



Monday, September 14, 2020 Working Meeting

Monday
6:30 a.m.
Via Zoom

1. Meeting Opening

Subject **1.1 Call To Order**

Meeting Sep 14, 2020 - Working Meeting

Category 1. Meeting Opening

Type Procedural

The Working meeting of Monday September 14, 2020, via Zoom conferencing was called to order at 6:53 p.m. by Oscar Davis Jr.

Subject **1.2 Roll Call**

Meeting Sep 14, 2020 - Working Meeting

Category 1. Meeting Opening

Type Action, Procedural

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

Also present was: Marcus Griffith; Prov. Chief Accountant Clerk, Timur Davis; Director, and Doreen McQueen; Administrative Assistant

Subject **1.3 Pledge of Allegiance**

Meeting Sep 14, 2020 - Working Meeting

Category 1. Meeting Opening

Type Procedural

Pledge of Allegiance was led by Cathlin Gleason.

Subject **1.4 Acceptance of Agenda**

Meeting Sep 14, 2020 - Working Meeting

Category 1. Meeting Opening

Type Action

Recommended Action Motion to approve the agenda

Upon a motion made by Cathlin Gleason, seconded by Hope Marable, the Board approved the agenda for the Working meeting of Monday September 14, 2020. The vote carried 4 yes and 0 no.

2. Director's Report

Subject 2.1 Director Timur A. Davis Report

Meeting Sep 14, 2020 - Working Meeting

Category 2. Director's Report

Type

The Director will review his report at the regular Board meeting of Wednesday September 16, 2020.

File Attachments

[Director Report September 2020 Final.pdf \(256 KB\)](#)

[MVPL July-august 2020 Children's Room Report.pdf \(651 KB\)](#)

[Monthly Report 2020.8.pdf \(97 KB\)](#)

[July-August Circulation report.pdf \(80 KB\)](#)

3. Past Board Minutes

Subject 3.1 December 18, 2019 Regular Meeting

Meeting Sep 14, 2020 - Working Meeting

Category 3. Past Board Minutes

Type Minutes

The Board will vote on the past minutes at the next regular meeting of September 16, 2020.

Subject 3.2 January 15, 2020 Regular Meeting

Meeting Sep 14, 2020 - Working Meeting

Category 3. Past Board Minutes

Type Minutes

The Board will vote on the past minutes at the next regular meeting of September 16, 2020.

Subject 3.3 March 23, 2020 Special Meeting Minutes

Meeting Sep 14, 2020 - Working Meeting

Category 3. Past Board Minutes

Type Minutes

The Board will vote on the past minutes at the next regular meeting of September 16, 2020.

Subject 3.4 April 17, 2020 Special Meeting

Meeting Sep 14, 2020 - Working Meeting

Category 3. Past Board Minutes

Type Minutes

The Board will vote on the past minutes at the next regular meeting of September 16, 2020.

Subject 3.5 April 29, 2020 Special Meeting

Meeting Sep 14, 2020 - Working Meeting

Category 3. Past Board Minutes

Type Minutes

The Board will vote on the past minutes at the next regular meeting of September 16, 2020.

Subject 3.6 May 7, 2020 Emergency Meeting

Meeting Sep 14, 2020 - Working Meeting

Category 3. Past Board Minutes

Type Minutes

The Board will vote on the past minutes at the next regular meeting of September 16, 2020.

Subject 3.7 May 11, 2020 Working Meeting

Meeting Sep 14, 2020 - Working Meeting

Category 3. Past Board Minutes

Type Minutes

The Board will vote on the past minutes at the next regular meeting of September 16, 2020.

Subject 3.8 May 20, 2020 Regular Meeting

Meeting Sep 14, 2020 - Working Meeting

Category 3. Past Board Minutes

Type Minutes

The Board will vote on the past minutes at the next regular meeting of September 16, 2020.

Subject 3.9 June 2, 2020 Special Meeting

Meeting Sep 14, 2020 - Working Meeting

Category 3. Past Board Minutes

Type Minutes

The Board will vote on the past minutes at the next regular meeting of September 16, 2020.

Subject 3.10 June 8, 2020 Working Meeting

Meeting Sep 14, 2020 - Working Meeting

Category 3. Past Board Minutes

Type Minutes

The Board will vote on the past minutes at the next regular meeting of September 16, 2020.

Subject 3.11 June 17, 2020 Regular Meeting

Meeting Sep 14, 2020 - Working Meeting

Category 3. Past Board Minutes

Type Minutes

The Board will vote on the past minutes at the next regular meeting of September 16, 2020.

Subject 3.12 June 22, 2020 Special Meeting

Meeting Sep 14, 2020 - Working Meeting

Category 3. Past Board Minutes

Type Minutes

The Board will vote on the past minutes at the next regular meeting of September 16, 2020.

Subject 3.13 June 30, 2020 Special Meeting

Meeting Sep 14, 2020 - Working Meeting

Category 3. Past Board Minutes

Type Minutes

The Board will vote on the past minutes at the next regular meeting of September 16, 2020.

4. Old Buisness

Subject 4.1 Check Signing Resolution #0072-20

Meeting Sep 14, 2020 - Working Meeting

Category 4. Old Buisness

Type

**MOUNT VERNON PUBLIC LIBRARY
BOARD OF TRUSTEES
CHECK SIGNING RESOLUTION #0072-20**

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 July 10, 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 15321-15333 totaling \$68,051.88. After grouping these checks according to their respective purpose a total of \$765.42 for was for Book expenses, \$8,827.86 was Audio Visuals Exp.-MV, \$354.00 was for Periodicals Expenses, \$336.25 was for Professional Meeting-MV, \$229.56 was for Equipment Maint. Exp.-MV, \$21,683.30 was for Repairs to Build. Exp.-MV, \$12,426.38 was for Security Guard Exp.-MV, \$4,236.51 was for Service Contract Exp.-MV, \$3,400.00 was for Miscellaneous Build. Exp.-MV, \$4,824.50 was for Insurance Exp.-MV, \$10,968.10 was for Dental Exp.-MV.

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.

THEREFORE: 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.

The remaining checks will be reviewed and vote on at the regular meeting of 9/16/20.

Subject	4.2 Check Signing Resolution #0073-20 August Expenses
Meeting	Sep 14, 2020 - Working Meeting
Category	4. Old Buisness
Type	

**Mount Vernon Public Library
Board of Trustees
Resolution #0073-20**

**A RESOLUTION TO APPROVE THE AUGUST
2019 SIGNING OF CHECKS**

WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they approve the signing of checks with one Trustee and the Board Treasurer,

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 one Trustee and the Board Treasurer to sign the August 2020 checks since there will not be a Board meeting scheduled for the month of August. All warranties for the August 2020 checks will come before the Board at the regular September meeting.

Resolution is no longer needed

5. New Business

Subject 5.1 Schindler Elevator Resolution #0080-20

Meeting Sep 14, 2020 - Working Meeting

Category 5. New Business

Type

**Mount Vernon
Board of Trustees
Resolution # 0080-20**

**A RESOLUTION TO APPROVE THE ANNUAL CONTRACT FOR SCHINDLER
ELEVATOR**

WHEREAS, the Administration of the Mount Vernon Public Library recommends to the Board of Trustees, to renew the annual contract for Schindler Elevator Corporation for yearly maintenance from August 1, 2020 to July 31, 2021.

WHEREAS, 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 contractual agreement with Schindler Elevator Corporation. The estimated cost for repair and labor will not to exceed \$3884.40 and will be expensed from the Building repair funds account #6000.01

The Board will vote on this item at the next regular meeting of September 16, 2020.

6. Personnel

Subject 6.1 T. Blackman Step Resolution #0081-20

Meeting Sep 14, 2020 - Working Meeting

Category 6. Personnel

Type

Mount Vernon Public Library
Board of Trustees

Resolution # 0081-20

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

WHEREAS, the Director 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 personnel change:

Tisha Blackman, Library Clerk-Step 3, effective January 1, 2020 due for step increase. Her new step is at step 4 with a salary wage of \$ 47,005. Her salary will be paid out of the account 4550.01 Salaries – Non-Professional.

This will be reviewed by the Personnel Committee at their meeting Tuesday 9/15/20 and will be ready to vote at the regular meeting of 9/16/2020.

Subject 6.2 S. Dugaw Step Resolution #0082-20

Meeting Sep 14, 2020 - Working Meeting

Category 6. Personnel

Type

Mount Vernon Public Library
Board of Trustees
Resolution #0082-20

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

WHEREAS, the Director 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 personnel change:

Susi Dugaw, Librarian I – Step 3, effective January 1, 2020 due for step increase. Her new step is at step 4 with a salary wage of \$68,338. Her salary will be paid out of the account 4501.01 Salaries – Professional.

This will be reviewed by the Personnel Committee at their meeting Tuesday 9/15/20 and will be ready to vote at the regular meeting of 9/16/2020.

Subject 6.3 W. Jones Step Resolution #0083-20

Meeting Sep 14, 2020 - Working Meeting

Category 6. Personnel

Type

Mount Vernon Public Library
Board of Trustees
Resolution # 0083-20

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

WHEREAS, the Director 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 personnel change:

Wayne Jones, Cleaner-Step 5, effective January 1, 2020 due for step increase. His new step is at step 6 with a salary wage of \$55,646. His salary will be paid out of the account 4650.01 Salaries – Maintenance.

This will be reviewed by the Personnel Committee at their meeting Tuesday 9/15/20 and will be ready to vote at the regular meeting of 9/16/2020.

Subject **6.4 A. Nunez Step Resolution #0084-20**

Meeting Sep 14, 2020 - Working Meeting

Category 6. Personnel

Type

Mount Vernon Public Library
Board of Trustees
Resolution # 0084-20

A RESOLUTION TO ACCEPT PERSONNEL CHANGES: STEP INCREASE

WHEREAS, the Director 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 personnel change:

Amanda Nunez, Library Clerk-Step 3, effective January 1, 2020 due for step increase. Her new step is at step 4with a salary wage of \$ 47,005. Her salary will be paid out of the account 4550.01 Salaries – Non-Professional.

This will be reviewed by the Personnel Committee at their meeting Tuesday 9/15/20 and will be ready to vote at the regular meeting of 9/16/2020.

Subject **6.5 D. Nelson Step Resolution #0085-20**

Meeting Sep 14, 2020 - Working Meeting

Category 6. Personnel

Type

Mount Vernon Public Library
Board of Trustees
Resolution #0085-20

WHEREAS, the Director 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 personnel change:
 Thomas Redahan, Cleaner-Step 3, effective January 1, 2020 due for step increase. His new step is at step 4 with a salary wage of \$51,315. His salary will be paid out of the account 4650.01 Salaries – Maintenance.

This will be reviewed by the Personnel Committee at their meeting Tuesday 9/15/20 and will be ready to vote at the regular meeting of 9/16/2020.

Subject **6.8 D. McQueen Step Correction Resolution**

Meeting Sep 14, 2020 - Working Meeting

Category 6. 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.

This will be reviewed by the Personnel Committee at their meeting Tuesday 9/15/20 and will be ready to vote at the regular meeting of 9/16/2020.

7. Executive Session

Subject **7.1 Executive Session Request**

Meeting Sep 14, 2020 - Working Meeting

Category 7. Executive Session

Type

Upon a motion made by Cathlin Gleason, seconded by Judy Williams-Davis, the Board will recess until 8:30 p.m., at that time they will enter into executive session to discuss legal and personnel matters. The Director will be on standby if needed to attend the session.

8. Meeting Closing
