Tuesday, November 12, 2019
Working Meeting

Tuesday
6:30
Trustees' Room

1. Meeting Opening

Subject 1.1 Call To Order
Meeting Nov 12, 2019 - Working Meeting
Category 1. Meeting Opening
Type Procedural

The working meeting was called to order at 7:19pm by Oscar Davis Jr.

Subject 1.2 Roll Call
Meeting Nov 12, 2019 - Working Meeting
Category 1. Meeting Opening
Type Action, Procedural

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

Trustees absent: Malcolm Clark and Tanya Southerland

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

Subject 1.3 Pledge of Allegiance
Meeting Nov 12, 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 Nov 12, 2019 - Working Meeting
Category 1. Meeting Opening
Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board approved the agenda for the working meeting of Tuesday November 12, 2019. The vote carried 3 yes and 0 no. **Board gave instruction that the agendas must be presented Thursday's to the board president and by Friday's at noon to the other board members.**

<table>
<thead>
<tr>
<th>Type</th>
<th>Action</th>
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<tbody>
<tr>
<td>Recommended Action</td>
<td>Motion to approve the agenda</td>
</tr>
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</table>

Yea  Nay  Abstain  Trustees

___ ___ ___ Malcolm I. Clark
X___ ___ ___ Oscar Davis, Jr.
X___ ___ ___ Judy Williams-Davis
X___ ___ ___ Cathlin Gleason
___ ___ ___ Tanya Southerland

### 2. Past Meeting Minutes

**2.1 June 10, 2019 Minutes- Working Meeting**

Meeting  Nov 12, 2019 - Working Meeting
Category  2. Past Meeting Minutes
Type  Minutes

Board members will review and decide to vote

**2.2 July 1, 2019 Minutes- Special Meeting**

Meeting  Nov 12, 2019 - Working Meeting
Category  2. Past Meeting Minutes
Type  Minutes

Board members will review and decide to vote

**2.3 July 17, 2019 Re- Organizational Meeting**

Meeting  Nov 12, 2019 - Working Meeting
Category  2. Past Meeting Minutes
Type  Minutes

Board members will review and decide to vote

**2.4 July 17, 2019 Minutes - Regular Meeting**
Board members will review and decide to vote

**Subject**  
2.5 September 18, 2019 Minutes - Regular Meeting

Meeting  
Nov 12, 2019 - Working Meeting

Category  
2. Past Meeting Minutes

Type  
Minutes

Board members will review and decide to vote

**Subject**  
2.6 September 20, 2019 Special Meeting

Meeting  
Nov 12, 2019 - Working Meeting

Category  
2. Past Meeting Minutes

Type  
Minutes

Board members will review and decide to vote

### 3. New Business

**Subject**  
3.1 Bench & Plaque Donation Resolution #0154-19

Meeting  
Nov 12, 2019 - Working Meeting

Category  
3. New Business

Type  
Minutes

Mount Vernon Public Library  
Board of Trustees  

BENCH & PLAQUE DONATION RESOLUTION #0154-19

**WHEREAS,** the Director of the Mount Vernon Public Library recommends to the Board that they accept Ms. Patricia Williams’, and her family’s, monetary donation of $853.19 in order to purchase an outdoors bench, with plaque, in honor of Rose Santas’ 100\(^{th}\) birthday, and donate both to the Mount Vernon Public Library.

**WHEREAS,** Board of Trustees for the Mount Vernon Public Library must approve the donation,

**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 monetary donation made by Ms. Patricia Williams, and her family, of $853.19 dollars; check #1015, which was applied to the purchase of an outdoor bench with plaque for the Mount Vernon Public Library.

The Board will vote on this item at the next regular meeting scheduled 11/20/19.
A RESOLUTION TO ENTER INTO A CONTRACT WITH LIBRARY PLANNEERS: ALAN KIRK GRAY AND CAROLINE MANDLER LOPEZ, AS CONSULTANTS FOR A PHASE I - STRATEGIC INITIATIVES AND PRELIMINARY CAPITAL IMPROVEMENT CAMPAIGN AND PHASE II TEEN LAB RECOMMENDATIONS

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they approve a contract with Library Planners Alan Kirk Gray and Caroline Mandler Lopez, as consultants for a Phase I - Strategic Initiatives and Preliminary Capital Improvement Campaign and Phase II - Teen Lab Recommendations in the amount of $17,500. Said $17,500 to be payable 20% ($3500.00) at inception of the contract, 40% ($7,000.00) at the time of delivery of Phase I Strategic Initiatives and Preliminary Capital Improvement Campaign Plan, and 40% ($7,000.00) at the time of submission of Phase II – Teen Lab recommendations. This project is to be completed within ten weeks.

WHEREAS, The Board of Trustees must approve this recommendation

NOW, THEREFORE, be it

RESOLVED, that that upon the request of the Director, and upon the recommendation of the Building and Grounds Committee, the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the acceptance of a consulting contract with Library Planners Alan Kirk Gray and Caroline Mandler Lopez in an amount not to exceed $17,500. Said $17,500 to be payable 20% ($3500.00) at inception of the contract, 40% ($7,000.00) at the time of delivery of Phase I Strategic Initiatives and Preliminary Capital Improvement Campaign Plan, and 40% ($7,000.00) at the time of submission of Phase II – Teen Lab recommendations. This project to be completed within ten weeks; the contract fees for this service will be expensed from Professional Fees - Account No. 6150.01.

This resolution will be pulled and presented to the finance committee for review. Board is inquiring if they must go out to bid, they will like a scope of work and the treasurer must get this completed.
RESOLUTION #0157-19
A RESOLUTION TO EXTEND THE LIBRARY HOURS FOR THE PAINT & SIP FUNDRAISER

Whereas, the Director of Mount Vernon Public Library recommends to the Board that they approve extending the library hours for the Paint & Sip fundraiser on Friday October 25, 2019.

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 extending the business hours of the library on Friday October 25, 2018 between the hours of 6-8 pm for the Friends Paint & Sip Fundraiser. Two extra hours of pay at ($44.66) for one person in from maintenance (Thomas Redahan) will be expensed from the Budget line item 4650.01 which is Maintenance Salaries. Two extra hours of pay for security at ($32.20) for one person (_________), which is expensed from security guard service budget line 6700.01.

The names of the security personnel must be added to the resolution with the rate of pay before the board will vote on this item.

RESOLUTION TO APPROVE EXTRA WORK HOURS FOR THE TWO MAINTENANCE PART-TIMERS DURING FOREMAN’S VACATION

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that the two maintenance part-timers listed below, be allowed to work additional hours in order to assist while the Foreman, and one other maintenance full-timer are on vacation the week of November 25, 2019 thru November 30, 2019.

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 that the following two maintenance part-time staff:
Tony B. Paylor and Donald D. Penn, work over their normal seventeen-and-a-half-hour work week (17 ½), but not to exceed 24 hours a week, to assist while the Foreman, and one other maintenance full-timer are on vacation. This will allow for one full-timer and one part-timer per shift during their absence. The part-timers’ salary will be expensed from Maintenance salaries, account 4650.01 at their current rate of pay $12.00 per hour.

The Board will vote on this item, however this department is too small to have multiple people on vacation at the same time. The Board will allow this time.

4. Executive Session (If Needed)

5. New Committee Meeting Schedule

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<th>Subject</th>
<th>5.1 Committee Meeting Schedule</th>
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<tr>
<td>Meeting</td>
<td>Nov 12, 2019 - Working Meeting</td>
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<tr>
<td>Category</td>
<td>5. New Committee Meeting Schedule</td>
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**Board & Committee Schedule 2019-2020**

**BUILDING & GROUNDS MEETING** – Chairperson Oscar Davis Jr.
Meet every Thursday of the Month at 5:30 P.M.
November 7th, 14th, 21st
December 5th, 12th, 19th, 26th
January 2nd, 9th, 16th, 23rd, 30th 2020

**FINANCE COMMITTEE MEETING**- Chairperson Cathlin Gleason
Meet every 2nd Monday of the Month at 5:30 P.M.
November 12th
December 9th
January 13th 2020

**PERSONNEL COMMITTEE MEETING / MARKETING**- Chairperson Judy Williams-Davis
Meet every __________________________________________
November 13th (Wednesday)
December 11th
January 14th 2019

**POLICY & GOVERNANCE COMMITTEE**- Chairperson Cathlin Gleason
Meet every 3rd Wednesday of the Month at 5:30 P.M.
November 20th
December 18th
January 15th 2020

**TECHNOLOGY COMMITTEE MEETING** – Chairperson Oscar Davis Jr.
Meet every Thursday of the Month at 6:30 P.M.
November 7th, 14th, 21st,
December 5th, 12th, 19th, 26th
January 2nd, 9th, 16th, 23rd, 30th 2020

REGULAR BOARD MEETING
Meets every 3rd Wednesday of the Month at 6:30 P.M.
November 20th
December 18th
January 15th 2020

WORKING BOARD MEETING
Meets every 2nd Monday of the Month at 6:30 P.M
November 12th, December 9th, January 13th 2020

6. Meeting Closing

Subject  6.1 Adjournment
Meeting  Nov 12, 2019 - Working Meeting
Category  6. Meeting Closing

Type
Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the working meeting of Tuesday November 12, 2019 adjourned at 7:19pm The vote carried 3 yes, 0 no.