



**Monday, November 13, 2017  
Working Meeting**

**Monday  
6:30  
Trustees' Room**

## **1. Meeting Opening**

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

Meeting                    Nov 13, 2017 - Working Meeting

Category                    1. Meeting Opening

Type                        Procedural

The meeting was called to order at \_\_\_\_\_ p.m by \_\_\_\_\_.

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

Meeting                    Nov 13, 2017 - Working Meeting

Category                    1. Meeting Opening

Type                        Action, Procedural

Trustee's present-

Also present was:

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

Meeting                    Nov 13, 2017 - Working Meeting

Category                    1. Meeting Opening

Type                        Procedural

Pledge of Allegiance led was \_\_\_\_\_.

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

Meeting                    Nov 13, 2017 - Working Meeting

Category                    1. Meeting Opening

Type                        Action

Recommended Action    Motion to approve the agenda

## 2. Approval of Past Minutes

### 3. Correspondence

**Subject**                    **3.1 Correspondence**

Meeting                    Nov 13, 2017 - Working Meeting

Category                    3. Correspondence

Type

### 4. Period of Public Expression

**Subject**                    **4.1 Public Expression**

Meeting                    Nov 13, 2017 - Working Meeting

Category                    4. Period of Public Expression

Type

### 5. Presentation For Regular Meeting of 11/15/2017

**Subject**                    **5.1 Jack McArdle of Arthur J. Gallagher Presentation**

Meeting                    Nov 13, 2017 - Working Meeting

Category                    5. Presentation For Regular Meeting of 11/15/2017

Type

**Subject**                    **5.2 May Wu Presentation**

Meeting                    Nov 13, 2017 - Working Meeting

Category                    5. Presentation For Regular Meeting of 11/15/2017

Type                        Information

File Attachments  
[Technical Services Department Presentation - Nov. 2017.pdf \(669 KB\)](#)

### 6. Director's Report

**Subject**                    **6.1 Director's Report**

Meeting                    Nov 13, 2017 - Working Meeting

Category                    6. Director's Report

Type                        Information

File Attachments  
[Director's Report for November- 2017.pdf \(578 KB\)](#)  
[APPENDIX TO DIRECTOR's Nov. 2017 Report -Local Author's Fair.pdf \(299 KB\)](#)

### 7. Committee Reports

**Subject**                    **7.1 Finance Committee Report**

Meeting                    Nov 13, 2017 - Working Meeting

Category                    7. Committee Reports

Type

**Subject**                    **7.2 Building & Grounds Committee Report**

Meeting                    Nov 13, 2017 - Working Meeting

Category                    7. Committee Reports

Type

**Subject**                    **7.3 Personnel Committee Report**

Meeting                    Nov 13, 2017 - Working Meeting

Category                    7. Committee Reports

Type

**Subject**                    **7.4 Technology Committee Report**

Meeting                    Nov 13, 2017 - Working Meeting

Category                    7. Committee Reports

Type

**Subject**                    **7.5 Policy & Governance Committee Report**

Meeting                    Nov 13, 2017 - Working Meeting

Category                    7. Committee Reports

Type

**8. Old Business****9. New Business****10. Finance****Subject**                    **10.1 Check Signing Resolution #0128-17**

Meeting                    Nov 13, 2017 - Working Meeting

Category                    10. Finance

Type                    Action

Recommended Action    WHERE AS: 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 November 15, 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, 2018. A listing of such checks is attached to this Resolution and includes consecutive check numbers 12900-12958 totaling \$144,365.67. After grouping these checks according to their respective purpose, a total of \$14,625.68 was for Book expenses, \$9,008.97 was for Audio Visual expenses, \$269.00 was for Periodicals expenses, \$11,207.05 for Program expenses, \$4,011.26 was for Supplies expenses, \$3,631.00 was for Computer Equipment expense, \$322.37 was for Telephone – Telecommunication expenses, \$168.18 was for WLS Terminal expense-MV, \$850.00 was for Postage expenses-MV, \$1,427.51 was for Office expenses, \$100.00 was for Publicity & Print expenses, \$32.58 was for Professional Meeting, \$236.25 was for Equipment Maintenance Expenses, \$226.99 was for Miscellaneous expenses-MV, \$5,747.27 was for Professional Fees, \$4,902.51 was for Electricity expenses, \$90.33 was for Fuel Expense-MV, \$508.49 was for Custodial Supplies, \$656.70 was for Repairs to Building, \$9,052.00 was for Security Guard expense, \$5,505.71 was for Service Contract expenses, \$6,390.50 was for Miscellaneous Building expense, \$62,973.40 was for Hospital & Medical Insurance Exp., \$2,280.93 was for Dental expenses, \$140.99 was for Furniture & Equipment Expenses.

File Attachments

Summarized Expense Allocation for checks issued on 11-15-2017(1).pdf (12 KB)

Check Register for checks issued on 11-15-2017(1).pdf (54 KB)

<b>Subject</b>	<b>10.2 Funds Transfer Resolution# 0129-17</b>
Meeting	Nov 13, 2017 - Working Meeting
Category	10. 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.

**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.

**Subject** 10.3 Petty Cash Increase Resolution# 0130-17

Meeting Nov 13, 2017 - Working Meeting

Category 10. Finance

Type Action

Recommended Action WHEREAS, the Treasurer of The Mount Vernon Public Library requests a Petty Cash Fund Balance of \$800.00

**WHEREAS,** the Treasurer of The Mount Vernon Public Library requests a Petty Cash Fund Balance of \$800.00,

**WHEREAS,** payments from petty funds may be made for materials only when payment is required upon delivery (C.O.D) and amount is not more than \$75.00. At the time of reimbursement, an itemized statement of expenditures, together with substantiating receipts, shall be submitted.

**Be it resolved that:** Only authorized personnel designated by the Treasurer shall be allowed in the office vault

**RESOLVED FURTHER,** that the officers of the Mount Vernon Public Library are, and each acting alone is, herby authorized and directed to take such further action as may be necessary, appropriate or advisable to implement this resolution and amendment We, the undersigned, herby certify that the Mount Vernon Public Library is comprised of 5 members, of whom 3, constituting a quorum, were present at a meeting duly and regularly called, noticed, convened and held this 15<sup>th</sup> day of October, 2017 and that the foregoing Resolution was duly adopted at said meeting by the affirmative vote of \_\_\_\_\_members, and opposed by \_\_\_\_\_members, and that said Resolution has been duly recorded in the Minute Book and is in full force and effect.

**Subject** 10.4 BOT Report by Jose Alveo

Meeting Nov 13, 2017 - Working Meeting

Category 10. Finance

Type

File Attachments

BOT Summary Budget Report 4 Months Ending October 2017.pdf (42 KB)  
 BOT Detail Budget Report 4 Months Ending October 2017.pdf (64 KB)

## 11. Personnel

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**Subject** 11.1 D. Kershaw Resolution# 0121-17

Meeting Nov 13, 2017 - Working Meeting

Category 11. Personnel

Type Action

Recommended Action 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,

**WHEREAS**, this appointment complies with all Civil Service rules

**NOW, THEREFORE**, be it

**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the personnel changes of:

Deborah Kershaw, to a permanent Part-time Library Clerk to fill the vacancy at the Periodicals Desk, due to Amanda Nunez position in the Technical Service Department. Effective November 15, 2017, her hourly rate of pay of \$16.14 is based on the 2010 wage pay scale for Part-time, Library Clerk 1, step 1 and will be expensed from budget line #4550.01 Non-Professional. Ms. Kershaw has been certified by MV Civil Service for this appointment.

**Subject** 11.2 A. Nunez Resolution#0122-17

Meeting Nov 13, 2017 - Working Meeting

Category 11. Personnel

Type Action

Recommended Action 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,

**WHEREAS**, this appointment complies with all Civil Services rules.

**NOW, THEREFORE**, be it

**RESOLVED**, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the personnel changes of:

Amanda Nunez, to a Full-Time Library Clerk to fill the vacancy in the Technical Services Department created by Doreen McQueen position as Administrative Assistant. Her rate of pay is based on the 2013 wage pay scale, which will come from expense account 4550.01 Salaries Non-Professional her annual salary will be \$35,729 for a Full-time, Library Clerk, step 1 effective November 15, 2017. Ms. Nunez is certified by MV Civil Service.

**Subject** 11.3 T. Redahan Resolution #0126-17

Meeting Nov 13, 2017 - Working Meeting

Category 11. Personnel

Type Action

Recommended Action 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 appointment of:

Thomas Redahan, as a Full-Time Permanent Cleaner, Step I for the maintenance department. He has completed his 6 month probation period as of November 2, 2017. His rate of pay is \$21.25 per hour totaling annually \$38,831.00 and is based on the 2013 wage pay scale. His salary will come from the maintenance budget line 4650.01, he has been certified by Mount Vernon Civil Service.

**Subject 11.4 Susan Dugaw Resolution#0127-17**

Meeting Nov 13, 2017 - Working Meeting

Category 11. Personnel

Type Action

Recommended Action 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 appointment of:

Susan Dugaw, to Librarian 1, Step 1 permanent position within the Children's Room, she completed her 6 month probation period as of September 2017. Her annually rate of pay will be \$52,790.00 based on the 2013 wage scale and will come from expense account 4501.01 professional salaries.

## **12. Executive Session (If Needed)**

**Subject 12.1 Executive Session**

Meeting Nov 13, 2017 - Working Meeting

Category 12. Executive Session (If Needed)

Type

Upon a motion made by \_\_\_\_\_, the Board entered into executive session at \_\_\_\_\_p.m.

## **13. Upcoming Meeting Schedules**

**Subject** 13.1 Scheduled Meetings November and December 2017

Meeting Nov 13, 2017 - Working Meeting

Category 13. Upcoming Meeting Schedules

Type

**FINANCE COMMITTEE MEETING**

**Meets every 1<sup>st</sup> Monday of the Month at 5:30 P.M.**

November 6<sup>th</sup>

December 4<sup>th</sup>

**BUILDING & GROUNDS MEETING**

**Meets every 1<sup>st</sup> Thursday of the Month at 5:30 P.M.**

November 2<sup>nd</sup>

December 7<sup>th</sup>

**PERSONNEL COMMITTEE MEETING**

**Meets every 2<sup>nd</sup> Monday of the Month at 5:30 P.M.**

November 13<sup>th</sup>

December 11<sup>th</sup>

**WORKING BOARD OF TRUSTEE MEETING**

**Meets every 2<sup>nd</sup> Monday of the Month at 6:30 P.M.**

November 13<sup>th</sup>

December 11<sup>th</sup>

**TECHNOLOGY COMMITTEE MEETING**

**Meets every 2<sup>nd</sup> Tuesday of the Month at 5:30 P.M.**

November 14<sup>th</sup>

December 12<sup>th</sup>

**REGULAR BOARD OF TRUSTEE MEETING**



# Meets every 3<sup>rd</sup> Wednesday of the Month at 6:30 P.M.

November 15<sup>th</sup>

December 20<sup>th</sup>

## **POLICY & GOVERNANCE COMMITTEE**

# Meets every 4<sup>th</sup> Thursday of the Month at 5:30 P.M.

November 22<sup>rd</sup>

December 28<sup>th</sup>

### **14. Meeting Closing**

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**Subject**                    **14.1 Adjournment**

Meeting                    Nov 13, 2017 - Working Meeting

Category                    14. Meeting Closing

Type  
The Working meeting of Monday November 13, 2017 adjourned at \_\_\_\_\_ p.m.