

**Reorganizational Meeting
Board of Trustees of the Fallsburg Library
FY 2017-2018
July 6, 2017 5:00 pm**

Attendance:

Laurie Burke-Deutsch, Trustee	Present
Ronnie Cohen, Financial Officer	Present
David Lawrence	Present
Jenny Silverman, Trustee	Present
Sonny Smith, Acting President	Present
Livia Sabourin, Board Secretary	Present
Sonia Ward, Trustee	Absent – Unexcused
Kelly Wells, Director	Present
Paige Bakken, Recording Secretary	Present

Meeting called to order 5:01 by Sonny Smith, Acting President.

Pledge recited.

Election of Officers:

Board member Silverman nominated Livia Sabourin for President, 2nd by Board member Burke-Deutsch. All in favor.

Board member Cohen nominated Sonny Smith for President, No one seconded.

Board member Cohen nominated Sonny Smith for Vice President, 2nd by Board member Sabourin. All in favor.

Board member Cohen nominated Laurie Burke-Deutsch for Board Secretary, 2nd by Board member Smith. All in favor.

Board member Silverman nominated Ronnie Cohen for Financial Officer, 2nd by Board member Burke-Deutsch. All in favor.

All positions were accepted.

Meeting continued with President Sabourin officiating.

Oath of office reaffirmed for all trustees.

President Sabourin appointed clerk of the Board of Trustees. *If the President of the Board is absent, the Director will perform the duty of clerk.

Reaffirm trustees and term expirations:

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
David Lawrence	06/30/2022
Laurie Burke-Deutsch	06/30/2022

Board member Smith moved and Board member Burke-Deutsch seconded a motion to appoint Scott DuBois as Treasurer at a salary of \$1,000 per year. All in favor.

Board member Smith moved and Board member Silverman seconded a motion to appoint Paige Bakken as Recording Secretary at a salary of \$75.00 per meeting. All in favor.

The following dates are reserved for official public meetings. The meetings will be held on the fourth Thursday of each month unless otherwise noted. Meetings are to begin at 5:00 pm, unless otherwise noted:

Dates of meetings

July 27, 2017 – 5:30 pm
August 24, 2017 – 5:30 pm
September 28, 2017
October 26, 2017
November 23, 2017 – TBD at the October meeting (Thanksgiving Day)
December - BD at the October or November meeting (Christmas Week)
January 25, 2018
February 22, 2018
March 22, 2018
April 26, 2018
May 24, 2018
June 28, 2018

The Reorganizational Meeting to be set at the June 28, 2018 regular meeting.

Board member Smith moved and Board member Silverman seconded a motion to accept dates of meetings for the year. All in favor.

Board member Smith moved and Board member Burke-Deutsch seconded a motion to confirm that the Library will hold the following accounts: a checking, savings, and CD account, upon direction of the Financial Officer. All in favor.

Board member Silverman moved and Board member Smith seconded a motion to designate The Catskill Hudson Bank as the official bank of the Fallsburg Library. All in favor.

The following signature is required for all checks: Board Treasurer.

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

Board member Smith moved and Board member Burke-Deutsch seconded a motion to approve the above mentioned signatory policy. All in favor.

Employees for 2017-2018 are as listed:

- Director FT
- Principal Library Clerk FT
- Library Clerk FT (2)
- Library Page FT
- (2) Library Clerks PT
- Seasonal Library Page PT
- Seasonal Library Page Programming Help PT

Board member Smith moved and Board member Cohen seconded a motion to confirm the above mentioned listing of employees. All in favor.

Discussion ensued regarding the following:

1. Time sheet/ Time off. Director will approve all time off. Director will sign all time sheets, in their absence time sheets may be signed by President, Vice President or Financial Officer.
2. Director's Payroll can be signed by Board Executive (President, Vice President or Financial Officer).
3. A contract will be maintained between the Town of Fallsburg and the Library for payroll, accounting and general maintenance services for the period to end 6/30/2020. **Before contract expires, both boards must approve future contract.

Payment of bills:

1. Staff will approve receipt of items.
2. Warrant will be presented to the Board of Trustees for approval.
3. Signed vouchers with original signatures, will be submitted to the Town of Fallsburg for payment. (Director, President, Vice President or Financial Officer)
4. One checking account will be used for payment of all bills.
5. Only designated signature can be used for the checks.
6. Town will process bills and return to Library Clerk to mail.
7. A printout of the monthly payments will be available to the Library upon request.
8. The supply of checks will be kept at the town.

Board member Silverman moved and Board member Smith seconded to adopt the above mentioned payment of bills procedure. All in favor.

P&N Alarm Security System is in use at the library. Police will be notified first, then Director, Principal Clerk, President, Vice President, in the event of an emergency.

Board member Smith moved and Board member Burke-Deutsch seconded a motion to designate the Sullivan County Democrat as the official newspaper. All in favor.

Board member Smith moved and Board member Burke-Deutsch seconded a motion to set the Annual election date as the first Tuesday in June. This year: June 5, 2018.

Board member Silverman moved and Board member Burke-Deutsch seconded a motion to designate Attorney Michael Altman, Esq. as the library's attorney. All in favor.

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

Current Committees

Budget Committee- Ronnie Cohen (Chair) and Livia Sabourin
Building and Grounds Committee – Sonia Ward (Chair) and Sonny Smith
Personnel Committee – Jenny Silverman (Chair) and Amanda Ward

The Director/Principal Clerk will send reminders out the week before the meeting. All materials necessary for the trustee meetings will be emailed before the meeting, as well as be made available in print the night of the meeting. The Recording Secretary will email minutes within 10 days of meeting.

Board member Smith moved and Board member Burke-Deutsch seconded a motion to accept the Town contract as submitted. All in favor.

Board member Silverman moved and Board member Smith seconded a motion to approve the warrant dated June 30, 2017 totaling \$5,186.18. All in favor.

Board member Cohen moved and Board member Burke-Deutsch seconded a motion to approve the warrant dated July 5, 2017 totaling \$2,623.44. All in favor.

Board member Cohen moved and Board member Smith seconded a motion to authorize Board member Cohen to obtain two CD's, each totaling \$50,000.00 at the Catskill Hudson Bank for a period of one year at 1% interest. All in favor.

The Board held a discussion regarding increasing the number of the members of the Board. The final determination was to keep it the same.

President Sabourin stated that any member unable to attend a meeting must notify the Director that they are not able to attend in advance (i.e. more than 1 hour prior, barring an emergency) or the member will be marked as having an Unexcused Absence. Discussion followed regarding the Bylaws regarding Unexcused Absences.

Meeting adjourned at 5:51 pm with a motion made by Board member Smith and seconded by Silverman. All in favor.