



**Monday, May 14, 2018
Working Meeting**

**Monday
6:30
Trustees' Room**

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting May 14, 2018 - Working Meeting

Category 1. Meeting Opening

Type Procedural

Called to order was omitted due to special meeting.

Subject **1.2 Roll Call**

Meeting May 14, 2018 - Working Meeting

Category 1. Meeting Opening

Type Information, Procedural

Subject **1.3 Pledge of Allegiance**

Meeting May 14, 2018 - Working Meeting

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance led was by _____.

Subject **1.4 Acceptance of Agenda**

Meeting May 14, 2018 - Working Meeting

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 May 14, 2018.

2. Past Meeting Minutes

Subject **2.1 4/9/18 Special Meeting Minutes**

Meeting May 14, 2018 - Working Meeting

Category 2. Past Meeting Minutes

Type Minutes

Subject **2.2 4/9/18 Working Meeting Minutes**

Meeting May 14, 2018 - Working Meeting

Category 2. Past Meeting Minutes

Type Minutes

3. Finance

Subject **3.1 Funds Transfer Resolution #0068-18**

Meeting May 14, 2018 - Working Meeting

Category 3. Finance

Type Action

Recommended Action 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.

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.

Subject	3.2 Check Signing Resolution#0069-18
Meeting	May 14, 2018 - Working Meeting
Category	3. Finance
Type	Action
Recommended Action	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.

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 various checks to various third parties, dated May 16, 2018, 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, 2018. A listing of such checks is attached to this Resolution and includes consecutive check numbers 13364-13432 totaling \$136,751.34. After grouping these checks according to their respective purpose, a total of \$457.20 was for Employee Exchange Account, \$6,148.85 was for Book expenses, \$3,575.08 was for Audio Visual expenses, \$885.74 was for Periodicals expenses, \$2,798.24 was for New Technology, \$10,458.22 was for Program expenses-MV, \$3,789.06 was for Marketing expenses, \$2,952.51 was for Supplies expenses-Main, \$ 491.45 was for Computer Equipment expenses-MV, \$1,761.28 was for Telephone Telecommunication expenses, \$117.11 was for Postage expense-MV, \$652.33 was for Office expenses, \$1,736.00 was for Publicity & Print expenses-MV, \$131.17 was for Conferences, \$193.35 was for Staff Training & Dev., \$3,765.00 was for Election expenses, \$811.25 was for Equipment Maintenance expenses-MV, \$15,776.27 was for Professional Fees, \$3,312.06 was for Electricity expenses-MV, \$1,909.26 was for Fuel expenses-MV, \$1,078.91 was for Custodial Supplies-MV, \$5,679.49 was for Security Guard expenses, \$3,294.72 was for Service Contract expense-MV, \$691.48 was for Miscellaneous expense, \$62,193.44 was for Hospital & Medical Retiree Insurance Expense, and \$2,091.87 was for Dental expenses.

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 Westlaw Contract Resolution #0067-18**

Meeting May 14, 2018 - Working Meeting

Category 4. New Business

Type Action

Recommended Action WHEREAS, the Director of Mount Vernon Public Library recommends to the Board to accept the Thomson Reuters Westlaw Contract,

WHEREAS, the Director of Mount Vernon Public Library recommends to the Board to accept the Thomson Reuters Westlaw Contract,

WHEREAS, on the recommendation of the Director, is that we purchase West Proflex (NYS core legal materials for patron use) from Thomson Reuters

FURTHERMORE, the minimum term of said contract is for Thirty six (36) months or three (3) years at a monthly charge of \$297.50 per month, with a year to year increase during the minimum term of 3%. In addition we will receive one (1) first month free service. This will service will be charged to line item 5200.01, New Technology

NOW THEREFORE BE IT RESOLVED that the Board of MVPL enter into agreement to accept and approve Thomson Reuters Westlaw Subscription

File Attachments

[Mt. Vernon Public Library_West Order Form_2018-04-24\(1\).pdf \(215 KB\)](#)

Subject **4.2 US Security Contract Resolution #0064-18**

Meeting May 14, 2018 - Working Meeting

Category 4. New Business

Type Action

Recommended Action WHEREAS, Director of the Mount Vernon Public Library recommends to the Board that they approve the acceptance of the Security and/or Patrol Service Agreement with the changes as out lined by Foreman Chris Francis.

WHEREAS, Director of the Mount Vernon Public Library recommends to the Board that they approve the acceptance of the Security and/or Patrol Service Agreement with the changes as out lined by Foreman Chris Francis.

WHEREAS, Board of Trustees for the Mount Vernon Public Library, have to approve this recommendation,

NOW, THEREFORE, be it

RESOLVED, that upon the request of the Director and the recommendation of the Building & Grounds Committee, the Board of Trustees for the Mount Vernon Public Library approves, adopts and authorizes the acceptance of the Security And/Or Patrol Service Agreement with US Security Associates as prepared by the Foreman. The contract fee for this service is not to exceed \$103,000 and will be expensed from line #6700.01 security guard services.

File Attachments

US Security Contract documents.pdf (4,183 KB)

513 Mt. Vernon Public Library.pdf (437 KB)

Subject **4.3 Budget Vote Inspectors Resolution#0065-18**

Meeting May 14, 2018 - Working Meeting

Category 4. New Business

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the Budget Vote Elections Inspectors,

WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the Budget Vote Elections Inspectors,

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

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 Budget Vote Inspectors, the funds will come from budget line # 5960.00. Nine (9) inspectors were to receive a payment of \$200 for their work on the day of the election. One inspector was dismissed and he received \$100 only. His replacement, received \$200. This is a total of \$2,100.

In addition, ten (10) of the inspectors received an additional \$25 for attending the informational session. This is a total of \$250. The total amount expensed for the budget vote inspectors is \$2,350.

FURTHERMORE, one of our inspectors is also a part-time employee. Payment to this staff member will be \$225 and will be processed through payroll, allocated to the election expense.

5. Personnel

Subject **5.1 S. Santiago Resolution #0060-18**

Meeting May 14, 2018 - Working Meeting

Category 5. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

Resolution # 0060-18**A RESOLUTION TO ACCEPT THE RESIGNATION OF SHERILYN SANTIAGO PART-TIME LIBRARY AIDE**

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

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 resignation of:
Sherilyn Santiago as a part-time aide for the Community Outreach Department effective March 13, 2018.

Subject 5.2 J. Henry Resolution #0061-18

Meeting May 14, 2018 - Working Meeting

Category 5. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

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 resignation of:
Julia Henry as a part-time Library Aide for the Circulation Department effective April 27, 2018.

Subject 5.3 J. Williams Resolution #0062-18

Meeting May 14, 2018 - Working Meeting

Category 5. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

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 Medical leave of absence for Jamice Williams. Her leave will begin on Tuesday, April 24, 2018 and will return on Monday, June 4, 2018.

6. Items for Discussion

Subject **6.1 Whistle Blower Policy**

Meeting May 14, 2018 - Working Meeting

Category 6. Items for Discussion

Type

Subject **6.2 Library Office Policy**

Meeting May 14, 2018 - Working Meeting

Category 6. Items for Discussion

Type

Subject **6.3 Sponsorship & Naming Resolution#0066-18**

Meeting May 14, 2018 - Working Meeting

Category 6. Items for Discussion

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends the Board, that they approve the Sponsorship and Naming policies,

WHEREAS, the Director of the Mount Vernon Public Library recommends the Board, that they approve the Sponsorship and Naming policies,

WHEREAS, this is a request of the Director and on the recommendation of the Policy & Governance Committee,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve the Sponsorship and Naming Policies,

NOW, THEREFORE, *be it*

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the approval to accept the said examples of a Sponsorship Policy and Naming Policy with the appropriate spelling and name changes. Equity should be changed to Equality and the Mount Vernon Public Library will go in the appropriate places.

7. Executive Session (If Needed)

8. Upcoming Meeting Schedules

Subject 8.1 Board Committee Meeting Schedule May Through August 2018

Meeting May 14, 2018 - Working Meeting

Category 8. Upcoming Meeting Schedules

Type

BUILDING & GROUNDS MEETING

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

May 3rd, 10th, 17th, 24th, 31st

June 7th

July 5th

August – No Meetings Scheduled

FINANCE COMMITTEE MEETING

Meets every 1st Monday of the Month at 5:30 P.M.

May 7th

June 4th

July 2nd

August – No Meetings Scheduled

PERSONNEL COMMITTEE MEETING

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

May 14th

June 11th

July 9th

August – No Meetings Scheduled

POLICY & GOVERNANCE COMMITTEE

Meets every 4th Friday of the Month at 5:30 P.M.

May 24th

June 28th

July 26th

August – No Meetings Scheduled

TECHNOLOGY COMMITTEE MEETING



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

May 17th, 24th, 31st

June 7th, 14th, 21st, 28th

July 5th, 12th, 19th, 26th

August – No Meetings Scheduled

REGULAR BOARD MEETING

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

May 16th

June 20th

July 18th

August – No Meetings Scheduled

WORKING BOARD OF TRUSTEE MEETING

Meets every 2nd Monday of the Month at 6:30 P.M.

May 14th

June 11th

July 9th

August - No Meetings Scheduled

9. Meeting Closing
