



**Tuesday, October 13, 2020**

**Working Meeting \*\* Tuesday \*\* For Trustee Review No actual meeting will be held**

**Tuesday  
6:30 a.m.  
Via Zoom**

**1. Meeting Opening**

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**Subject                    1.1 Call To Order**

Meeting                    Oct 13, 2020 - Working Meeting \*\* Tuesday \*\* For Trustee Review No actual meeting will be held

Category                    1. Meeting Opening

Type                        Procedural

The Working meeting of Tuesday October 13, 2020, via Zoom conferencing was called to order at \_\_\_\_\_ p.m. by \_\_\_\_\_.

**Subject                    1.2 Roll Call**

Meeting                    Oct 13, 2020 - Working Meeting \*\* Tuesday \*\* For Trustee Review No actual meeting will be held

Category                    1. Meeting Opening

Type                        Action, Procedural

Trustees' present:

Trustee absent:

Also present was:

**Subject                    1.3 Pledge of Allegiance**

Meeting                    Oct 13, 2020 - Working Meeting \*\* Tuesday \*\* For Trustee Review No actual meeting will be held

Category                    1. Meeting Opening

Type                        Procedural

**The Pledge of Allegiance**

I pledge Allegiance to the flag  
of the United States of America  
and to the Republic for which it stands,  
one nation under God, indivisible,  
with Liberty and Justice for all.

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

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

Meeting                      Oct 13, 2020 - Working Meeting \*\* Tuesday \*\* For Trustee Review No actual meeting will be held

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 Tuesday October 13, 2020. The vote carried \_\_\_ yes and \_\_\_ no.

## **2. Board Minutes**

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**Subject**                      **2.1 September 16, 2020 Regular**

Meeting                      Oct 13, 2020 - Working Meeting \*\* Tuesday \*\* For Trustee Review No actual meeting will be held

Category                      2. Board Minutes

Type                              Minutes

**Subject**                      **2.2 September 14, 202 Working**

Meeting                      Oct 13, 2020 - Working Meeting \*\* Tuesday \*\* For Trustee Review No actual meeting will be held

Category                      2. Board Minutes

Type                              Minutes

**Subject**                      **2.3 August 25, 2020 Special**

Meeting                      Oct 13, 2020 - Working Meeting \*\* Tuesday \*\* For Trustee Review No actual meeting will be held

Category                      2. Board Minutes

Type                              Minutes

**Subject**                    **2.4 August 5, 2020 Special**

Meeting                    Oct 13, 2020 - Working Meeting \*\* Tuesday \*\* For Trustee Review No actual meeting will be held

Category                    2. Board Minutes

Type                        Minutes

**Subject**                    **2.5 July 27, 2020 Special**

Meeting                    Oct 13, 2020 - Working Meeting \*\* Tuesday \*\* For Trustee Review No actual meeting will be held

Category                    2. Board Minutes

Type                        Minutes

**Subject**                    **2.6 July 15, 2020 Re-organizational**

Meeting                    Oct 13, 2020 - Working Meeting \*\* Tuesday \*\* For Trustee Review No actual meeting will be held

Category                    2. Board Minutes

Type                        Minutes

**Subject**                    **2.7 July 15, 2020 Regular**

Meeting                    Oct 13, 2020 - Working Meeting \*\* Tuesday \*\* For Trustee Review No actual meeting will be held

Category                    2. Board Minutes

Type                        Minutes

**Subject**                    **2.8 July 13, 2020 Working**

Meeting                    Oct 13, 2020 - Working Meeting \*\* Tuesday \*\* For Trustee Review No actual meeting will be held

Category                    2. Board Minutes

Type                        Minutes

**3. Old Business**

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**Subject**                    **3.1 Funds Transfer Resolution #0091-20 Amended**

Meeting                    Oct 13, 2020 - Working Meeting \*\* Tuesday \*\* For Trustee Review No actual meeting will be held

Category                    3. Old Business

Type

**MOUNT VERNON PUBLIC LIBRARY**

**BOARD OF TRUSTEES FUNDS TRANSFER  
RESOLUTION #0091-20 AMENDED**

**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 \$852,692 (Eight hundred-fifty two thousand – Six hundred Ninety two dollars)(**FIGURE WILL BE UPDATED**) 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 \$852,692 (Eight hundred-fifty two thousand – Six hundred Ninety two dollars) from the Sterling National Bank MVPL Money Market account ending in 8241 into the Sterling National Bank MVPL Operating account ending in 0601.

Upon a motion made by Hope Marable, seconded by Cathlin Gleason, the Board will support the approval of Resolution #0091-20 noting that the Chief Accountant Clerk will only transfer what is calculated and make amendment of this resolution to presented at the next Board meeting. The vote carried 3 yes and 0 no.

**\*\*\*Figures are not complete yet the #'s will be updated before the regular meeting of 10/21/20 for Board Review\*\*\***

<b>Subject</b>	<b>3.2 Check Signing Resolution #0090-20 Amended</b>
Meeting	Oct 13, 2020 - Working Meeting ** Tuesday ** For Trustee Review No actual meeting will be held
Category	3. Old Business
Type	

**MOUNT VERNON PUBLIC LIBRARY**

**BOARD OF TRUSTEES****CHECK SIGNING RESOLUTION #0090-20 AMENDED UPDATE**

**WHEREAS:** The Mount Vernon Public Library ("MVPL") submitted a budget for the fiscal year ending June 30, 2021, 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 for various third parties, dated August 24, 2020 and September 16, 2020 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, 2021. A listing of such checks is attached to this Resolution and includes consecutive check numbers 15335 - 15434 **AMENDED** total \$**503,074.80** After grouping these checks according to their respective purpose a summary of expenses were as follows:

Payroll Taxes and Deductions	\$ 3,947.51
Books Expenses	12,739.79
Audio Visual Expenses	2,767.16
Periodicals Exp	1,414.99
New Technology	2,690.91
Programs Adjusted to	918.69
Supplies	2,163.97
Computer Adjusted to	808.00
Telephone	8,408.03
Postage	187.00
Office	158.00
Professional Development	1,412.00
Equipment Maint. Adjusted to	8,999.58
Memberships	320.56
Professional Fees	27,632.50
Custodial Supplies	3,139.48
Repairs to Building	145,753.90
Security	11,783.94
Service Contracts	4,026.02
Miscellaneous	10,483.57
Insurance	14,468.50
Hospital & Medical	202,167.73
Dental	2,221.77
<b>TOTAL</b>	<b>\$ 503,074.80</b>

**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.***

**THEFORE:** 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.

Upon a motion made by Cathlin Gleason, seconded by Hope Marable, the Board has approved and adopted Resolution #0090-20 with the following amendments until the necessary. All programming checks are being removed until the MOU agreement are reviewed; Dawn Halasz, John Gallagher, Flor De Maria, Budding Buddhas, Jason Reilly, April Armstrong, and Graham Clarke. Checks for Daiken Applied, Custom Computer Spec., and Communication Analysis are also being removed until verification of service has been provided.

The vote carried 3 yes and 0 no. Oscar Davis, Jr., Cathlin Gleason, Hope Marable

File Attachments  
CheckExpenditure Aug Sept 2020.pdf (74 KB)

#### 4. New Business

<b>Subject</b>	<b>4.1 Donation Resolution #0077-20</b>
Meeting	Oct 13, 2020 - Working Meeting ** Tuesday ** For Trustee Review No actual meeting will be held
Category	4. New Business
Type	

**Mount Vernon Public Library  
Board of Trustees  
Board Resolution #0077-20**

**A RESOLUTION TO ACCEPT A MONETARY DONATION**

**WHEREAS**, the Director of the Mount Vernon Public Library recommends to the Board that they accept the Mauro Family monetary donation in the amount of \$50.00, in loving memory of Ms. Concetta (Connie) Mauro.

**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 the Prince Family of \$50 dollars; check #3955 will be applied to the Gifts & Donation account #3011.01.

File Attachments  
Donation Letter Connie Mauro Family.pdf (2,491 KB)  
Thank You letter for R. Mauro.pdf (1,498 KB)

## 5. Personnel

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Subject	<b>5.1 D. McQueen Step Correction Resolution #0088-20</b>
Meeting	Oct 13, 2020 - Working Meeting ** Tuesday ** For Trustee Review No actual meeting will be held
Category	5. Personnel
Type	

Mount Vernon Public Library  
Board of Trustees  
Resolution # 0088-20

### **A RESOLUTION TO ACCEPT AND CORRECT PERSONNEL PAYSCALE AND STEP INCREASE**

**WHEREAS**, the Administration of the Mount Vernon Public Library recommends to the Board the following employee change,

**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 following pay scale and step correction for the following employee:

Doreen McQueen, Administrative Assistant has been at Step 4, since October 16, 2017. Her position is a civil service position which entitles her to a step increase every year. Civil service has on file 3 RPC's which has her recorded as October 16, 2017 at step 4, salary \$53, 926, June 25,2019 step 4, salary \$55,541 and May 5, 2020 step 4 with a salary \$56,652. She received a pay scale adjustment from 2010 Pay Scale to 2013 Pay Scale effective 4/1/2013. Based on that payscale the Treasurer reported per 2013 pay scale should be \$51,071. Doreen should be at her civil service step 7. This resolution is to bring her based on the 2013 pay scale for Step 7 to the salary of \$61,525. Her salary will then be reviewed and calculated to meet the most current salary pay scale of 2020. This amount will be paid out of the account 4600.01 Salaries –Administrative.

## 6. Executive Session

## 7. Meeting Closing

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