

I reviewed the meeting minutes of the Board of Trustees of the Mount Vernon Public Library from February 21, 2007 (the first month available online) through September 15, 2021 (the last month available online). I summarized details from the meeting minutes that were of interest to me. My comments/questions are inserted throughout the document in **RED**. I highlight mentions of "audits" or "auditors" in **blue**.

From 2007 to 2014, the library was financed through taxes collected by the City of Mount Vernon. Board of Trustee (BOT) members were appointed, although the process for doing this is not clear. The library budget resulted from ongoing negotiations between the City Mayor, City Comptroller, and the Library BOT. Perhaps because of this, library finances were often tenuous. On a cash basis, between 2007 and 2011 the library operated on about \$2.67M dollars per year.

From 2014 to present, the library has been financed through taxes collected by the Mount Vernon City School District. BOT members are elected and budgets are approved via a public vote. The library fiscal year runs from July 1 through June 30. Although the library operates on an accrual basis, on a cash basis, from Fiscal year 2016 through fiscal year 2021, the library operated on \$4.6M per year, about \$2M more per year than 2007 through 2011.

A public library is an educational and cultural touchstone for the community. A thriving public library is a sign of a thriving community. A neglected public library is a sign of a neglected community. Sadly, given what appears to be years of unsound financial oversight, I'd say the library is being neglected.

Meeting Date	Money transferred to operating account	Summary of relevant Meeting Minutes. My Comments/Questions are in RED	BOT members present
2/21/2007	\$434,153		Chris Hansen (President) Mary Ellen Forte, Arlene Roberts-Grant, Danna Wood-Webb
5/16/2007		Could be a budget shortfall of \$200k; need to meet w/City Comptroller to discuss "reality of the library's needs". Mrs. Gayles (Library Chief Account Clerk) notes need to revise adjusted 2007 budget	Hansen, Wood-Webb
7/18/2007	\$335,291	discussion of budget needs for fiscal 2008 and library "serious deficits over the past few years"	Hansen, Capeci, Roberts-Grant
8/15/2007	\$385,304		Hansen, Capeci, Rodney Reynolds, Wood-Webb
9/19/2007	\$339,651	proposed 2008 budget of \$5.016M; Mrs. Gayles and Acting Director Opal Brown Lindsay met w/Comptroller Maureen Walker. Library requesting debt forgiveness from city. Library on track for \$180k deficit by end of year	Hansen, Capeci, Reynolds, Roberts Grant
10/17/2007	\$267,072	Gary Newman (CSEA Unit President) questions whether library has enough \$ to make it through end of year. It was stated that the library "would make it through the end of the year."	Hansen, Wood-Webb, Reynolds, Roberts Grant
11/28/2007	\$470,954	Hansen and Opal Brown Lindsay (Acting Library Director) met with Mayor-Elect Clinton Young's transition team. Debra Stern (former library trustee) will be liason between library and Mayor Young's team. Library budget on list of big issues confronting library. Library hoping to start 2008 with financial statement in new format that shows expenses and revenues. BOT suggests standardization of purchasing procedures.	Hansen, Capreci, Roberts-Grant, Woods Webb
Calendar 2007 money transferred to operationg account (based on meeting minutes):			\$2,232,425

1/16/2008	\$319,374	Given current budget situation, library will not be able to fill several vacant positions. Sunday services suspended for 2008. Questions re budget balances in Nov 2007 and whether current financial reports "reflect all aspects of the library's budget"	Hansen, Roberts-Grant, Wood Webb
2/20/2008	\$629,572	"budget crisis" resulted in reduction in hours (Sundays closed), slashed spending for collection. Mayor [Young] to meet monthly with library and Comptroller [Walker] offered to help look into needed items for capital budget. Library budget surplus/deficit history discussed, particularly library surpluses in past years. A 10 year review of library budgets suggested. Ms. Gayle said that the auditors have requested that the library develop a written purchasing policy. Suggested library adopt Comptroller's office purchasing policy.	Hansen, Capeci, Roberts-Grant
3/19/2008	\$305,731	A considerable budget increase was requested to fill vacant positions but was not received. Questions re differences between Jan and Feb 2008 payrolls. Jan 2008 report should be adjusted because of a reversal of expenses. BOT continues to seek info regarding earmarked money in budget.	Hansen, Capeci, Roberts-Grant
4/23/2008	\$239,495	discrepancy in income statement for salaries in Jan and Feb 2008 discussed. Mrs. Gayles explained that an entry was made at the request of the comptroller and that the first six days of Jan payroll were accrued in Dec [2007]	Hansen, Reynolds, Wood-Webb
5/28/2008	\$239,571	BOT discussed expanding number of board members from 5 to 7	Hansen, Capeci, Roberts-Grant, Wood-Webb
6/18/2008	\$257,173	<u>Comptroller Walker spoke about newspaper article re former library director Rodney Lee. Walker said an investigation was ongoing and it was unknown if charges would be filed.</u> McDonough: I could not find any info about this newspaper article. No further mention of this "investigation".	Hansen, Capeci, Reynolds
7/16/2008		<u>Brian Johnson</u> (VP MVPL Foundation) spoke about inaugural bash scheduled for 10/16/2008.	Hansen, Wood-Webb
8/20/2008		Hansen questioned if there was money in budget for additional hiring. He refers to June 30 financial report. Additional revisions made to 2008 budget.	Hansen, Capeci, Roberts-Grant, Wood-Webb
9/17/2008		Opal Brown Lindsay [Library Director] met w/Mayor regarding Library budget. A copy of budget sent to comptroller.	Hansen, Roberts-Grant, Wood Webb
10/15/2008		List of items needed for capital budget sent to Comptroller. The amount is \$700k. Exploring idea of getting a credit card.	Hansen, Roberts-Grant, Reynolds
11/19/2008	\$255,967	Three capital projects for library submitted to the City. Mayor Young indicated he is aware of library's need and will find money to support. <u>Library projected to receive \$4.28M for fiscal year 2009.</u> BOT will meet with CC to discourage additional budget cuts.	Hansen, Capeci, Roberts-Grant, Wood-Webb
12/17/2008	\$582,126	Concerns expressed about amount of \$ being spent on legal fees. McDonough: No info regarding how much money, who the lawyers are receiving the money, or why this legal work is needed. On 7/15/2009 mention lawyers needed for union negotiations and grievances. 8/19/2009 stated that library spending \$100k-\$150k per year on lawyers.	Hansen, Roberts-Grant, Wood Webb
Calendar 2008 money transferred to operationg account (based on meeting minutes):			\$2,829,009

1/28/2009	\$392,483	<u>Concern about library meeting its state obligation to keep public informed.</u> Adjustments must be made to year end city cash fund report to determine balance. Some December [2008] bills will be put in January [2009]. The library still owes City \$ for prior year budget overages. The accuracy of the budget and whether the library could pay was questioned. Professional salary line increase of \$400k in 2009 budget. Amount in salary line for 2009 questioned.	Hansen, Capeci, Roberts-Grant, Reynolds, Wood-Webb
2/25/2009	\$587,153	questions regarding rectifying budget when a surplus at end of year. Revised 2008 budget approved by BOT. 2009 budget approved by BOT. McDonough: So is the 2009 library budget \$4.28M as discussed at meeting on 11/19/2008?	Hansen, Capeci, Roberts-Grant
3/18/2009	\$397,781		Hansen, Capeci, Roberts-Grant, Wood-Webb
4/15/2009	\$305,005		Hansen, Capeci, Wood-Webb
5/20/2009	\$277,915	visit with Councilman Yuhanna Edward opportunity for director [Opal Brown Lindsay] to address questions CC had to strengthen support for library. Wood Webb said interviews held w/2 candidates to fill vacant trustee positions. BOT must adopt policy for library's credit card	Hansen, Roberts-Grant, Wood Webb
6/17/2009	\$420,690	much discussion re capital budget and whethere invoices for supplies for library material system should be paid from capital budget. Mrs. Gayles said City knows it must reimburse library for capital equipment. The city has strict rules on what can be reimbursed out of capital budget. <u>BOT questions how often revisions made to budget during year.</u> BOT resolves that no numbers in budget categories should be changed without BOT approval.	Hansen, Capeci, Roberts Grant, Wood-Webb
7/15/2009	\$339,959	<u>It was questioned how much money spent on attorney fees. Spending a fortune on lawyers a function of union negotiations and grievances.</u> Chief Account Clerk Willie Lou Gayles will retire 8/31/2009. Talk of restructuring business office. BOT discussed library governance and status of the MVPL. <u>Hansen said he thinks the library budget is in good financial shape.</u> Retroactive increases build into the budget. <u>Ms. Lindsay said the library is running a very large deficit with the City.</u> <u>Hansen said that last year [2009] the library came in under budget.</u>	Hansen, Millie Burns, Julie Mills Worthey , Roberts Grant, Reynolds, Wood-Webb
8/19/2009	\$436,548	It was felt the library cannot keep spending \$100k-\$150k per year on lawyers. <u>Current proposed budget increase 31%.</u> Mrs. Lindsay said that last year she met with the mayor and comptroller to justify the budget. <u>Proposed 2010 budget anticipates the city will provide an additional \$1.5M.</u> The BOT voted 6-0 in favor of the proposed 2010 budget. McDonough: So does that mean 2010 library budget will be \$5.73M?	Wood Webb, Burns, Capeci, Hansen, Mills Worthey, Roberts Grant
9/16/2009	\$289,572		Wood Webb, Burns, Hansen, Reynolds

10/21/2009	\$271,532	Wood-Webb met with CC and Mayor's rep re 2010 budget. <u>Gary Newman (CSEA) explained history of small cities school district library and cities attempts to make library a municipal library, which includes legislation to change the library to municipal. He explained the union is dubious about the library becoming a school district library, since this would require a tax increase with no agreement by the city to decrease its taxes to offset the amount. In the past the NYS Regents have rejected any notion that the library could become a municipal library.</u> It was questioned if the library became a municipality how this would affect its central library status and what the library's status would be among other city departments. New BOT members need to see presentation on library governance and meet with other directors who represent libraries that are municipalities and school district libraries. McDonough: If MVPL is chartered as a school district library, why isn't the budget put to vote and trustees elected, as required by NYS Education Law?	Wood Webb, Burns, Capeci, Hansen, Mills Worthey, Roberts Grant
11/18/2009		October 2009 bills and payroll were properly certified by the director and reviewed by Woods Webb and Roberts Grant.	Wood Webb, Burns, Mills Worthey, Roberts Grant
12/16/2009		Wood Webb and Director Lindsay met with CC regarding 2010 budget. The CC response was cautious.	Wood Webb, Burns, Hansen, Mills Worthey, Roberts Grant
Calendar 2009 money transferred to operations account (based on meeting minutes):			\$3,718,638
1/20/2010		Opal Brown Lindsay is waiting for a date to meet with the CC regarding budget shortfall. <u>At least a \$200k shortfall in 2010 budget.</u> McDonough: What is the approved 2010 budget? It can't be \$5.73M	Wood Webb, Burns, Hansen, Reynolds, Roberts Grant
2/17/2010		Board discussed cutting various line items to offset 2010 budget deficits.	Hansen, Capeci, Mills Worthey, Roberts Grant
3/17/2010	\$293,899	<u>Gary Newman spoke about the governance issue and consequences if BOT decides the library would become a city school district library.</u> Gary Newman said widespread belief among staff that financial crisis is being artificially created to justify layoffs. Hansen [BOT] said the financial crisis was real. McDonough: So MVPL is not chartered as a school district library? Is it chartered as a municipal library? Either way, why isn't the budget put to a vote and trustees elected?	Wood Webb, Capeci, Hansen, Roberts Grant
4/21/2010	\$345,317	<u>Gary Newman (CSEA) said the union has looked at the financials and questions the need for layoffs.</u> McDonough: No financials presented to the taxpayers. What is the budget? What are actual costs?	Capeci, Burns, Mills Worthey, Reynolds, Roberts Grant
5/19/2010	\$390,363	BOT moved to limit public speakers to 3 min each. Wood Webb said BOT continuing to meet with city officials re budget. <u>Patricia Hansen said the library is going to have to "make moves" or will run out of money by Oct 1 2010. Discussion of governance issue and when library would be ready to take budget out to vote. School district library model felt to be best for library.</u> Capeci suggests going to city for financial support until ready to take the budget out for public vote. Mills-Worthy formally moves to begin process of creating a "school district public library" system of governance. Plan to approach city re change and seek emergency funding from city for 2010. If not successful in securing funding BOT moves to authorize library director to lay off staff. <u>Approx \$430k is needed in 2010 to avoid cut backs.</u> Need city to support entire 2011 budget.	Wood Webb, Burns, Capeci, Mills Worthey, Reynolds

6/16/2010	\$212,925	Wood Webb met with Mayor and said the library voted to become a school district public library. Mayor believes library should become autonomous. Patriica Hansen reports that in 5 months the library went through 1/2 of the budget for the year. Ms. Burns clarifies that the library is mandated by its charter to function as a school district public library. Trustees elected by public. Budget voted by public. Regents have said library must comply. Library seeking to begin process in 2012. McDonough: so library is a school district library and is out of compliance with NYS Law because budget not put to public vote and trustees not elected. How is it that the NYS Regents have allowed this to go on for so long? And what's the budget? Based on publicly reported date, \$1.24M has been transfereed to the MVPL operating account through June 2010 (6 months). Does that mean the annual budget is \$2.5M?	Wood Webb, Burns, Arlene Roberts
7/21/2010	\$336,491		Wood Webb, Burns, Reynolds, Roberts Grant, Mills Worthey
9/15/2010	\$370,077	Wood Webb met with Mayor and Regent who expressed interest in library and said he would support library. McDonough: would have to search for who was Regent for MV at that time and see if any mention of MVPL in Regent meeting minutes. Not sure it's worth the effort.	Wood Webb, Burns, Mills Worthey
	\$278,656		
10/20/2010	\$299,365	Search to fill 2 vacant trustee positions (for Chris Hansen and Susan Capecci). Governance presentation w/library consultant Libby Post attended by Comptroller Walker, Mayor Rep Hank Miller, CC President Yuhanna Edwards, school board trustee Lynn McBride	Burns, Mills Worthey, Roberts Grant, Reynolds
11/17/2010	\$259,350	former BOT member Chris Hansen now WLS trustee. Library submitted budget of \$4.1M to city which is bare minimum. At \$3.5M will need to cut staff by 1/3.	Burns, Mills Worthey, Roberts Grant, Wood Webb
12/15/2010		Gary Newman talked to Mayor re library situation. People angry re poor fiscal management of library [by the Director Lindsay]. Everyon on council expressed dissatisfaction with library admin. Also anger about library becoming a school district library. Newman says "city hall feels the library has turned into an ungrateful stepchild". Burns said she attended the Mayors Chat held at Allen Memorial Church on Dec 8 where the mayor made "stinging comments about the library". Regarding the library, Gary Newman said "The institution is a place of poison" Patricia Hansen said that 2008-2009 surplus was taken by the city. Patricia Hansen notes that "no bills were being paid tonight". The library can only meet payroll [not pay vendor bills]. McDonough: Not good.	Burns, Mills Worthey, Roberts Grant, Wood Webb
Calendar 2010 money transferred to operationg account (based on meeting minutes): \$2,786,442			
1/19/2011	\$347,296		Burns, Mills Worthey, Reynolds
2/16/2011	\$629,977	Roberts Grants wanted mintues to reflect that there are 7 BOT seats so unless 4 people present no quorum. Patricia Hansen met with Comptroller Walker in January. Wanted to know how far the library will get on \$3.5M budget. Comptroller said wont talk about a deficit. Gary Newman said Elias Gootzeit told Board of Ed library would close in July. Patricia Hansen said that would only happen if city did not forgive debt of \$350k	Burns, Mills Worthey, Roberts Grant

3/16/2011	\$426,147	<u>Maureen Walker asking for financials on a weekly basis. Patricia Hansen said the library financial system is not that sophisticated.</u> Grant suggests the library respond by saying will give her financials monthly. <u>Patricia Hansen said that the bank accounts had not been reconciled in over 60 years.</u> She is working on correcting the entries. <u>Mills Worthey asked if the reconciliations were beneficial.</u> Patricia Hansen said yes. We need to reconcile. She said she had <u>discovered over \$100k in corrected entries that need to be balanced.</u> Patricia Hansen said <u>the more the comptroller asks for the less the library can provided and the worse they look to the community.</u> Patricia Hansen notes that the library operating on a cash basis. Going forward must be on an accrual to reserve funds.	Burns, Mills Worthey, Roberts Grant, Reynolds
4/20/2011	\$187,469	Burns reports that Comptroller Walker wants to meet w/library admin. <u>Walker has concerns about library record keeping and business practices.</u> Burns said the library had agreed to meet with Walker on regular basis and "keep a set of books according to city guidelines" Burns reports that in a one on one meeting with Walker, Walker stressed that the library should be calculating finances on an accrual basis. <u>Patricia Hansen has said that the state wants them on a cash basis. Maureen Walker has said then the library needs to keep two sets of books.</u> <u>Reynolds asks if the library has a balance sheet. Patricia Hansen says yes but "nothing much on it".</u>	Burns, Mills Worthey, Reynolds, Winston Maharaj, Na'im Tyson
5/18/2011	\$236,195	Patricia Hansen says she thinks the <u>budget shortfall will be about \$350k again.</u> Maharaj said he needs to schedule time with Patricia Hansen to go through expenses, pull together a multi-year budget, and talk about deficit reduction. Burns says paperwork for budget needs to be to Comptroller by June 15. <u>A MOU between the school district, the library BOT, and the city was read.</u> Burns said Barbara Lilley of the NYS Library said MV budget <u>must go out to vote next year between April and June 2012.</u> McDonough: This is the last month in which money transfers to operating account are reported to the public. This resumes again in February 2015, but ends again in	Burns, Maharaj, Tyson
6/7/2011		CSEA Exec Committee member, <u>Cathy Webb presented a petition calling for the resignation or removal of Library Director Opal Brown Lindsay.</u> Target date of June 26 2012 for first public vote for library budget and elected trustees. Mr. Maharaj wants to build a financial model to understand the last few years. Library starts in a financial hole every year. McDonough: Do not know if Maharaj ever built the financial model. Budget vote and trustee elections don't happen until spring 2014.	Burns, Maharaj, Mills Worthey, Tyson
6/15/2011		Resolution that BOT is a body of 5 members. <u>Burns said the library was in fiscal jeopardy. The staff may not have a place to work.</u>	Burns, Mills Worthey, Tyson
7/20/2011		Burns said that <u>tax exempt status</u> is an urgent point of business that needs to be addressed.	Burns, Mills Worthey, Tyson

9/13/2011		<p><u>IRS Tax exemption revocation.</u> Tax filing next steps. Made contact with IRS, faxed charter. Motion passed to get Khalid Ali hired as tax consultant. <u>Budget being used is \$3.5M.</u> Currently Opal is heading business office.</p> <p>McDonough: I don't know why the library was under the assumption that they needed a separate 501c3. They are operating as a governemnt agency- most likely a school district library- and don't need a separate 501c3. Even though they are out of compliance with NYS Law regarding school district libraries, that shouldn't matter with respect to their implicit tax exempt status as a government institution. Nevertheless, this sets the current and future BOT members on a bureaucratic saga that continues to this day.</p>	Tyson, Burns, Reynolds
9/21/2011		Tyson said at point of engagement with tax consultant for IRS problem.	Burns, Mills Worthey, Reynolds, Tyson
10/19/2011		<p>Maharaj said spoke to Mary Irwin who is doing line by line analysis of general ledger. 2 issues: understand where we are and where we are going. Burns said that civil service only approved a senior bookkeeper position (not a business manager). Reynolds said Library needs business manager or dept will not run efficiently. Tyson said they have a tax consultant b/c <u>library has not regained it's 501c3.</u> McDonough: It isn't clear that they ever needed 501c3 status..</p>	Burns, Maharaj, Mills Worthey, Reynolds, Tyson
11/16/2011		<p><u>Maharaj said the draft numbers are not audited and may be completely different.</u> Opal Lindsay said that the <u>IRS challenges date back to the 1980s. Form 990 was never filed.</u></p>	Mills Worthey, Burns, Maharaj, Tyson
12/21/2011		Mills Worthey said IRS looking for explanation or information why there was a lapse in status. Mills Worthey said the library is without a Director for the immediate future. Chris Williams complained about the direction the library had taken during the last decade.	Mills Worthey, Burns, Maharaj, Tyson
Calendar 2011 money transferred to operationg account (based on meeting minutes):			\$1,827,083
1/18/2012			Mills Worthey, Burns, Tyson
2/15/2012		requested that financial report be generated to complete the 2011 Annual Report to the Division of Library Development which has to be submitted to the state each year. Maharaj said a report has been requested from the business office but the board needs time to review. Mills Worthey will be working with <u>Commissioner Lafayette</u> on preparations for budget vote.	Mills Worthey, Burns, Maharaj, Tyson
3/21/2012		<p><u>Mills Worthey attended school board meeting and received assurance from trustees that they would support library's change in governance.</u> Library received a response from its June 2011 request for 501c3 reinstatement. <u>The IRS did not agree.</u> Brian Johnson said new director [whoever that will be] must be able to maximize central library status. Robert Lattimer said Director must be someone who can do the job. <u>Board member Rodney Reynolds resigned.</u> The trustees have requested Marcia Dupree fill his seat on the board.</p>	Mills Worthey, Burns, Maharaj
4/18/2012		<p><u>library continues to run underbudget due to enhanced revenue and lower personnel costs.</u> Tyson has taken lead on library budget vote. Westchester Co Board of Elections referred him to MV City Clerk, who referred him back to the Baord of Elections. Mills Worthey said board members finding it difficult to stay on top of library's critical issues.</p>	Mills Worthey, Burns, Dupree

5/16/2012		<u>Revenue projects higher than actual budget. Not going to get a budget/trustee vote- need to ask Albany for more time.</u>	Tyson, Burns, Dupree
6/20/2012		initiated process of transitioning financial records from MAS90 to Excel. Getting bids from accountants to work on this. <u>Maharaj thinks operating under budget but a bunch of unknown numbers could bring library overbudget.</u>	Tyson, Maharaj, Dupree
7/18/2012		on budget in terms of spending.	Mills Worthey, Tyson
9/19/2012		<u>Donna Hurwitz new director. Still working to get 501c3 status reinstated by IRS. IRS has requested narrative explaining why form 990s not filed. In order for 501c3 to be retroactive IRS must approve explanation, otherwise have to pay the back taxes. McDonough: I would like to see the narrative explaining why form 990s not filed. Director Hurwitz replace in February 2013 by Carolyn Karwoski.</u>	Dupree, Mills Worthey, Tyson, Burns
10/17/2012		Still working to get 990s to IRS (accountant drafting them)	Tyson, Burns, Dupree
11/21/2012		received notice [from IRS] that there was a <u>problem with the application to restore 501c3 because of 2011 financial report from city.</u>	Tyson, Burns, Dupree, Mills Worthey
12/19/2012		decided to <u>hire outside tax consultant to help w/501c3.</u> Library has exercised strong fiscal discipline with the budet. <u>Building operations are under budget.</u>	Tyson, Burns, Mills Worthey
Calendar 2012 money transferred to operationg account (based on meeting minutes):			None reported
2/20/2013		<u>New Library Director Carolyn Karwoski.</u> Still waiting for finanal numbers for closing 2012 financials	Tyson, Burns, Mills Worthey
3/20/2013		Tyson spoke w/Yuhanna Edwards in Dec 2012 to explain that even though the <u>library is classifed as a school district library</u> the school district does not have the onus to run the library. IRS requested 990 for 2012 and <u>audited financials</u> must also be sent. Mills Worthey said a major effort to understand <u>compliance with the Board of Regents mandate to have trustees and budget voted on by citizens of MV.</u> She said State Ed law mandates the process and it must mirror what the school district does. The library must amend it's charter to reflect this. BOT resolves to move the \$141K Readers Digest Endowment from a Capital one CD to another bank- in the interim will be held at Chase Bank. <u>McDonough: I'm unaware of any audited financials for the library. Also- The Reader's Digest Endowment came up at the BOT meeting on April 16 2021 when Gleason (the finance chair) asked what it is. Nobody on the BOT knew what this was, even though it is a revenue item that they have been approving on the budget for years.</u>	Tyson, Mills Worthey, Dupree
4/17/2013		Mills proposes to use May as start of year and have elections in March 2014. <u>Tyson said the feeling he gets from the city is why do they have to continue to support the library.</u> Maharaj term expired. <u>McDonough: Maharaj has not attended a meeting since June 2012.</u>	Tyson, Mills Worthey, Dupree
5/15/2013		Tyson trying to get a meeting with the Mayor to discuss budget. Documents sent to Albany [re charter revision] were not approved in time for a budget vote. Needs to make sure Mayor includes library in 2014 budget. Also wants to <u>inform Mayor that budget vote will be in March 2014.</u>	Tyson

6/19/2013		Tyson met w/Mayor. Karwoski contacted a taxpayer advocacy group through Elliot Engel's office and <u>anticipates having 501c3 status returned by end of July.</u>	Tyson, Dupree, Mills Worthey
7/17/2013		Tyson said he asked the mayor to put a call out for applications for someone to serve on the library board [to replace Maharaj] but it has not happened. Also want someone to replace trustee Burns but no response from mayor or school board. <u>In 2014 library plans to have 4 BOT seats open.</u> Question re legality of BOT if they don't have 5 members. Tyson said yes. Tyson said Mayor Davis had suggested someone for the Board but they never showed up. <u>Trying to figure out if Burns is still on the BOT.</u> Tyson had phone <u>contact re Chase about changes to library accounts.</u> Jaramillo said wants to start preparing detailed GL for the year	Tyson, Dupree
9/5/2013		BOT reviews 2014 budget. Mills Worthey asks if Comptroller has seen budget. She asks that an explanation be included re capital improvements portion of budget. BOT approves 2013 operating budget. Discussion re hiring marketing consultant Libby Post- \$3k monthly retainer plus travel expenses and additonal costs for printing, mailling, website and legal fees. Plan to have residents vote on library budget in April or May 2014. Board approves hiring consultant Libby Post.	Tyson, Dupree, Mills Worthey
9/18/2013		attorney Michael Weitzner discusses 501c3 reinstatement process and schedules meeting w/board on 9/24/2103. <u>Juan Jaramillo said employee benefits for 2013 are understated.</u> Had budgeted \$400k and \$300k already been spent. <u>Tyson requests change be made on the time to pay invoices- change from 30 days to 45-60 days.</u>	Tyson, Mills Worthey
10/16/2013		Tyson says status of 501c3 stalled due to govt shutdown. Juan Jaramillo said all [budget] lines are understated except building expenses which is overstated by \$25k. <u>Mr. Jaramillo said he met w/auditor from the comptrollers office.</u> Tyson asked Mr. Jaramillo to get <u>auditors to give a statement regarding the amount of the library's surplus.</u> Karwoski said the amount is \$560k. Tyson spoke w/agent at IRS re 501c3 status. Changes needed to library's <u>articles of incorporation.</u> McDonough: In December 2013 it will be stated that the surplus in October 2013 is \$213k not \$560k.	Tyson, Dupree

11/26/2013		<p>Consultant Libby Post was in town to conduct focus groups w/members of community and BOT re library vote [planned for April/May 2014]. Tyson asks if state tax returns being taken care of by tax accountant. Karwoski said yes. Tyson introduces now BOT member Dawn Cancellieri. <u>Juan Jaramillo expresses concern re health insurance. He said it was extremely high and could easily cost over \$600k.</u> He said the retirement incentive reserve may be allocated to health insurance. Mills Worthey said she does not know how to justify asking for it if not an actual expense. Tyson said to keep the reserve in case we are asked about it. Juan Jaramillo said in the future he will make changes to the reports. Mills Worthey said she is open to getting reports that are more meaningful and give information. <u>IRS said library is a govt agency and 501c3 should not have been pulled. Government agencies do not have to file 990s. Mills Worthey concerned and thinks should file form 990 anyway.</u> Cancellieri asks when library lost 501c3. Tyson says May 2011. Mills Worthey said library has reapplied for reinstatement retroactively. The retro was denied and are working reinstatement. Attorney said <u>audit</u> would require submission of payroll records and <u>letters from state requiring the library to become a school district library.</u> Received resignation from Burns. McDonough: So the IRS said library does not need 501c3, meaning they do not need to file form990s- yet the saga about this continues.</p>	Tyson, Dawn Cancellieri , Dupree, Mills Worthey
12/18/2013		<p>a patron points out that only 4 people on the board but should be 5. Tyson says issues getting someone, even the mayor's recommendation didn't pan out. <u>Mr. Jaramillo said most dept budgets are overstated, so the library has money.</u> In October 2013 a budget surplus of \$213k. Tax attorney wants to establish with the IRS that 501c3 should never have been pulled since library a government agency. He needs a random pay stub with name redacted and letter saying payroll processed by the city. Discuss 2014 budget of \$4.75m being taken out for public vote. McDonough: In October 2013 it was said that the budget surplus was \$560k. Also, overstating bugetary needs is a way to increase the size of the budget.</p>	Tyson, Cancellieri, Dupree
Calendar 2013 money transferred to operationg account (based on meeting minutes):			None reported
1/15/2014		<p>2014 budget back to \$3.35M after meeting with Mayor Davis on 12/19/14. <u>Told to cut budget by \$1m and that \$2.3m should cover library through June 2014, after which time money should come via school district due library budget vote.</u> Consultant Libby Post told mayor \$ won't come in until the fall. That was when \$500k was added back to the budget. New IRS regulations have a direct impact on getting 501c3 reinstated. <u>990 was filed but attorney doesn't believe it was needed at all.</u> He believes library is a school district library and should not have had status removed. Tyson says need a summary budget pie chart to present to the public. He said 2 charts are needed 1 for 2013 and 1 for 2014</p>	Tyson, Cancellieri, Dupree, Mills Worthey
2/19/2014		<p>Juan Jaramillo said the <u>2013 budget was \$3.35M.</u> There was a surplus for 2012 through 2013 of \$420k. The line for building operations is overstated by \$144k. The line for personnel benefits is overstated by \$160k. McDonough: So the operating budget for 2013 was around \$3M. And yet the budget that the board takes out to voters is later in the spring of 2014 is \$4.35M. Why? Why the huge increase?</p>	Tyson, Cancellieri, Dupree, David Ockene

3/13/2014		Robert Schofield explained the budget vote process. BOT resolution votes 5-0 to seek to override the tax cap and seek a budget of \$4.3M for 2014-2015 fiscal year. <u>Karwoski wanted \$4.7m but doesn't think can do this. The board amends budget to \$4.35m, vote passes 3-2.</u> McDonough: so the budget in 2013 was \$3.35M and there was a surplus. In 2014 the budget is \$4.35M, over \$1M higher.	Tyson, Cancellieri, Dupree, Mills Worthey, Ockene
3/19/2014		Juan Jaramillo said that he is concerned with the figures from the city, he said they were overstated. The city put in money to cover the cost of the retirement incentive. <u>Juan Jaramillo said professional fees may be overstated by \$106k</u>	Tyson, Cancellieri, Dupree, Mills Worthey, Ockene
4/16/2014		Juan Jaramillo said he met with the accountant regarding 2013 taxes. She will ask for an extension because the <u>audit</u> is not complete. <u>Tyson introduced a resolution to change the debit card account from Hudson Valley Bank.</u> Karwoski said she would like to table the resolution. <u>Mills Worthey asked why the account with Hudson Valley Bank was opened.</u> Tyson said <u>Chase Bank would not give the library a debit card.</u> Juan Jaramillo said he worked four consecutive months with chase and could not get an answer. He said he got fed up and went to Hudson Valley. Tyson said there is no control with Hudson Valley Bank beyond what the card is being used for. McDonough: 1) I believe the audit referenced is the city audit. The library's finances must be accounted for as part of the city audit. 2) this is the first mention of the library debit card that appears again in September 2021 in the DSJCPA report. The DSJCPA report notes over \$50k in debit card purchases, between fiscal year 2015 and 2017 and some of these are "questionable transactions that are not consistent with a library's normal course of business." It is not clear to me- and many residents- why it would be appropriate for a public library to have debit card at all.	Na'im Tyson, Dawn Cancellieri, Marcia Dupree, Julie Mills Worthey, David Ockene
4/24/2014		Tyson said there had been discussions to reapply for central library status. Karwoski said a waiver was filed in 2012.	Tyson, Cancellieri, Dupree, Mills Worthey, Ockene
5/5/2014		A resolution is made to put the library budget to vote on May 6. McDonough: So on May 5 the BOT resolves to take a library budget that is over \$1M higher than the prior year to a public vote the next day, May 6?	Mills Worthey, Cancellieri, Ockene
5/14/2014		The resolution to certify the election results was tabled. A co-chair of the election could not be contacted for signature. Issue with paying election inspectors and Libby Post. Mills Worthey spoke to the comptroller. <u>Comptroller expressed that the library had not been specific enough in the budget to the city and did not delineate for the election.</u> Walker says there are things in the educational materials that she did not agree with. <u>She felt there was an issue with making representations to the public regarding the library portion of the tax bill.</u> Mills Worthey thinks the comptroller being upset with the promotional and educational materials brought her to the point of not signing the checks. McDonough: It is at this monent that Oscar Davis (a relative of Mayor Davis), Brian Johnson (currently Corp Council to the City of MV) and Darren Morton (current chief of staff to Mayor Patterson Howard, finance chair of the URA and IDA, and most likely the next City Comptroller in January 2022), join the library BOT.	Tyson, Cancellieri, Dupree, Mills Worthey, Ockene. <u>also present trustees elect Linda Brvant, Oscar Davis, Brian Johnson</u>

5/21/2014		Tyson gave update on library's 501c3 status, which was lost in June 2011. <u>Karwoski said the 501c3 status has been restored.</u> The voting results on the \$4.35m budget and new trustees Bryant, Johnson, Morton and Davis. Morton and Tyson will serve on the Budget and Finance Committee. Johnson President.	Tyson, Cancellieri, Dupree, Ockene (also Bryant, Davis, Johnson, <u>Darren Morton</u>)
6/18/2014		Juan Jaramillo discussed the projected budget for the rest of the year. Expenses from April to June have increased. <u>By the end of the year the budget will be overstated by about \$700k.</u> The library was given \$2.8m to cover 9 months.	Bryant, Davis, Johnson, Morton, Tyson
7/8/2014		Info from Hudson Valley Bank [re the debit card?] has not been received. The info should be given to Budget and Finance Committee- Morton. Davis asks about timeline for school district to transfer money to the library. He said we have no money in the account, but he does not believe it should be rushed.	Bryant, Davis, Johnson, Tyson
7/16/2014		Davis does not recommend that we close all the Chase accounts. Morton said that the interest at Hudson Valley Bank is better and it will be taken case by case. There were questions about the back-up information for Hudson Valley Bank and if all of the information had been received. <u>BOT passes a resolution to establish new accounts at Hudson Valley Bank</u> and to change library fiscal year to July 1 - June 30. McDonough: So the first thing the new board members do is move to establish new bank accounts at a different bank.	Bryant, Davis, Johnson, Morton, Tyson
8/4/2014		Morton discussed need to hire a treasurer and what responsibilities would be. Karwoski said she made recommendation to board for an accounting firm that would help close out the books and help with transition. Tyson sent a recommendation to Karwoski regarding treasurer position. Board resolves to use ADP as payroll service provider.	Bryant, Davis, Johnson, Morton, Tyson
9/15/2014		Johnson asks about revisions to library charter required for budget vote. Board of Regents approved the charter revisions. Tyson says issues with the by-laws that have to be amended. Position of Treasurer for one. Morton had a meeting with school district and second meeting with school and comptroller. Concern over distribution of library finances. More work than the school district anticipated. Library attorney said Ed law allows the library the option of having the school district as as library treasurer. <u>School district allocated \$1.9M of tax levy for library.</u> Discussed how the library would be made whole if all fo the tax money was not collected. Morton said school district wants an agreement with the library and city on what their expected role is and the timeframe for the money. Frequency at which tax levy money should be turned over must be decided. Dates recommended are Oct 1 and March 1. <u>Karwoski said the bank accounts need to be squared away.</u> Morton said the city makes the school district whole within 2 years. School district proposing to do thesame for the library. Tyson and Karwoski had authority to spend from the building fund. Davis and Morton discuss whether expenditures should be brought before the board for approval until there is a financial policy in place. <u>Board discussed deciding to transfer accounts from Chase Bank,</u> adding new accounts and what each account would be used for. <u>Morton said board needs to discuss if they are going to open all new accounts at Hudson Valley Bank.</u> He said it was his understanding that all accounts were being moved. Morton said he believes the account receiving transfers and the operating account should be the same bank. <u>Davis said that it was his understanding that the transfer to Hudson Valley Bank was to make it easier for city and school district to transfer taxes. He said he thought they were only going to great a tax levy account and a new account.</u>	Bryant, Davis, Johnson, Morton, Tyson

9/17/2014		<p>Morton said he met with school board and had conversation with the attorney about what is required by law for the transition. Morton said a special meeting may have to be called to talk about the interim financial support. He said he had a conference call with a potential company that may be able to provide services. <u>He also had a meeting with a company who may be able to help get the books in order. Tyson said their resolution to transfer funds to Hudson Valley Bank has to be done to have payroll in October.</u> Discussion about whether it was necessary to transfer all accounts to new bank and if treasurer should be appointed prior to transfer. Morton said still must have the accounts first whether we appoint treasurer or school district acts as treasurer by default. Johnson said he did not want to have a default treasurer. <u>Board approves resolution to transfer six accounts from Chase Bank to Hudson Valley Bank.</u></p>	Bryant, Davis, Johnson, Morton, Tyson
9/30/2014	\$400,000	<p><u>Morton said important that the budget and finance committee provide direct supervision over the process.</u> He said to make sure it is finished there is a clear financial outline and structure going forward. <u>A short audit year from Jan to June 2014 must be created because of change over from city.</u> Morton said we want to make sure there is a clean slate for the treasurer coming in. Morton said looking at short audit year and books cannot overlap. <u>Board resolves to hire Robert Half Associates to provide temporary financial assistance including audit review for Jan 2014 to June 2014.</u> Resolve to transfer \$400k from tax levy money market account to operating account solely to cover payroll expenses, payroll taxes, and general operating expenses as authorized by the board. <u>All transfers are to be made under the direction of the budget and finance committee until the treasurer has been appointed.</u></p>	Bryant, Davis, Morton, Tyson
10/14/2014		<p>Discussion about the library having a credit card. Johnson said he would refer the credit card recommendation to the Budget and Finance committee. Tyson expressed concern that Mike Herz [from Robert Half] may be working outside the SOW. Davis discussed fact that the library still has no treasurer. Tyson said that by default the school district acts as treasurer. The transition is taking place and after the books are closed we can work on getting a treasurer.</p>	Bryant, Davis, Johnson, Tyson
11/10/2014		<p>Tyson submitted undated report on work done by Robert Half temp. Library needs to retain the employment of the CPA hired for a month in order to continue consistency in the performance reports. Consideration for the next year's budget vote campaign will be looked into with Libby Post as part-time consultant.</p>	Bryant, Davis, Johnson, Morton, Tyson

11/19/2014	\$300,000	Discussion about securing an independent treasurer for library. <u>As member of board and according to the manual, Morton is handling financial tasks and giving authorizations as needed.</u> Resolution to transfer \$300k from tax levey account to operating account solely to cover payroll, payroll tax, and general operating expenses authorized by board. <u>Resolution to transfer library accounts to Hudson Valley Bank tabled until the board receives assurances from Hudson Valley about confidentiality and ability to secure info.</u> Juan Jaramillo reported that temp accountant had been very helpful. <u>Changed budget from cash to accrual basis. Johnson said by-laws amendment needed to change treasurer position from an officer of the board.</u> Also wants to look at number of trustees, how they are elected, and how many meetings held. <u>Johnson said he discussed some of his concerns with the state.</u> Johnson said that additional trustees are not even accounted for in the by-laws. <u>We are operating under the assumption that there are seven board members.</u> McDonough: prior boards were operating under the assumption that there are 5 board members.	Bryant, Davis, Johnson, Morton, Tyson
12/8/2014		Mike Herz [temp accountant from Rober Half Associates]- Hudson Valley Bank has not been responsive to board needs. Hiring a treasurer and assistant director are included in budget. <u>The entire budget will have to increase by about 8%.</u> The annual pension for the library will become independent from the city as of March 31, 2015. Independent verification will be coming from Albany. McDonough: so even though they increased the budget in 2014 by over \$1M (when there was a surplus the prior year), they are proposing to increase the 2015 budget from \$4.35M to \$4.7M).	Bryant, Davis, Johnson, Morton, Tyson
12/17/2014	\$500,000	Mike Herz will be finishing his time at the library. Tyson said hours for Robert Half have expired and he will not be continuing. <u>There is no one doing supervisory work in the business office.</u> Jose Alvelo of Robert Half spoke about his understanding of the position and his experience as an accountant. He said he is looking forward to bringing the library up to date moving forward with respect to the budget. <u>Morton spoke about the average money spent each month and said should increase money transfer from \$300k to \$500k based on the average monthly expenditure.</u> Funds Transfer Resolution 00057-14: MVPL maintains a money market account at Hudson Valley Bank. Resolve to move \$500k from Hudson Valley Money Market account to Hudson Valley operating account to cover checks that aggregate to <u>"approximately" \$500k.</u> <u>Davis commented that Alice Patterson did excellent job as consultant in last year's election. Board resolves to hire Patterson as 2015 budget vote consultant.</u> Board resolves to petition NYS Regents to amend charter to designate 2 trustee positions for election in 2015. Resolve to hire temporary acting treasurer provided by Robert Half [Jose Alvelo].	Bryant, Davis, Johnson, Morton, Tyson
Calendar 2014 money transferred to operationg account (based on meeting minutes):			\$1,200,000
1/12/2015		<u>Morton said he reviewed financial statements for last three months in all accounts and found no improprieties.</u> <u>Davis inquired about a difficulty some staff had cashing their paychecks at Hudson Valley Bank.</u>	Bryant, Davis, Johnson, Morton, Tyson

1/21/2015		<u>Thomas Keller</u> [MV resident] questioned library budget and change in fiscal year. Asked if library knew it would change fiscal year when budget presented to the public. Morton said ongoing discussions about budget vote. Change in fiscal year was made after discussions with the school district. Made sense for library to align its fiscal year with the school district that collects the library taxes. Board passes resolution to accept budget proposal for fiscal year 2014-2015.	Bryant, Davis, Morton, Tyson
2/18/2015	\$500,000	Elias Gootzeit (school district trustee) said the property the library sits on was donated for the sole purpose of being a library and the real estate should remain with the library. He [trustee johnson?] said in the listening stage and are not selling off the building at this stage. Board resolves to move \$500k from money market to operating account to cover costs of " <u>approximately</u> " \$500k. Financial policies need to be reviewed by next meeting; as well as the proposed revised 2015-2016 budget.	Bryant, Davis, Johnson, Morton, Tyson
3/9/2015		Alvelo said budget had been decreased to below a 2% increase. Karwoski asked about budget vote date of May 5. Johnson said the Board of Regents wants to have adopted by-laws before they discuss the number of trustees. Board discussed the accounting procedures manual and some revisions to be made. Tyson discussed the number of signatories. Board reviewed the amended by-laws. Tyson said language regarding number of trustees should read up to seven. Johnson spoke about instability of past boards and said hard time finding people who would commit. Johnson said the city has a much bigger budget and only 5 people on the city council. He said he is not opposed to going to 7 in the future. Davis asked about the meeting with Hudson Valley Bank and said he understood there would be no transfers until after the meeting. He asked Jose Alvelo for a verification of the accounts that were still at Chase Bank.	Bryant, Davis, Johnson, Tyson
3/18/2015	\$500,000	The board discussed financial procedures manual. Additional questions regarding the purchasing procedures for library materials. Morton says board needs a meeting to complete financial procedures document. Board resolves to transfer \$500k from money market to operating account to cover " <u>approximately</u> " \$500k in in checks that need to be issued.	Bryant, Davis, Johnson, Morton, Tyson
3/26/2015		Alvelo said library is appealing to taxpayers to consider a 1.5% budget increase. Davis asked if we are going to keep the consultant as treasurer. Davis suggested it [the budget vote] be held on the same day as the school. <u>The people who come out to vote for the library are the people who support it.</u> Resolution 00029-15 is a resolution to <u>approve the tax cap override for the budget vote stating that the 2015-2016 budget "may require a tax levy increase that exceeds the tax cap"</u>	Bryant, Davis, Johnson, Tyson
4/2/2015		Johnson said June 30 deadline to take the budget out to vote.	Bryant, Davis, Johnson, Tyson
4/7/2015		Full time treasurer allocation now in professional fees [budget] line. Morton said the public needs to understand the budget and the increases. <u>Board resolves budget vote be held June 2, 2015 from 7-9pm at the library. The budget will be \$4.509M</u> Thomas Keller questioned whether there would be a public hearing. Morton said there would be one. <u>McDonough so budget for July 2015 to June 2016 proposed to be \$4.509M, about 3% about 2014 and about 30% above 2013, even though there was a budget surplus in 2013.</u>	Davis, Johnson, Morton, Tyson
4/13/2015		Karwoski and Alvelo working on budget vote narrative powerpoint presentation.	Bryant, Davis, Johnson, Morton

5/26/2015		Tyson said there was language in the SOW about continuation of Robert Half Contract. Bryant felt the board should have had more info prior to the contract expiring.	Bryant, Johnson, Tyson
6/17/2015		<u>Cheryl Thomas [staff person on election committee] expresses displeasure that the board changed the day of the vote. Doris Summers [staff] spoke about the change in the date of the vote and the effect it had on the pole workers. Brenda Johnson [pole worker] spoke about her experience and felt she and her son were unfairly removed by the police from the library's polling site due to the incident with another pole worker. Tamara Stewart said voter turnout was 1/3 what it was last year. Information was not communicated and people did not receive the information until after the election. Alvelo reports that an auditor is needed to come in and close the books within 90 days of the end of the fiscal year.</u>	Bryant, Davis, Johnson, Morton, Tyson
(Switch to Fiscal Year and School Collecting Taxes) ending July 2015 money transferred to operationg account (based on meeting minutes):			\$2,200,000
7/13/2015		Board discussed Annual Report to the NYS Division of Library Development and the meaning of Assurance Question 12.42 [date the Annual Report was reviewed and accepted by the Library Board]. Board reviewed Alvelo presentations for an auditor and resolution to accept. Auditor resolution will be voted on at the regular meeting after needed revisions are made. Resolution will be made at regular meeting to set the date of the 2016 budget vote as May 3, 2016.	Bryant, Davis, Johnson, Morton
7/15/2015	\$500,000	Oath of office given to <u>new board member McIntyre</u> . Morton Finance Committee. Funds transfer resolution 00062-15 to move \$500k from money market account to operating account at <u>Sterling National Bank</u> to cover expenses of "approximately" \$500k. McDonough: what happened to accounts at Hudson Valley? No mention of Sterling National Bank before this. So within a year accounts moved from Chase, to Hudson Valley, to Sterling Naitonal.	Davis, Johnson, <u>Sean McIntyre</u> , Morton, Tyson, and Bryant (outgoing)
9/16/2015	\$500,000	Interim Treasurer Jose Alvelo given the oath of office. Resolution to move \$500k from money market to operating account [now at Sterling Bank] to cover "approximate" costs of \$500k.	Davis, Johnson, McIntyre, Morton, Tyson
10/21/2015	\$500,000	Resolve to move \$500k to operating account to cover "approximately" \$500k in checks. <u>Resolution to close 4 Chase Bank Accounts with total balance of about \$410k dollars. Funds to be transfered to "new accounts" at Sterling National Bank.</u> McDonough: So \$410k was still at Chase. That is about 9% of the 2014-2015 operating budget as cash in the bank.	Davis, Johnson, Morton, Tyson
11/18/2015	\$500,000	resolution to transfer \$500k from money market account to operating account to cover "approximately" \$500k in expenses.	Davis, Johnson, McIntyre, Tyson
12/16/2015		The budget is up to date in terms of reconciling the accounts. Board passes resolution to approve finance procedures manual.	Davis, Johnson, McIntyre, Morton, Tyson
1/20/2016	\$500,000	resolution to transfer \$500k to cover "approximately" \$500k in expenses.	Davis, Johnson, Morton, Tyson
2/22/2016	\$500,000	resolution to transfer \$500k to cover "approximately" \$500k in expenses.	Davis, Johnson, Morton, Tyson

3/1/2016		Discussion about the timeliness of the resignation letter Tyson received from McIntyre and the timeliness of the information received by the entire board. Also discussion about what effect the delay in receiving the information would have on the upcoming budget vote and election. Board resolves to accept McIntyre resignation.	Davis, Johnson, Morton, Tyson
3/11/2016		Karwoski presents 2016-2017 budget. Board resolves to override tax cap for fiscal 2016-2017 budget. Resolve budget of \$4.525M for 2016-2017 McDonough: Ultimately, they go even higher than this.	Davis, Johnson, Morton
3/14/2016		Emergency meeting to appoint Cathlin Gleason to BOT.	Davis, Johnson, Morton, Tyson
3/16/2016	\$500,000	<u>Morton reported there were conversations about the budget variances and whether a 2.5% increase was adequate.</u> Resolution to transfer \$500k to cover "approximately" \$500k in expenses.	Davis, Johnson, Morton, Tyson, <u>Cathlin Gleason</u>
4/20/2016		board agrees to try google docs. McDonough: ultimately, they settle on using Boarddocs	Davis, Johnson, Morton, Tyson, Gleason
5/9/2016		Acting President Oscar Davis swore in Cathlin Gleason as trustee.	Davis, Johnson, Morton, Tyson, Gleason
6/13/2016		Board reviewed the Annual Report and after consulting w/the Director gave endorsement of the figures.	Davis, Johnson, Morton, Gleason
6/15/2016	\$500,000	resolution to transfer \$500k to cover "approximately" \$500k in expenses.	Davis, Johnson, Tyson, Gleason
Fiscal year ending June 2016 money transferred to operationg account (based on meeting minutes):			\$4,000,000
7/20/2016	\$500,000	Davis becomes board president. <u>Morton and Gleason on Finance Committee.</u> Davis and Johnson Election Committee. <u>Karwoski reports staffing in finance dept needs to be addressed.</u> Treasurer only working 21hrs/wk but needs to be here a full 35hrs/wk. Even though assisted by Juan Jaramillo, cannot keep up with demands of library's financial requirements. Strongly recommends the finance committee [Gleason/Morton] and personel committee [Gleason/Davis/Johnson] make a final determination so can fill the position. Resolution to transfer \$500k to cover "approximately" \$500k in expenses.	Davis, Johnson, Morton, Tyson, Gleason
9/12/2016		Morton expressed there needs to be a process for the treasurer. Any changes to budget lines should be signed off and have supporting docs to explain changes. Jose [Alvelo] should prepare a resolution to move the funds. Johnson presented documents to <u>hire HR consultant Rosalind Clay Carter to conduct and evaluate claims made against the Board.</u> Johnson presented documents to change the specs of the treasurer for the library. Director and Chief Accountant. Purpose to streamline financial arm of library. Treasurer will report directly to the board and will supervise chief accountant clerk. McDonough: in February 2020, MV City Council President will be hired as chief accountant clerk.	Davis, Johnson, Morton, Gleason
9/22/2016	\$500,000	<u>Finance Committee- Gleason reported their meeting went well.</u> Johnson made a recommendation for a treasurer. resolution to transfer \$500k to cover "approximately" \$500k in expenses. McDonough: there will be a marked decrease in information provided via BOT meeting minutes in the coming years. Gleason's informationless report that the "meeting went well" typifies this approach.	Davis, Johnson, Tyson, Gleason
10/19/2016	\$500,000	resolution to transfer \$500k to cover "approximately" \$500k in expenses.	Davis, Johnson, Gleason

11/1/2016		Board adopts Karwoski 2014-2015 evaluation. Board accepts Karwoski 2016 evaluation "served" on July 11, 2016. Board agrees to accept the <u>"14 page communication document that list 16 charges against the Director."</u> The Board agrees to suspend the Karwoski on the 16 charges. <u>The report has "proved her misconduct and incompetence."</u> The suspension is for 30 days without pay. <u>Davis will be head of the library until further notice.</u> McDonough: No information is ever provided to the public regarding the 16 charges. Presumably, this report was provided by the HR consultant hired to investigate "claims against the board". But Karwoski was not a board member.	Davis, Johnson, Morton, Tyson, Gleason
1/18/2017	\$500,000	Morton/Gleason interview 2 candidates for treasurer but had 2 additional interviews to conduct. Resolution to transfer \$500k to cover "approximately" \$500k in expenses.	Davis, Morton, Tyson, Gleason
2/15/2017	\$300,000	Gleason reports 2 possible treasurer candidates. Close to final numbers for the budget. resolution to transfer \$300k to cover "approximately" \$300k in expenses.	Davis, Johnson, Tyson, Gleason
3/15/2017		[Evania Thompson now Interim Library Director]. Board resolves to override tax cap for their <u>2017-2018 budget of \$4.616M. Give notice that Tuesday May 2 is election/budget vote.</u> Curent budget surplus of \$410k through Feb 2017 (8 months of fiscal year) McDonough: Despite a budget surplus, the BOT sees fit to seek a budget increase and a tax cap override.	Davis, Johnson, Morton, Gleason
4/19/2017	\$500,000	resolution to transfer \$500k to cover "approximately" \$500k in expenses. No updates in regards to finance. <u>Budget surplus through March: \$478k</u>	Davis, Johnson, Morton, Tyson, Gleason
5/17/2017	\$500,000	resolution to transfer \$500k to cover "approximately" \$500k in expenses. <u>Budget surplus through April: \$459k</u>	Davis, Johnson, Morton, Tyson, Gleason
6/21/2017	\$500,000	resolution to transfer \$500k to cover "approximately" \$500k in expenses. <u>Budget surplus through May 2017: \$467k</u>	Johnson, Morton, Gleason
Fiscal year 2017 money transferred to operationg account (based on meeting minutes):			\$3,800,000
7/19/2017	\$500,000	New BOT member Tanya Southerland (replaces Na'im Tyson). Resolution to transfer \$500k to cover "approximately" \$500k in expenses. <u>Fiscal 16-17 budget surplus: \$224k</u>	Davis, Johnson, Morton, Tanya Southerland, Gleason
9/20/2017	\$500,000	Resolution to transfer \$500k. <u>Fiscal 17-18 budget surplus through 2 months (aug 2017): \$174k</u> Gleason reports the decision was finalized for treasurer. <u>Finance will follow up on form 990. Jose Alvelo(treasurer) found mistakes and will have the forms corrected.</u>	Davis, Johnson, Morton, Gleason
10/18/2017		<u>budget surplus through September 2017: \$158k</u>	Davis, Johnson, Morton, Southerland, Gleason
11/15/2017	\$500,000	Resolution to transfer \$500k. Budget surplus through October 2017 (month 4 of fiscal year): \$206k. Gleason reports form 990 has been completed and e-filed. The auditors have been in. Additional help needed in accounting dept. McDonough: My assumption is that "the auditors" are from the accounting firm O'Connor Davies".	Davis, Johnson, Morton, Southerland, Gleason
12/20/2017	\$500,000	Resolution to transfer \$500. <u>Budget surplus through 5 months of fiscal year: \$98k</u> Gleason reported the <u>major thing is the budget, find out the actual finance needs of each dept. Jose is searching for part-time person, may have to add funds to budget.</u> Auditors have cut back to 2 days a week.	Davis, Johnson, Morton, Southerland, Gleason
1/17/2018	\$400,000	Resolution to transfer \$400k. <u>Budget surplus through 6 months of fiscal year: \$187k</u>	Davis, Morton

2/21/2018	\$500,000	Resolution to transfer \$500k. <u>Budget surplus through January 2018: \$285k</u>	Davis, Southerland, Gleason
3/16/2018		board resolves to override tax cap for their 2018-2019 budget. Set date for budget vote/election as May 8 2018. Proposed budget \$4.685M McDonough: I think the BOT votes to override tax cap to give themselves the option of increasing the budget more at a later date.	Davis, Johnson, Morton, Gleason
3/28/2018	\$400,000	Resolution to transfer \$400k. Budget surplus through Feb 2018: \$314k	Davis, Johnson, Morton, Southerland, Gleason
4/18/2018	\$500,000	Resolution to transfer \$500k. Budget surplus through March 2018: \$302k	Davis, Johnson, Morton, Gleason
5/9/2018		Budget vote results: 574 yes, 288 No. Davis re-elected to board along w/Judy Williams and Malcolm Clark (replacing Morton and Johnson)	
5/16/2018	\$500,000	Resolution to transfer \$500k.	Davis, Johnson, Morton, Southerland, Gleason
6/19/2018	\$500,000	Resolution to transfer \$500k. Budget surplus through May: \$164k	Davis, Johnson, Morton, Southerland, Gleason
Fiscal year 2018 money transferred to operating account (based on meeting minutes): \$4,800,000			
McDonough: \$4.8M was transferred to the operating account when the budget was only \$4.616. In addition, the library came in under budget by \$164k, which means they only needed \$4.452 to operate. It's possible that the \$348k difference is related to accrued expenses from the prior year. Information about budget surpluses/deficits is not provided after the June 19, 2018 meeting.			
7/18/2018	\$500,000	Resolution to transfer \$500k.	Davis, <u>Malcolm Clark,</u> <u>Judy Williams-Davis,</u> Gleason, Southerland
9/19/2018	\$1,000,000	2 Resolutions to transfer \$500k, one for Sept and one for August. Gleason finance report: contacted firm, having issues with the auditor due to a breakdown in a change of their staff. Jose made changes with the bank.	Davis, Clark, Williams-Davis, Gleason, Southerland
10/1/2018		Finance Committee Meeting- no details. Agenda item A is "O'Connor Davies Audit"	
10/17/2018	\$500,000	resolution to transfer \$500k	Davis, Clark, Williams-Davis, Gleason, Southerland
11/20/2018	\$500,000	resolution to transfer \$500k	Davis, Clark, Williams-Davis, Gleason
12/19/2018	\$500,000	resolution to transfer \$500k	Davis, Clark, Williams-Davis, Gleason, Southerland
1/16/2019	\$500,000	resolution to transfer \$500k	Davis, Clark, Williams-Davis, Gleason, Southerland
2/20/2019	\$500,000	Gleason reported "we are still going through an audit", reviewing issues of the building ownership and title, the lawyer (G. Grant) will assist with title search, budget # must be set by next meeting. resolution to transfer \$500k.	Davis, Clark, Williams-Davis, Gleason

3/20/2019	\$500,000	Resolution to transfer \$500k. <u>Budget for 2019-2020 \$4.779M</u> vote date will be May 7, 2019. Board resolves to enter into an agreement with Thomas L. Terry, financial consultant- responsibilities include auditing the finance and accounting dept in regards to personnel and financial procedures. Library joins school district in Article 78 against City of MV. McDonough: So board resolves to grow budget from \$4.616 to \$4.779 despite surpluses.	Davis, Clark, Williams-Davis, Gleason, Southerland
4/17/2019	\$500,000	Resolution to transfer \$500k.	Davis, Williams-Davis, Gleason, Southerland
4/25/2019		<u>Board resolves to open a new bank account at Sterling National Bank for the purpose of credit card processing.</u>	Davis, Clark, Williams-Davis, Southerland
5/9/2019		Budget vote results: 308 yes 110 no	
5/22/2019	\$500,000	Resolution to transfer \$500k	Davis, Clark, Williams-Davis, Gleason, Southerland
6/19/2019	\$500,000	Resolution to transfer \$500k.	Gleason, Southerland, Davis
Fiscal year 2019 money transferred to operationg account (based on meeting minutes):			\$6,000,000
McDonough: The 2019 approved budget was \$4.6M. So why was \$6M transferred? Furthermore, this indicates a lot of cash - an extra \$1.4M- on hand from prior periods. It seems highly unlikely that this can be accounted for through accrued expenses. So what is the explanation?			
7/17/2019	\$500,000	Resolution to transfer \$500k.	Davis, Clark, Williams-Davis, Gleason, Southerland
9/18/2019	\$500,000	resolution to transfer \$500k	Davis, Clark, Williams-Davis, Southerland
10/28/2019	\$500,000	resolution to transfer \$500k	Clark, Williams-Davis, Southerland
11/19/2019	\$591,000	resolution to transfer \$591k [NOTE: \$461k of this is for retro salary increases]	not specified
11/20/2019		Gleason reported: reviewing 990 and if still required to file, depending if we are still considered 501c3. Spoke with Shofield, confirmed we shouldn't have received 501c3, but if we have do not get rid of it. Auditors have issued a unofficial report , trying to find out which building title is correct. McDonough: This "unofficial report" should be released to the public.	Clark, Williams-Davis, Gleason, Southerland
12/18/2019	\$333,000	Resolution to transfer \$333k	Davis, Clark, Williams-Davis
1/15/2020	\$563,000	Resolution to transfer \$563k	Davis, Clark, Southerland
2/19/2020	\$427,000	Gleason reports working on budget and looking for a chief accountant clerk. Resolution to transfer \$427k. McDonough: Timor Davis hired as Library Director	Davis, Williams-Davis, Gleason
3/23/2020	\$500,000	Resolution to transfer \$500k. <u>Marcus Griffith hired as provisional chief accountant clerk at \$65k per annum.</u> McDonough: in my view, it is inappropriate for Griffith to draw a salary from taxpayers through City and Library taxes. It is not clear what the full time equivalent employment for Griffith at the library.	Davis, Williams-Davis, Gleason, Southerland
4/17/2020	\$390,000	Resolution to transfer \$390k	Williams-Davis, Gleason, Pessin , Southerland

5/20/2020	\$301,000	Director Davis reports Financial Dept is looking into updating budget for upcoming election. <u>Necessary documents were sent to the auditors for fiscal year ending 2015.</u> Library election and budget vote scheduled for June 9, 2020. Gleason reports board discussed zero dollar budget increase due to pandemic. Davis shares concern that [budget] report does not include funding for assistant director as requested. Davis reports that Jose is to work with the director and Mr. Terry to make sure funds are reflected in budget. Resolution to transfer \$301k from money market account to operating account.	Williams-Davis, Gleason, Pessin, Southerland, Davis
6/17/2020	\$249,000	Budget vote scheduled for June 16, 2020. Budget \$4.779 (same as last year). <u>Gleason reports audit has been put on pause due to COVID.</u> Resolution to transfer \$249k. McDonough: The appeal to Covid seems disingenuous given that we now know library finances were not audit ready.	Davis, Williams-Davis, Gleason, Pessin, Southerland
6/22/2020		Budget vote results. No voting results reported for the \$4.779M budget. Gleason re-elected to BOT, Hope Marable elected (replaces Pessin)	Davis, Williams-Davis, Pessin, Southerland
Fiscal year 2020 money transferred to operationg account (based on meeting minutes):			\$4,854,000
7/15/2020	\$150,000	Resolution accepting Sutherland resignation from board. Resolution to transfer \$150k.	Davis, Williams-Davis, Marable, Gleason
8/13/2020	\$509,000	Resolution to transfer \$509k.	Davis, Williams-Davis, Marable, Gleason
9/16/2020	\$852,000	Gleason reported: <u>actively working on bank statements and accounts to provide auditors the required information to complete audits.</u> Marcus [Griffith] continuing reconciliation of accounts on all vendors. Resolution to transfer \$852k. McDonough: In September 2021 we learned from DSJCPA that bank statements were not reconciled.	Davis, Williams-Davis, Marable, Gleason
10/21/2020	\$370,000	Resolution to transfer \$370k	Davis, Williams-Davis, Marable, Gleason
11/18/2020	\$318,000	Marcus Griffith reported: snap shot of finance ledger submitted to board. Ledger not complete yet. Streamlining payables....requires ledgers to be reconcile, benefits caught up and are being processed by ACH or EFT. Resolution to transfer \$318k . McDonough: Months later, at a BOT meeting on 4/16/2021, we learn from Griffith that 1) the library does not have a ledger, 2) he cannot determine how much money exists in the library's fund balance, 3) there are multiple years of journal entries that have not been made, and 4) he refuses to create financial reports from the system because it is so flawed the reports would be fraudulent.	Davis, Williams-Davis, Marable, Gleason
11/24/2020		Funds transfer 0100-20 but no details	Davis, Williams-Davis, Gleason
12/16/2020		Agenda Item 4.1 "Funds Transfer Resolution" but "no financials provided".	Davis, Williams-Davis, Marable, Gleason
12/30/2020		<u>Funds transfer resolution 0104-20 Gives authority to Board President Oscar Davis to sign off on checks and library bank transfers for payroll "until further notice due to COVID-19"</u> McDonough: It is not clear if a vote was held on this resolution.	not listed
1/20/2021	\$500,000	resolution to transfer \$500k from money market account to operating account. Motion to nominate Brian Johnson to fill vacant trustee position fails (Gleason and Davis "yes", Marable and Williams-Davis "no")	Davis, Williams-Davis, Marable, Gleason
1/29/2021		New Business Item 2.1 is "Trustee Appointment". McDonough: I'm assuming this was for the appointment of Brian Johnson to the BOT.	not listed

2/17/2021		Gleason requested that Mr. Terry speak in regards to audit. Mr. Tom Terry reported that there are still certain information that must be provided. McDonough: zero details provided to the public. I question what qualifications	Davis, Williams-Davis, Marable, Gleason, Johnson
2/21/2021	\$338,000	Resolution to transfer \$338k	Davis, Williams-Davis, Marable, Johnson
3/1/2021	\$14,000	Resolution to transfer \$14k [for "insurance"]	Davis, Williams-Davis, Marable, Gleason, Johnson
3/17/2021	\$533,000	Gleason reported- continuing to reconcile the ledger, <u>met with the auditor</u> . Marcus [Griffith] continues to put the financials in order. Resolution to transfer \$533k McDonough: No detail regarding meeting with auditor.	Davis, Williams-Davis, Marable, Gleason, Johnson
3/26/2021		"Special Meeting" check signing resolution 0034-21 \$238k in checks. Says "attached spreadsheet" gives breakdown. No spreadsheet attached.	Not listed
4/7/2021		Budget vote and trustee election set for May 18, 2021. Proposed budget for 2021-2022 is \$4.779M (same as 2020-2021).	Davis, Williams-Davis, Marable, Gleason, Johnson
4/21/2021	\$311,000	Gleason reported- <u>audit still not complete</u> , looking for treasurer, <u>interviewing an auditor</u> firm. Resolution to transfer \$311k. Resolution to hire HR consultant Simone Handfield to "conduct an investigation and collect information pertaining to possible misappropriate behavior." <u>Hourly rate for Ms. Handfield is \$435/hr, and \$200/hr for her assistant Alexandria Lapes.</u>	Davis, Williams-Davis, Marable, Gleason, Johnson
6/1/2021	\$292,000	Resolution to transfer \$292k.	Davis, Williams-Davis, Marable, Gleason, Johnson
6/14/2021		Resolution to hire DSJCPA to complete phase I and phase II of library finances. Resolution to hire DSJCPA to function as temporary treasurer for library.	Davis, Williams-Davis, Marable, Gleason, Salmon
Fiscal year 2021 money transferred to operations account (based on meeting minutes):			\$4,187,000
7/1/2021	\$205,000	Resolution to transfer \$205k.	Davis, Williams-Davis, Marable, Gleason, Salmon
7/6/2021		Resolution to send correspondence to Sterling National Bank to release information pertaining to library account changes.	Davis, Williams-Davis, Marable, Gleason, Salmon
7/21/2021		DSJCPA reported-met w/Marcus [Griffith] and reviewed process, 6 accounts have been reconciled. Vivial Salmon becomes President of BOT. <u>Finance Committee: Gleason & Davis.</u>	Davis, Williams-Davis, Marable, Gleason, Salmon
7/29/2021	\$552,000	Resolution to transfer \$552k.	Davis, Williams-Davis, Marable, Gleason, Salmon
9/7/2021		Resolution to pay DSJCPA for Phase I services July 8-Aug 6 2021 \$26K	Davis, Williams-Davis, Marable, Gleason, Salmon
9/15/2021	\$8,000	Gleason stating that DSJCPA would give overview of finances as acting temporary treasurer. Trustee states that in reference to the debit card it appears that some of the items were related to programs and that the Director should speak with staff. DSJCPA reports 9 bank accounts were reconciled. Resolution to transfer \$8k.	Davis, Williams-Davis, Marable, Gleason, Salmon