

Fallsburg Library Board of Trustees Meeting
Reorganizational Meeting
July 11, 2016

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, Trustee	Present
Sonia Ward, Trustee	Present
Kelly Wells, Director	Present
Paige Bakken, Recording Secretary	Present

Meeting Commenced at 6:10 pm.

The Pledge of Allegiance was recited.

Board member Silverman nominated Bernard Deutsch as President. Board member Smith seconded. All in favor.

Board member Ward nominated Sonny Smith as Vice President. Board member Almonte seconded. All in favor.

Board member Almonte nominated Livia Sabourin as Board Secretary. Board member Silverman seconded. All in favor.

Board member Ward nominated Ronnie Cohen as Financial Officer. Board member Silverman seconded. All in favor.

All nominations closed. All positions were accepted.

Oath of Office reaffirmed for all trustees. President appointed clerk of the Board of Trustees. If the President of the Board is absent, the Director will perform the duty of the clerk.

The following trustees were reaffirmed with the following term expirations:

Bernard Deutsch	6/30/2017
Amanda Ward Almonte	6/30/2017
Jenny Silverman	6/30/2018
Sonia Ward	6/30/2018
Sonny Smith	6/30/2019
Ronnie Cohen	6/30/2019
Livia Sabourin	6/30/2020

Board member Smith entertained motion to appoint Scott DuBois Treasurer. Board member Cohen seconded. All in favor.

Board member Ward entertained motion to appoint Paige Bakken, Recording Secretary. Board member Smith seconded. All in favor.

The meetings will be held on the third Thursday of each month at 6:00 pm unless otherwise noted.

July 11, 2016, August 18, 2016, September 15, 2016, October 20, 2016, November 17, 2016, December 15, 2016, January 19, 2017, February 16, 2017, March 16, 2017, April 20, 2017, May 18, 2017 and June 15, 2017.

The Board requested that the staff appreciation event be held on the same date as the December 15, 2016 meeting.

The reorganizational meeting will be set at the June 15, 2017 trustee meeting. The reorganizational meeting must be held between July 1 and July 15.

Board member Almonte entertained motion to accept all above mentioned Board meeting dates. Board member Ward seconded. All in favor.

The Library will hold the following accounts: a checking, savings and CD account under 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 following signature is required for all checks: Board Treasurer (signature stamp may be used).

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

Employees for 2016- 2017 are as listed:

Director (FT), Principal Library Clerk (FT), Library Clerk (2) (FT), Library Page (FT), Library Clerk (2) (PT), Assistant Page (PT – 4 hours week), Seasonal Library Page (PT), Seasonal Library Page Programming Help (PT).

The Director will approve all time off. The Director will sign all time sheets, in their absence; time sheets will be signed by the President, Vice President or Financial Officer. The Director's payroll can be signed by a Board Executive (President, Vice President or Financial Officer).

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 June 30, 2017. Before the contract expires, both Boards must approve future contract.

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 to sign). 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 will be available to the Library upon request. The supply of checks will be kept at the Town.

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

The Sullivan County Democrat will be designated the official newspaper.

The annual election date is the first Tuesday in June. June 6, 2017.

The attorney designated is Michael Altman, Esq.

The President is the ex-officio of all committees. S/he will appoint the trustees to a committee and appoint the chairs at the next regular meeting.

Current Committee:

Budget – Ronnie Cohen, Chair and Livia Sabourin
Building and Grounds – Sonia Ward, Chair and Sonny Smith
Personnel – Jenny Silverman, Chair and Amanda Ward Almonte

The Director/Principal Clerk will send reminders out the week before the meeting. All materials necessary for the trustee meetings will be given out the night of the meeting.

Board member Smith entertained motion to adjourn the re organizational meeting at 6:25 pm. Board member Silverman seconded. All in favor.

Regular Meeting Commenced
6:26 pm

Public Comment

N/A

Approval of Minutes

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

The Board went into executive session at 6:26 pm to discuss building matters.

Meeting resumed at 7:02 pm.

Financial Report

Catskill Hudson Bank as of 5/31/2016

Checking	\$ 6,957.06
Savings	\$221,240.03
CD	\$101,668.24
CD	\$133,755.15

Board member Almonte entertained motion for the approval of the Financial Report as presented. Board member Smith seconded. All in favor.

Board member Smith entertained motion for the approval of the warrants 2015 – 2016 as presented. Board member Almonte seconded. All in favor.

Board member Almonte entertained motion for the approval of the warrants 2016 – 2017 as presented. Board member Smith seconded. All in favor.

Correspondence

N/A

Director's Report

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

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

Principal Clerk Report

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

Board member Smith entertained motion for the approval of the Principal Clerk Report. Board member Silverman seconded. All in favor.

Old Business

N/A

New Business

The Claims Audit Policy was presented to the Board for review and to be voted on at the August meeting.

Committee Reports

N/A

The Board went into Executive Session to discuss personnel matters at 7:22 pm.

Meeting resumed at 7:59 pm.

Board member Almonte entertained motion to adjourn at 8:00 pm. Board member Cohen seconded. All in favor.