TO ACCEPT THE HUMANITIES NEW YORK, VISION OR QUICK GRANT FOR THE 2019 MVPL's HARLEM RENAISSANCE CENTENARY

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board, that they approve the HUMANITIES NEW YORK – Vision or Quick Grant 2019 to be used for the Mount Vernon Public Library's Harlem Renaissance Centenary,

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 HUMANITIES NEW YORK – Vision or Quick Grant 2019 in the amount of \$1,500 to be used for the 2019 Harlem Renaissance Centenary budget line #4390.00 Vision Grant.

The Board is requesting a written plan, what are the deadlines involved, and the plan of action. If the items are provided the Board will be ready to vote on this item at the regular meeting on Wednesday May 15, 2019.

4. Finance

Subject 4.1 Funds Transfer #0080-19

Meeting May 13, 2019 - Working Meeting

Category 4. Finance

Type

RESOLUTION #0080-19

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.

The Board will be ready to vote on this item at the regular meeting on Wednesday May 15, 2019.

The Board will be ready to vote on this item at the regular meeting on Wednesday May 15, 2019.

Subject 4.2 Check Signing Resolution#0077-19

Meeting May 13, 2019 - Working Meeting

Category 4. Finance

Type

CHECK SIGNING RESOLUTION #0077-19

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 May 15, 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 #14300-14357 totaling \$211,072.21. After grouping these checks according to their respective purpose, a total of \$29.99 was for Lost Books, \$2,780.94 was for Book expenses, \$2,538.51 was for Audio Visual expenses, \$6,509.26 was for Periodicals expenses, \$4,548.32 was for New Technology, \$6,184.21 was for Program expenses-MV, \$4,053.75 was for Marketing Expense, \$1,779.47 was for Supplies expenses-Main, \$89.99 was for Computer Software & Supp. Expenses, \$1,050.00 was for Postage Exp.-Main, \$324.00 was for Office Expense, \$2,461.00 was for Publicity & Print Exp-MV, \$14,901.64 was for Election Expense, \$1,920.56 was for Equipment Maint. Exp.- MV, \$775.00 was for Memberships Exp.-MV, \$17,038.00 was for Professional Fees Exp.-MV, \$1,378.60 was for Fuel expenses-MV, \$1,667.08 was for Custodial Supplies-MV, \$430.00 was for Repairs to Build. Exp.-MV, \$990.95 was for Security System expense, \$3,278.35 was for Service Contract expense-MV, \$678.09 was for Miscellaneous Building expense-MV, \$4,555.33 was for Insurance Exp.-MV, \$131,109.17 was for Hospital & Medical Insurance 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.

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 following amendment will be made to this resolution: check#14316 GR Design Studio for \$10,050.00 will be removed. Treasurer must provide the process procedure for items over 10,000 also, a statement must be added to the purchase order and a breakdown of the charges must be included. If provided **the Board will be ready to vote on this item at the regular meeting on Wednesday May 15, 2019.**

Subject 4.3 Check Signing Resolution #0078-19

Meeting May 13, 2019 - Working Meeting

Category 4. Finance

Type

CHECK SIGNING RESOLUTION #0078-19

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 a check to a third party, dated May 15, 2019 check #14358 for \$10,000.00 as payment for professional fees expense, which is within the approved budget for the fiscal year ending June 30, 2019. The listing for this check is attached to this Resolution, and will be expensed from account #6150.01 Professional fees.

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

The Administration has reviewed this check and related underlying documentation and certify that this 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 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 these checks as delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Board President.

The Board will be ready to vote on this item at the regular meeting on Wednesday May 15, 2019.

Subject 4.4 Check Signing Resolution #0079-19

Meeting May 13, 2019 - Working Meeting

Category 4. Finance

Type

CHECK SIGNING RESOLUTION #0079-19

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 a check to a third party, dated May 15, 2019 check #14359 for \$3,086.63 as payment for professional fees expense, which is within the approved budget for the fiscal year ending June 30, 2019. The listing for this check is attached to this Resolution, and will be expensed from account #6150.01 Professional fees.

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

The Administration has reviewed the check and related underlying documentation and certify that this 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 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 these checks as delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Board President.

The Board will be ready to vote on this item at the regular meeting on Wednesday May 15, 2019.

Subject 4.5 Check Signing Resolution #0081-19

Meeting May 13, 2019 - Working Meeting

Category 4. Finance

Type

CHECK SIGNING RESOLUTION #0081-19

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 a check to a third party, dated May 15, 2019 check #14360 for \$470.97 as payment for Supplies expenses fees, which is within the approved budget for the fiscal year ending June 30, 2019. The listing for this check is attached to this Resolution, and will be expensed from account #5501.00 Supplies Expense fees.

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

The Administration has reviewed this check and related underlying documentation and certify that this 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 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 these checks as delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Board President.

This resolution will be amended to \$399.99 a new check number will be assigned, the Board will be ready to vote on this item at the regular meeting on Wednesday May 15, 2019.

5. Items to Discuss Director's Response

Subject 5.1 Calendar of Events

Meeting May 13, 2019 - Working Meeting

Category 5. Items to Discuss Director's Response

Type

Calendar of Events- The Director must provide the Board with the calendar

Subject 5.2 Senior Outreach

Meeting May 13, 2019 - Working Meeting

Category 5. Items to Discuss Director's Response

Type

Senior Outreach update:

The Director states she spoke with Maxine- **Trustees wants an update by Friday May 17, 2019.**

Subject 5.3 What can the Library do for you

Meeting May 13, 2019 - Working Meeting

Category 5. Items to Discuss Director's Response

Type

What can the Library do for you:

Subject 5.4 History Room Update

Meeting May 13, 2019 - Working Meeting

Category 5. Items to Discuss Director's Response

Type

History Room update:

Director has not spoken with Nishan or Daniel.

Subject 5.5 ILL New Room Update

Meeting May 13, 2019 - Working Meeting
Category 5. Items to Discuss Director's Response

Type

New ILL room:

Director has spoken to Doris, they will be meeting this Thursday May 16, 2019. Trustee Gleason stated the director is still un-prepared is this matter.

Subject 5.6 Policies Updates

Meeting May 13, 2019 - Working Meeting
Category 5. Items to Discuss Director's Response

Type

Policies update:

The Director stated the policy committee has not met. They have only met once or twice since forming the committee.

Subject 5.7 Meeting Room Updates

Meeting May 13, 2019 - Working Meeting
Category 5. Items to Discuss Director's Response

Type

Meeting room:

Trustees has requested B&G budget to be presented at the next meeting with an explanation of how the \$137,000.00 will be funded to complete the building projects this report is due Thursday May 16, 2019.

Chris is gathering bids for the new kiosk doors, he has received 2 and looking for 1 more.

Subject 5.8 Graphics for the new Kiosk

Meeting May 13, 2019 - Working Meeting
Category 5. Items to Discuss Director's Response

Type

Kiosk Graphics:

The Director will have an update for Wednesday regular meeting May 15, 2019.

Subject 5.9 Registration Update

Meeting May 13, 2019 - Working Meeting
Category 5. Items to Discuss Director's Response

Type

Registration update:

The Director states: Barbara Lilly was wrong about a couple of items needed. Trustee Davis questioned, when will it be completed?

The Director response: the updates will be done by Friday May 17, 2019. Trustee Davis requested that he be copied on the email.

Subject **5.10 Fundraising Update**

Meeting May 13, 2019 - Working Meeting

Category 5. Items to Discuss Director's Response

Type

Fundraising:

Trustee Williams -Davis stated: every vendor we do business with should be making a donations. Mailers should go out with their checks.

Subject **5.11 Organizational Chart Update**

Meeting May 13, 2019 - Working Meeting

Category 5. Items to Discuss Director's Response

Type

The Director report the organizational chart was submitted last year. Trustee Davis requested another copy be sent to him.

Subject **5.12 Items for Review/Discussion**

Meeting May 13, 2019 - Working Meeting

Category 5. Items to Discuss Director's Response

Type

6. Executive Session (If Needed)

Subject **6.1 Executive session**

Meeting May 13, 2019 - Working Meeting

Category 6. Executive Session (If Needed)

Type

executive session was not called for this meeting

7. Meeting Closing

Subject **7.1 Adjournment**

Meeting May 13, 2019 - Working Meeting

Category 7. Meeting Closing

Type

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the working meeting of Monday May 13, 2019 adjourned at 7:50 p.m. The vote carried 4 yes, 0 no.