



**Monday, May 8, 2017  
Working Meeting**

**Monday  
6:30  
Trustees' Room**

## **1. Meeting Opening**

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

Meeting                    May 8, 2017 - Working Meeting

Category                    1. Meeting Opening

Type                        Procedural

The meeting was called to order at 6:43 p.m. by Trustee Oscar Davis, Jr.

**Subject**                    **1.2 Roll Call**

Meeting                    May 8, 2017 - Working Meeting

Category                    1. Meeting Opening

Type                        Action, Procedural

Trustees present: X Trustee Oscar Davis, X Cathlin Gleason, X Brian Johnson.

Trustees Absent: Darren Morton, and Na'im Tyson.

Also present was: Tamara Stewart; library patron, Jose Alvelo; Treasurer, Juan Jaramillo; Chief Accountant Clerk, Evania Thompson; Interim Director, and Doreen McQueen; Administrative Assistant.

**Subject**                    **1.3 Pledge of Allegiance**

Meeting                    May 8, 2017 - Working Meeting

Category                    1. Meeting Opening

Type                        Procedural

Pledge of Allegiance led by Jose Alvelo.

**Subject**                    **1.4 Acceptance of Agenda**

Meeting                    May 8, 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 May 8, 2017.

The vote carried 3 yes 0 no.

## 2. Old Business

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**Subject** 2.1 Amended Resolution #00032-17 N.L.L.D. Conference

Meeting May 8, 2017 - Working Meeting

Category 2. Old Business

Type Action

Recommended Action WHEREAS, the Interim Director of the Mount Vernon Public Library recommends the amendment of Trustee Brian Johnson attendance at the New York Library Legislative Day Conference taking place in Washington D.C. from May 1-2, 2017.

**Mount Vernon  
Board of Trustees  
Resolution #00032-17  
AMENDMENT**

**A RESOLUTION TO AMEND THE N.L.L.D. CONFERENCE ATTENDANCE**

**WHEREAS**, the Interim Director of the Mount Vernon Public Library recommends the amendment of Trustee Brian Johnson attendance at the New York Library Legislative Day Conference taking place in Washington D.C. from May 1-2, 2017.

**WHEREAS**, Board of Trustees for the Mount Vernon Public Library must approve his attendance at the conference, **NOW, THEREFORE, be it**

**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the attendance of Trustee Johnson at the New York Library Legislative Day Conference NOT to exceed an approximate cost of \$2000.00 plus mileage. Trustee Johnson will submit invoices for his expenses. This expense will come from the Conference budget line 5940.04, account ending in #0641.

The Board will vote at the Regular Board Meeting on Wednesday May 17, 2017, now that the resolution has been amended to state, Trustee Johnson will submit invoices for his expenses.

File Attachments  
[NLLD Conference Literature.pdf \(1,891 KB\)](#)

## 3. New Business

### 4. Finance

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**Subject** 4.1 Check Signing Resolution#00051-17

Meeting May 8, 2017 - Working Meeting

Category 4. Finance

Type

**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 a check to a third party, dated May 3, 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 the check is attached to this Resolution and the check number #12411 totaling \$10,000.00 was for Professional Fees expenses.

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

***I have 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 and the affirmation by the Board President.

The Board will move to vote on resolution #00051-17 at the regular schedule Board Meeting on May 17, 2017. The Board request the legal documents be attached under the administrative file section for easy access for future reference.

File Attachments

Register for check #12411 SOKOLOFF STERN LLP.pdf (43 KB)

<b>Subject</b>	<b>4.2 Funds Transfer Resolution #00052-17</b>
Meeting	May 8, 2017 - Working Meeting
Category	4. 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.

**MOUNT VERNON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
FUNDS TRANSFER RESOLUTION #00052-17**

**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.

**FURTHERMORE:** Checks have been duly prepared by the Chief Account Clerk for the purposes described above which aggregate approximately \$500,000, which checks need to be issued as soon as possible. Once issued, these checks will only be valid once the funds are transferred from the Money Market Account into the Operating Account.

**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 move to vote on resolution #00052-17 at the regular schedule Board Meeting on May 17, 2017. The transfer must reflect the correct transfer amount of \$500,000 ( Five Hundred Thousand ) dollars.

<b>Subject</b>	<b>4.3 Check Signing Resolution #00053-17</b>
Meeting	May 8, 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 May 3 & May 8, 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 12399-12422 totaling \$8,315.00. After grouping these checks according to their respective purpose, a total of \$200.00 was for Publicity Expense, \$8,115.00 was for Election Expenses.

**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 May 3 & May 8, 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 12399-12410& 12412-12422 totaling \$8,315.00. After grouping these checks according to their respective purpose, a total of \$200.00 was for Publicity Expense, \$8,115.00 was for Election Expenses.

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

***I have 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 Board will move to vote on resolution #00053-17 at the regular schedule Board Meeting on May 17, 2017. The Board request the original resolution# 00044-17 to be amended with the correct dollar amount being expensed.

File Attachments  
[Check Register for Elections.pdf \(49 KB\)](#)

## 5. Personnel

<b>Subject</b>	<b>5.1 J. Wilson Resignation Resolution#00050-17</b>
Meeting	May 8, 2017 - Working Meeting
Category	5. Personnel
Type	Action
Recommended Action	WHEREAS, the Interim 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,

Mount Vernon Public Library  
 Board of Trustee  
 Resolution # 00050-17

### A RESOLUTION TO ACCEPT THE RESIGNATION OF JEROME WILSON PART-TIME LIBRARY AIDE

**WHEREAS,** the Interim 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:

Jerome Wilson as a part-time Library-Aide for the children room, effective May 13, 2017.

The Board will move to vote on resolution #00050-17 at the regular schedule Board Meeting on May 17, 2017.

<p>File Attachments  <a href="#">J. Wilson Resignation Letter.pdf (1,178 KB)</a></p>
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**6. Executive Session (If Needed)**

**7. Meeting Closing**

<b>Subject</b>	<b>7.1 Adjournment</b>
Meeting	May 8, 2017 - Working Meeting
Category	7. Meeting Closing
Type	Action
Recommended Action	Motion to adjourn meeting.

Upon a motion made by Brian Johnson, seconded by Cathlin Gleason, the Working Meeting of Monday May 8, 2017 adjourned at 7.25 p.m.