

Fallsburg Library Board of Trustees Reorganizational Meeting  
July 13, 2015

Attendance:

Bernie Deutsch, President	Present
Ronnie Cohen, Financial Officer	Present
Jenny Silverman, Trustee	Present
Sonny Smith, Secretary	Present
Livia Sabourin, Trustee	Absent
Amanda Ward-Almonte, Vice President	Absent
Sonia Ward, Trustee	Absent
Paula Gray, Director	Present
Paige Bakken, Recording Secretary	Present

Meeting Commenced at 5:45 pm.

Election of Officers

Jenny Silverman nominated Bernie Deutsch for president, seconded by Ronnie Cohen. All in favor.

Jenny Silverman nominated Sonny Smith for vice president, seconded by Ronnie Cohen. All in favor.

Sonny Smith nominated Livia Sabourin for board secretary, seconded by Jenny Silverman. All in favor.

Jenny Silverman nominated Ronnie Cohen for finance officer, seconded by Sonny Smith. All in favor.

All positions were accepted.

Oath of office reaffirmed for all trustees.

The President appoints clerk of the Board of Trustees.

Reaffirmed trustees and term expirations: no new seats in 2016.

Bernard Deutsch	06/30/2017
Jenny Silverman	06/30/2018
Sonia Ward	06/30/2018
Sonny Smith	06/30/2019
Ronnie Cohen	06/30/2019

Livia Sabourin 06/30/2020  
Amanda Ward Almonte 06/30/2020

Sonny Smith entertained motion to appoint Scott DuBois, Treasurer. Ronnie Cohen seconded. All in favor.

Sonny Smith entertained motion to appoint Paige Bakken, recording Secretary. Ronnie Cohen seconded. All in favor.

Meetings are to begin at 6 PM, unless otherwise noted.

Dates of meetings:

7/20/15

8/17/15

9/21/15

10/19/15

No meeting in November - if needed it will be called

No meeting in December - if needed it will be called

1/25/16 fourth Monday due to holiday

2/22/16 fourth Monday due to holiday

3/21/16

4/18/16

5/16/16

6/20/16

The reorganizational meeting to be set at the June 20, 2016 regular meeting.

Motion made to accept all dates of meeting revisions made by Sonny Smith, seconded by Ronnie Cohen. All in favor.

The library will hold the following accounts: a checking, savings, and CD account, upon direction of the Financial Officer.

The Catskill Hudson bank will be designated as the official Bank of the Fallsburg Library.

It is within the Financial Officer's power to choose the bank with the highest interest rate for CDs.

The board treasurer's signature is required for all checks. (Signature stamp may be used.)

One of the following signatures is required for all vouchers: Director, President, or Financial Officer.

Employees for 2015 – 2016 are as listed:

Director full-time  
Principal library clerk full-time  
Library clerk full-time (two)  
Library page full-time  
Library clerk part-time (two)  
Assistant page part-time (four hours/week)  
Seasonal library page part-time  
Seasonal library page programming help

Director will approve all time off.

Director will sign all timesheets, in their absence timesheet may be signed by president, vice president or financial officer.

A contract will be maintained between the Town of Fallsburg and the Library for payroll, accounting and general municipal services for term to end 6/30/17.\*\*Before contract expires, both boards must approve future contracts.

Payment of bills:

Staff will approve receipt of items.

Warrant will be presented to the Board of Trustees for approval.

Signed vouchers with original signatures, will be submitted to the Town of Fallsburg for payment. (Director, President, Vice President or Financial Officer).

One checking account will be used for payment of all bills.

Only designated signature can be used for the checks.

Town will process bills and return to library clerk to mail.

A printout of the monthly payments would be available to the library upon request.

This supply of checks will be kept in the town.

P & N alarm security system is in use of the library. Police will be notified first, then Principal Clerk, Director, President, Vice President, in the event of an emergency.

The Sullivan County Democrat will be designated as the official newspaper.

Annual election date is the first Tuesday in June. This year: June 7, 2016.

Attorney designated: Michael Altman, Esquire.

The president is the ex officio of all committees. He will appoint the trustees to a committee and appoint the chairs at the next regular meeting.

The Director will send packets out the week before with the agenda, minutes, reports and any other materials to trustee meetings.

Jenny Silverman entertain motion to adjourn the reorganizational meeting at 6:00 PM. Seconded by Ronnie Cohen. All in favor.

Fallsburg Library Board of Trustees Meeting  
July 13, 2015

Attendance:

Bernie Deutsch, President	Present
Ronnie Cohen, Financial Officer	Present
Jenny Silverman, Trustee	Present
Sonny Smith, Vice President	Present
Livia Sabourin, Board Secretary	Absent
Amanda Ward-Almonte, Vice Trustee	Present
Sonia Ward, Trustee	Present
Paula Gray, Director	Present
Paige Bakken, Recording Secretary	Present

Meeting Commenced at 6:04 pm.

Public Comment

N/A

Approval of Minutes

Board member Smith entertained motion to accept the June minutes. Board member Smith seconded. All in favor.

Financial Report

Catskill Hudson Bank as of 6/30/15	
Checking	\$ 22,185.75
Savings	\$121,108.80
CD	\$100,670.16
CD	\$132,442.06

Sterling National Bank as of 6/30/15	
Money Market/Checking	\$ .70

New money:

First half of the money will be received the last day of September. The second half of the money will be received the last day of October.

\$30,000 has been used of the above since June 30.

Jenny Silverman entertained motion to accept the treasurer's report. Sonny Smith seconded. All in favor.

Sonny Smith entertained motion for the approval of the warrants. Jenny Silverman seconded. All in favor.

Sonny Smith entertained motion to accept the budget transfers and amendments. Jenny Silverman seconded. All in favor.

#### Correspondence

N/A

#### Director's Report

Director Gray read from her Director's Report (copy attached).

Sonny Smith entertained motion to accept the Director's Report. Jenny Silverman seconded. All in favor.

#### Principal Clerk Report

Director Gray read from the Principal Clerk Report (copy attached).

Ronnie Cohen entertained motion to accept the Principal Clerk Report. Jenny Silverman seconded. All in favor.

#### Old Business

Discussion ensued regarding the retreat that Amanda Ward-Almonte had mentioned in the past. Amanda Ward-Almonte stated that she would look into prices for a half day retreat.

#### New Business

N/A

#### Committee Reports

N/A

Board member Cohen entertained motion to enter into Executive Session at 6:30 pm. Sonny Smith seconded. All in favor.

Meeting resumed at 6:43 pm.

Jenny Silverman entertained motion to purchase two security cameras for each of the doors and other suggested places for the safety of the children and staff. Sonny Smith seconded. All in favor.

Sonny Smith entertained motion to adjourn at 6:44 pm. Ronnie Smith seconded. All in favor.