



MOUNT VERNON
PUBLIC LIBRARY
WHERE OPPORTUNITY AWAITS

**Tuesday, October 9, 2018
October 9, 2018 Working Meeting**

**Tuesday
6:30
Trustees' Room**

1. Meeting Opening

Subject **1.1 Call To Order**
Meeting Oct 9, 2018 - October 9, 2018 Working Meeting
Category 1. Meeting Opening
Type Procedural

The meeting was called to order at ____ p.m by _____.

Subject **1.2 Roll Call**
Meeting Oct 9, 2018 - October 9, 2018 Working Meeting
Category 1. Meeting Opening
Type Action, Procedural

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

Also present was:

Subject **1.3 Pledge of Allegiance**
Meeting Oct 9, 2018 - October 9, 2018 Working Meeting
Category 1. Meeting Opening
Type Procedural

Pledge of Allegiance led was by _____.

Subject **1.4 Acceptance of Agenda**

Meeting Oct 9, 2018 - October 9, 2018 Working Meeting

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 9, 2018.

2. Board Minutes

Subject 2.1 09/10/18 Working Meeting Minutes

Meeting Oct 9, 2018 - October 9, 2018 Working Meeting

Category 2. Board Minutes

Type Minutes

Subject 2.2 09/19/18 Regular Meeting Minutes

Meeting Oct 9, 2018 - October 9, 2018 Working Meeting

Category 2. Board Minutes

Type Minutes

3. Finance

Subject 3.1 Check Signing Resolution #0131-18 M. Wu

Meeting Oct 9, 2018 - October 9, 2018 Working Meeting

Category 3. Finance

Type Action

Resolution # 0131-18

WHEREAS: 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 a check to a third party, dated October 17, 2018, as reimbursement for PLDA Conference fees, which is within the approved budget for the fiscal year ending June 30, 2018. The listing for the check is attached to this Resolution, check number #13797 totaling \$415.00 and will be expensed from account #5940.04, Conferences.

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

The Administration has reviewed the check and related underlying documentation and certify that the check has been prepared in accordance with such documentation, for the amount of the related invoice 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 check.

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 this the check delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Board President.

Subject **3.2 Check Signing Resolution #0132-18 D. Nelson**

Meeting Oct 9, 2018 - October 9, 2018 Working Meeting

Category 3. Finance

Type

CHECK SIGNING RESOLUTION #0132-18

WHEREAS: 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 a check to a third party, dated October 17, 2018, as reimbursement for PLDA Conference fees, which is within the approved budget for a total of \$325.00 was for Accrued expenses for the fiscal year ending June 30, 2018. The listing for the check is attached to this Resolution, check number #13798 and will be expensed from account #1600.00 Accrued expenses.

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

The Administration has reviewed the check and related underlying documentation and certify that the check has been prepared in accordance with such documentation, for the amount of the related invoice 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 check.

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 this the check delineated on the attached check register in accordance with the policies and procedures of the MVPL and the affirmation by the Board President.

4. New Business

Subject **4.1 P/T Aide Resignation Resolution #0133-18 J. Youngs**

Meeting Oct 9, 2018 - October 9, 2018 Working Meeting

Category 4. New Business

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following employee changes,

Resolution # 133-18

A RESOLUTION TO ACCEPT THE RESIGNATION OF JAYDEN YOUNGS A LIBRARY AIDE

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 resignation of:

Jayden Youngs, as a Library Aide effective September 28, 2018.

Subject 4.2 Extend Library Hours Resolution #0128-18 Paint & Sip Event

Meeting Oct 9, 2018 - October 9, 2018 Working Meeting

Category 4. New Business

Type Action

Recommended Action Whereas, the Director of Mount Vernon Public Library recommends to the Board that they approve extending the library hours For the Pint & Sip fundraiser on Friday October 26, 2018 from 6 - 8 pm,

RESOLUTION #0128-18

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 Pint & Sip fundraiser on Friday October 26, 2018 from 6 - 8 pm,

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 Friday October 26, 2018 between the hours of 6 -8pm for the Friends Paint & Sip Fundraiser.

Subject 4.3 NYS 2017 Annual Report Resolution #0129-18

Meeting Oct 9, 2018 - October 9, 2018 Working Meeting

Category 4. New Business

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the 2017 Annual Report for the library,

Resolution #0129-18

A RESOLUTION TO ACCEPT THE 2017 ANNUAL REPORT

WHEREAS, the Director of the Mount Vernon Public Library recommends the approval of the 2017 Annual Report for the library,

WHEREAS, Board of Trustees for the Mount Vernon Public Library must approve the annual report,
NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted, and authorized the approval of the Annual Report.

Subject 4.4 G.Grant Retainer Resolution #0130-18

Meeting Oct 9, 2018 - October 9, 2018 Working Meeting

Category 4. New Business

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends the acceptance of the retainer, \$5,000 per month, for legal services provided by the Law Office of Ghenya B. Grant,

Resolution # 0130-18

A RESOLUTION TO APPROVE A RETAINER FOR LEGAL SERVICES PROVIDED BY THE LAW OFFICE OF GHENYA B. GRANT

WHEREAS, the Director of the Mount Vernon Public Library recommends the acceptance of the retainer, \$5,000 per month, for legal services provided by the Law Office of Ghenya B. Grant,

WHEREAS, the Board of Trustees for the Mount Vernon Public Library must approve this recommendation,

NOW, THEREFORE, be it

RESOLVED, that the Board of Trustees for the Mount Vernon Public Library has approved, adopted and authorized the signing of the contract for a retainer of \$5000.00 per month, for legal services provided by the Law Office of Ghenya B. Grant. The retainer will be expensed from Professional fees, line item 6150.00.

5. Executive Session (If Needed)

6. Upcoming Meeting Schedules

Subject 6.1 Meeting Schedule October 2018- January 2019

Meeting Oct 9, 2018 - October 9, 2018 Working Meeting

Category 6. Upcoming Meeting Schedules

Type

BUILDING & GROUNDS MEETING

Meets every Thursday of the Month at 5:30 P.M.

October 4th, 11th, 18th, 25th

November 1st, 8th, 15th, 29th

December 6th, 13th, 20th, 27th

January 3rd, 10th, 17th, 24th, 31st **2019**

FINANCE COMMITTEE MEETING

Meets every 1st Monday of the Month at 5:30 P.M.

October 1st

November 5th

December 3rd

January 7th **2019**

PERSONNEL COMMITTEE MEETING

Meets every 2nd Monday of the Month at 5:30 P.M.

October 9th (Tuesday)

November 13th (Tuesday)

December 11th

January 14th **2019**

POLICY & GOVERNANCE COMMITTEE

Meets every 4th Friday of the Month at 5:30 P.M.

October 26th

November 23rd

December 28th

January 24th **2019**

TECHNOLOGY & MARKETING COMMITTEE MEETING

Meets every Thursday of the Month at 5:30 P.M.

October 4th, 11th, 18th, 25th

November 1st, 8th, 15th, 29th

December 6th, 13th, 20th, 27th

January 3rd, 10th, 17th, 24th, 31st **2019**

REGULAR BOARD MEETING

Meets every 3rd Wednesday of the Month at 6:30 P.M.

September 19th

October 17th

November 21st – Thanksgiving Eve

December 19th

January 16th **2019**

WORKING BOARD OF TRUSTEE MEETING

Meets every 2nd Monday of the Month at 6:30 P.M.

September 10th

October 9th (Tuesday)

November 13th (Tuesday)

December 11th

January 14th **2019**

7. Meeting Closing

Subject	7.1 Adjournment
Meeting	Oct 9, 2018 - October 9, 2018 Working Meeting
Category	7. Meeting Closing
Type	