



**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

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 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.**

Yea Nay Abstain Trustees

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

2. Past Meeting Minutes

Subject 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

Subject 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

Subject 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

Subject 2.4 July 17, 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 2.5 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

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. Patrica Williams', and her family's, monetary donation of \$853.19 in order to purchase an outdoors bench, with plaque, in honor of Rose Santas' 100th 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.

Subject **3.2 Consultant Resolution #0155-19**

Meeting Nov 12, 2019 - Working Meeting

Category 3. New Business

Type

MOUNT

VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES

CHECK

SIGNING RESOLUTION #0155-19

A RESOLUTION TO ENTER INTO A CONTRACT WITH LIBRARY PLANNERS: ALAN KIRK GRAY AND CAROLINE MANDLER LOPEZ, AS CONSULTANTS FOR A PHASE I - STRATEGIC INITIATIVES AND PRELIMINARY CAPTAL 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.

Subject **3.3 Paint & Sip Extra Hours Resolution #0157-19**

Meeting Nov 12, 2019 - Working Meeting

Category 3. New Business

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

Subject 5.1 Committee Meeting Schedule

Meeting Nov 12, 2019 - Working Meeting

Category 5. New Committee Meeting Schedule

Type

Board & Committee Schedule 2019-2020

BUILDING & GROUNDS MEETING – Chairperson Oscar Davis Jr.

Meets 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

Meets 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

Meets every _____

November 13th (Wednesday)

December 11th

January 14th 2019

POLICY & GOVERNANCE COMMITTEE- Chairperson Cathlin Gleason

Meets 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.

Meets 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.