



MOUNT VERNON  
PUBLIC LIBRARY  
WHERE OPPORTUNITY AWAITS

## Monday, September 11, 2017 Working Meeting

**Monday**  
**6:30**  
**Trustees' Room**

### 1. Meeting Opening

---

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

Meeting                    Sep 11, 2017 - Working Meeting

Category                    1. Meeting Opening

Type                        Procedural

The Working meeting of September 11, 2017 was called to order at 7:11 by Trustee Oscar Davis Jr.

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

Meeting                    Sep 11, 2017 - Working Meeting

Category                    1. Meeting Opening

Type                        Action, Procedural

Trustee's presents: Oscar Davis, Jr., Cathlin Gleason, and Tanya Southerland.  
Trustee's absent: Brian Johnson, and Darren Morton.

Also present was: Juan Jaramillo; Chief Accountant Clerk, Jose Alvelo; Treasurer, Evania Thompson; Library Director, and Doreen McQueen; Administrative Assistant.

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

Meeting                    Sep 11, 2017 - Working Meeting

Category                    1. Meeting Opening

Type                        Procedural

Pledge of Allegiance led was omitted from the meeting opening. Pledge was led by Tanya Southerland at the Special Meeting of September 11, 2017.

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

Meeting                    Sep 11, 2017 - Working Meeting

Category                    1. Meeting Opening

Type Action

Recommended Action Motion to approve the agenda

Upon a motion made by Cathlin Gleason, seconded by Tanya Southerland , the Board accepted the agenda for the regular working meeting Monday September 11, 2017.

The vote carried 3 yes 0 no.

## 2. New Business

---

**Subject 2.1 Overtime Pay Resolution#00092-17**

Meeting Sep 11, 2017 - Working Meeting

Category 2. New Business

Type Action

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

**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 overtime pay for the following:

At the Director's request, Carol White worked an additional (1) hour at rate of \$10.00 for new staff training.

Deborah Kershaw worked an additional (1) hour at a rate of \$16.14 to cover the public desk.

David Cambillo worked an additional (1) hour at a rate of \$25.62 to cover the summer coding program.

In addition, based on the Board President request for the library card initiative, the following individuals have exceeded their 17.5 hour work schedule for the period of July 23- August 5, 2017.

Jillian Guy worked 42.5 hours, which 7.5 hours are overtime at an hourly rate of \$16.14.

Jade Hackett worked 35.5 hours, which .5 hour is overtime at an hourly rate of \$10.00.

Tashwana Isaac worked 50 hours, which 15 hours are overtime at a rate of 16.62.

In addition, Carol White worked an additional (1) hour at rate of \$10.00 for new staff training.

Deborah Kershaw worked an additional (1) hour at a rate of \$16.14 to cover the public desk.

David Cambillo worked an additional (1) hour at a rate of \$25.62 to cover the summer coding program.

The Board will move to vote on this item at the Regular scheduled Board meeting of September 20, 2017.

**Subject**                    **2.2 Donation Resolution #00094-17**

Meeting                    Sep 11, 2017 - Working Meeting

Category                    2. New Business

Type                        Action

Recommended Action    WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board that they accept the Pepsico Foundation and Ms. Carla Gibson monetary donation in the amount of \$6,600.

**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 Pepsico Foundation and Ms. Carla Gibson. Check #1170066651 in the amount of \$6,600., of which \$3,300 was donated by the Pepsico Foundation and a match donation of \$3,300 was from Ms. Carla Gibson. The funds will be applied to the Gifts & Donation account #3011.01.

The Board will move to vote on this item at the Regular scheduled Board meeting of September 20, 2017, with the changes of Ms. Gibson making the initial donation and her employer matching her donation.

File Attachments  
[Pepsico Donation Docs.pdf \(5,619 KB\)](#)

**Subject**                    **2.3 Capital Grant Resolution #100-17**

Meeting                    Sep 11, 2017 - Working Meeting

Category                    2. New Business

Type                        Action

Recommended Action    WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the approval of the NYS Library Construction Grant for the Capital Construction Project #0386-17-6901 –Phase,

**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 Capital construction grant for the Capital project Phase I in the amount of \$102,500 with a 25% match of the project value. The purpose of this project is to address the exterior and interior building infrastructure system upgrades in order to comply with the current code. The upgrades will improve energy efficiency, upgrade existing life safety systems, expand the library's capabilities and improve the public access to the facility. The budget account used for this project is #1160.07 temporary restricted funds.

The Board will move to vote on this item at the Regular scheduled Board meeting of September 20, 2017.

File Attachments

NYS Capital Construction Grant Contract.pdf (24,894 KB)  
 0386-18-7430 Capital Construction Phase 2(1).pdf (55 KB)  
 Construction - Confirm Application Submission(1).pdf (123 KB)

**Subject**                    **2.4 Sentinel Contract Resolution#00101-17**

Meeting                    Sep 11, 2017 - Working Meeting

Category                    2. New Business

Type                        Action

Recommended Action    WHEREAS, Director of the Mount Vernon Public Library recommends to the Board that they approve the acceptance of Sentinel Security Consulting contract,

**WHEREAS**, Board of Trustees for the Mount Vernon Public Library, have to 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 acceptance of Sentinel Security Consulting contract. Sentinel will assist in developing the Library's security requirements (OSR) and the bidding process for the electronic security system. Sentinel will manage construction for the entire project. The contract fee for this service is \$15,820.00 and will be expensed from line #6650.01 Building Repairs.

The Board will move to vote on this item at the Regular scheduled Board meeting of September 20, 2017.

File Attachments  
[Sentinel Contract.pdf \(50,415 KB\)](#)

### 3. Personnel

**Subject**                    **3.1 KoJo Jordan Resolution#00095-17**

Meeting                    Sep 11, 2017 - Working Meeting

Category                    3. Personnel

Type                        Action

Recommended Action    WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following part time aide extension,

**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 work extensions of the following people:

Extend and approve the appointments of:

**KoJo Gordon**, as Part-time Aide for the Community Outreach Department supervised by Cathy Webb. The part time aides may work up to 17.5 hours per week, beginning September 1, 2017 through January 2018. The hourly rate of pay for all Part Time aides is \$10.00 per hour and will come from the Non Professional Budget line#4550.01.

The Board will move to vote on this item at the Regular scheduled Board meeting of September 20, 2017, evaluations must be added to the administrative files.

**Subject**                   **3.2 Marketing Consultant Resolution#00096-17**

Meeting                   Sep 11, 2017 - Working Meeting

Category                 3. Personnel

Type                     Action

Recommended Action   Whereas, the Director of the Mount Vernon Public Library recommends to the Board that they approve the contracting of Leslie Alpert,

**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 acceptance of the proposed contract of services of Leslie Alpert at an hourly rate of \$90 for no less than 4 hours a week. Ms. Alpert will work on the library's marketing such as press releases, brochures, flyers, etc. She will work with Ms. Cathy Webb. Her salary will be expensed from budget line 6150.01 – Professional Fees. MS. Alpert will begin on Thursday September 21, 2017 through September 19, 2018.

The Board will move to vote on this item at the Regular scheduled Board meeting of September 20, 2017.

**Subject**                   **3.3 Jaden Lewis Resolution#102-17**

Meeting                   Sep 11, 2017 - Working Meeting

Category                 3. Personnel

Type                     Action

Recommended Action   WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following part time aide extension,

**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 work extension of:

**Jaden Lewis**, as Part-time Aide for the Community Outreach Department supervised by Cathy Webb. The part time aides may work up to 17.5 hours per week, beginning September 1, 2017 through January 2018. The hourly rate of pay for all Part Time aides is \$10.00 per hour and will come from the Non Professional Budget line #4550.01.

The Board will move to vote on this item at the Regular scheduled Board meeting of September 20, 2017, evaluations must be added to the administrative files.

**Subject**                   **3.4 Bre'Anna McQueen Resolution#103-17**

Meeting                   Sep 11, 2017 - Working Meeting

Category                 3. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following part time aide extension,

**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 work extension of:

**Bre'Anna McQueen**, as Part-time Aide for the Community Outreach Department supervised by Cathy Webb. The part time aides may work up to 17.5 hours per week, beginning September 1, 2017 through January 2018. The hourly rate of pay for all Part Time aides is \$10.00 per hour and will come from the Non Professional Budget line#4550.01.

The Board will move to vote on this item at the Regular scheduled Board meeting of September 20, 2017, evaluations must be added to the administrative files.

**Subject 3.5 LaShawn Brady Resolution#104-17**

Meeting Sep 11, 2017 - Working Meeting

Category 3. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following part time aide extension,

**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 work extension of:

**LaShawn Brady**, as Part-time Aide for the Children Room Department, supervised by Scott Griffith. The part time aides may work up to 17.5 hours per week, beginning September 1, 2017 through January 2018. The hourly rate of pay for all Part Time aides is \$10.00 per hour and will come from the Non Professional Budget line #4550.01.

The Board will move to vote on this item at the Regular scheduled Board meeting of September 20, 2017, evaluations must be added to the administrative files.

**Subject 3.6 Patrick Daley Resolution#105-17**

Meeting Sep 11, 2017 - Working Meeting

Category 3. Personnel

Type Action

Recommended Action WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following part time aide extension,

**Patrick Daley**, as a Part-time Aide, supervised by Scott Griffith in the children's room as assigned doing periodical organization and other task.

And to be supervised by Maxine Grandison as much as needed at the periodicals desk. The part time aides may work up to 17.5 hours per week, beginning September 1, 2017 at an hourly rate of pay for all Part -Time aides of \$10.00 per hour and will come from the Non Professional Budget line #4550.01.

The Board will move to vote on this item at the Regular scheduled Board meeting of September 20, 2017, evaluations must be added to the administrative files.

**Subject**                    **3.7 Keenan Perkins Resolution#106-17**

Meeting                      Sep 11, 2017 - Working Meeting

Category                    3. Personnel

Type                         Action

Recommended Action      WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following part time aide extension,

**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 work extension of:

**Keenan Perkins**, as a Part-time Aide for the Young Adults Department, supervised by Cheryl Berent. The part time aides may work up to 17.5 hours per week, beginning September 1, 2017 through January 2018. The hourly rate of pay for all Part Time aides is \$10.00 per hour and will come from the Non Professional Budget line #4550.01.

The Board will move to vote on this item at the Regular scheduled Board meeting of September 20, 2017, evaluations must be added to the administrative files.

**Subject**                    **3.8 Jalen Brown Resolution#107-17**

Meeting                      Sep 11, 2017 - Working Meeting

Category                    3. Personnel

Type                         Action

Recommended Action      WHEREAS, the Director of the Mount Vernon Public Library recommends to the Board the following part time aide extension,

**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 work extension of:

**Jalen Brown**, as a Part-time Aide for the Technical Service Department, supervised by May Wu. The part time aides may work up to 17.5 hours per week, beginning September 1, 2017 through January 2018. The hourly rate of pay for all Part Time aides is \$10.00 per hour and will come from the Non Professional Budget line#4550.01.

The Board will move to vote on this item at the Regular scheduled Board meeting of September 20, 2017, evaluations must be added to the administrative files.

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

---

**Subject**                    **4.1 Executive Session**

Meeting Sep 11, 2017 - Working Meeting  
Category 4. Executive Session (If Needed)  
Type

## **5. Meeting Closing**

---

**Subject**                    **5.1 Adjournment**  
Meeting Sep 11, 2017 - Working Meeting  
Category 5. Meeting Closing  
Type Action  
Recommended Action Motion to adjourn meeting.

The special meeting of Monday September 11, 2017 adjourned at 7:45 pm.