- Meeting called to order at 6:35 p.m.
- Meeting notice required and sent
- Attendance: Na'im, Millie and Rodney
- Director asked for electronic submission of report
- Old Business (see email)
  - O State bidding requirements
    - Compliance with state bidding requirements
      - Deals with competitive bidding
      - HVAC
        - O NYS contracts on parts only; project approved in 2008
        - O Nothing added by Opal beyond written statement
        - O Could be applied to goods and services (Millie)
          - Research required
      - Westlaw
        - O Opal's response read aloud (Millie)
        - Notice that a final bill will be sent; library not moved to collection
          - No action taken by Westlaw beyond cancellation
        - O Opal explained that negotiation occurred in December to cancel
          - Meeting occurred to discuss reduction in cost no reductions occurred
          - Library not charged for Westlaw during contract negotiations
        - O When did contract renegotiations begin?
          - August 26<sup>th</sup> letter received by Opal regarding competition with WLS
          - Westlaw discussions still continue
            - Agent in correspondence with Opal
        - Opal corresponded with Westlaw via email in December to cancel
        - O Additional correspondence exchange occurred in March
        - O Excerpt from email (April 13th) cited by Millie
          - GET EMAIL CHAIN FROM MILLIE
          - No dispute mentioned by Opal
        - O Meeting notes cited by Millie
          - GET MEETING NOTES FROM MILLIE
        - July 26<sup>th</sup> response by Opal
          - Cannot respond to meeting notes because they were not given in advance of special meeting
          - No further questions by Winston
    - Asbestos (young adult room)
      - Invitation sent to JLC because of Millie's suggestion for asbestos inspection (Opal)
      - O Not enough documentation on inspector (Millie)
      - Context
        - Allegation of asbestos in Young Adult Room

- Present claim that there is no asbestos (JLC via Millie)
- JLC contacted by Opal (b/c of it had been contacted in the past)
- Flooring: plywood + linoleum tiles (Millie)
  - New flooring to be put it in
  - Contractor wants to level floor
    - Exposure to asbestos a concern given required construction
- Inspector to provide assessment of asbestos (Millie)
- Report from 2003 said there was no issue (Julie citing letter from JLC)
- Inspection should be delayed to examine all documentation (Winston, Julie)
- Project scope
  - Design board has overall floor plan (Opal)
    - O Opal has it on computer; will be disseminated
- IRS tax exemption revocation
  - Opal's report cited by Millie
    - GET REPORT FROM MILLIE; CITE HER RESPONSE
    - Letter to be sent to IRS (entity department)
      - Entity department will make final decision (still none yet)
  - Tax filings
    - What exact steps have been taken? (Millie)
      - Steps taken (Opal)
        - Made contact with IRS agent; faxed charter along with letter
    - Contact made with other nonprofits? (Julie)
      - No organizations have replied to requests -Onal
      - Camille from Library Foundation contacted
    - Who submitted reports to IRS? (Rodney)
      - Business office (Opal)
      - Knowledge of business office IRS activity unknown to Opal
      - Pat escalated to Opal (prior to FMLA leave)
      - Fine explanation and tax filing information provided by business office
      - Phone call from IRS made to Opal
    - Explanation of tax consultant situation (Na'im)
    - Motion passed to get Khalid Ali hired as a tax consultant: 7:25 p.m.
      - Raised by Na'im Tyson
- Administrative Furloughs

- Several budget scenarios submitted by Opal
- Attempts made to consult with Comptroller
- What budget are we using? (Winston)
  - O Last budget being used: 3.5 million (Millie)
    - Awarded by City of Mount Vernon
    - Does NOT include furloughs
- No budget accepted by board (Opal)
  - No reference to administrative furloughs in minutes of prior meetings (Millie, Mary Harper)
- Tom Rajala claimed that the budget included administrative furloughs (Winston)
  - O Discussion began with Opal in the room during a budget meeting
- What was presented to City Hall?
  - O Same budget presented to City Hall
  - O Met with City Hall in March/early April
  - O Budget confirmed with Winston and Opal
    - Final, official version must be presented by Opal (provided by Mary Harper)
- What is the base budget? (Julie)
- Outstanding checks provided by Jared (Opal)
  - O Tasks realigned in Business Office (Opal)
- Is there anyone in the Business Office taking care of this?
  - O Currently Opal is heading Business Office
  - O Mary Irwin has provided some reports already (Winston)
  - When was notification sent about abatement of administrative furloughs?
    - O Understanding was that furloughs and layoffs were required (Julie)
    - O Conversations included Pat and board
    - Willingness expressed by administration (Pat) to engage in furloughs
- Action items
  - O Find final budget (Opal)
  - O Provide documentation on
- Grievances
  - Six out-of-title grievances (Gary)
  - Seventh grievance based on library staff member taking over department head's duties
  - Time shift grievance (union contract violation)
- New Business
  - O Hurricane Irene
    - Sunday: Millie received call from Jesse
    - Emergency procedures draft Friday preceding
    - Staff already aware of their emergency procedures
    - Maintenance
      - Contacted fire department because water infiltrated children's and study rooms

- Water pumped off of roof
- Opal did do site survey with Jesse
- Jesse will provide details on contractor consultations
- What construction projects need to take place?
  - Carpet repairs
  - Gallery
- Physical Plant Plan (Winston)
  - List made by Opal
    - O Example: children's room bathroom, elevator, etc.
    - O Will be sent via Opal; circulated to maintenance staff prior
  - Maintenance Staff is aware
- No write-up done by Opal; Opal directed Jesse to contact contractors (not the same as for the roof)
- Roof warranty still good; they are the contractors that will be contacted for the roof
- Motion for Executive Session
  - O Raised by Rodney; seconded by Julie @ 8:02 p.m.