

Fallsburg Library Trustee Monthly Meeting
November 16, 2017

Attendance:

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

Meeting Commenced at 5:00 pm.

The Pledge of Allegiance was recited.

Public Comment:

N/A

Approval of Minutes:

Board member Smith moved and Board member Lawrence seconded a motion to accept the October 26, 2017 minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 10/31/2017

Checking	\$ 48,426.34
Money Market	\$420,045.49
ICS	\$220,954.72
CD - 1	\$ 50,000.00
CD - 2	\$ 50,000.00

Board member Cohen stated that four more \$50,000 each CD's (interest rate 1.2%) were created which reduced the money market account funds that are shown above.

Board member Smith moved and Board member Lawrence seconded a motion to accept the Treasurer's Report. All in favor.

Board member Lawrence moved and Board member Cohen seconded a motion to approve the warrant dated November 4, 2017 totaling \$75.00. All in favor.

Board member Smith moved and Board member Ward seconded a motion to approve the warrant dated November 14, 2017 totaling \$8,081.03. All in favor.

Correspondence:

N/A

Director Report:

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

New Business:

Director Wells asked the Board to review the ASK Exercise sheet for the December meeting so a discussion can be held based off of it. Director Wells also asked the Board to review the Privacy/Confidentiality Policy so that it can be voted on at the December meeting.

Old Business:

Reminder that the December meeting and holiday dinner will be held on December 7, 2017 at Yiasou Café at 5:00 pm. Menu choices must be to Director Wells by December 4th, money may be given to Director Wells before then or the night of the dinner.

Committee Reports:

Discussion ensued regarding various potential sites for the new library.

Board member Smith moved and Board member Ward seconded a motion to adjourn at 5:31 pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
November 16, 2017

- Pledge
- Public Comment
- Approval of Minutes
 - October 26, 2017
- Treasurer's Report
- Approval of Warrant(s)
 - November 3, 2017
 - November 14, 2017
- Correspondence
- Director Report
- New Business
 - ASK Exercise
 - Privacy/Confidentiality Policy (review tonight, vote on in December)
- Old Business
 - Staff/volunteer recognition dinner/holiday dinner
- Committee Reports
- Adjournment

Board of Trustees Meeting
November 16, 2017
Treasurer Report

As of the October 31, 2017 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$	48,426.34
Money Market		420,045.49
ICS		220,954.72
CD – 1		50,000.00
CD – 2		50,000.00
		<hr/>
	\$	789,426.55

The following deposits were made to the money market account during this statement period:

10/2/2017	\$	188.00
10/3/2017		205,878.31
10/6/2017		150.35
10/6/2017		3,309.80
10/16/2017		120.20
10/23/2017		124.00
10/30/2017		182.00
10/31/2017		147.39 (Interest)

Please note that on or about November 3rd 4 more CDs, each for the amount of \$50,000, were opened. This is not reflected above.

2:29 PM
 11/14/17
 Accrual Basis

Fallsburg Library
Transactions by Account
 As of November 04, 2017

Accounts Payable	Type	Date	Num	Name	Class	Cir	Split	Amount	Balance
	Bill	11/03/2017		Gail O'Neill			479 Programming	75.00	75.00
Total Accounts Payable								75.00	75.00
TOTAL								<u>75.00</u>	<u>75.00</u>

Fallsburg Library

Transactions by Account

As of November 14, 2017

Accounts Payable		Type	Date	Num	Name	Acct	Split	Amount	Balance
	Bill		11/14/2017		NYS 529 Direct Plan	NYS 529 SAVINIG PLAN		60.00	60.00
	Bill Pmt -Ch		11/14/2017	1866	NYS 529 Direct Plan	CATSKILL CHECKING		-60.00	0.00
	Bill		11/14/2017		Baker & Taylor Inc	410/411 Books/Movies		365.43	365.43
	Bill		11/14/2017		Amazon Capital Service	411 Movies		66.88	432.31
	Bill		11/14/2017		Electronic Business Products, Inc	430 Office/Library Supplies		1.01	433.32
	Bill		11/14/2017		Mid America Books	410 Books		56.85	490.17
	Bill		11/14/2017		Recorded Books, LLC	412 Recordings/Tapes, discs		235.40	725.57
	Bill		11/14/2017		Simple & Delicious	413 Periodicals		17.98	743.55
	Bill		11/14/2017		Automobile	413 Periodicals		30.00	773.55
	Bill		11/14/2017		Cricket Media	413 Periodicals		39.95	813.50
	Bill		11/14/2017		AC Moore	479 Programming		7.65	821.15
	Bill		11/14/2017		Crystal Run Health Ins Company	P9060.800 Health Insurance		2,887.76	3,708.91
	Bill		11/14/2017		Kelly Wells 1	435/476 Travel/Training		436.08	4,144.99
	Bill		11/14/2017		NYSEG	450 Utilities-Electric, Propane		96.62	4,241.61
	Bill		11/14/2017		Coast to Coast Solutions	483 Local Lib Service Aid		223.34	4,464.95
	Bill		11/14/2017		Time Warner Cable	456 Internet Service		99.99	4,564.94
	Bill		11/14/2017		Delage Landen Financial Services	200 Equipment		73.61	4,638.55
	Bill		11/14/2017		Paige Bakken	437 Professional Fees		75.00	4,713.55
	Bill		11/14/2017		AFLAC	AFLAC Liab		168.57	4,882.12
	Bill		11/14/2017		Ethelbert B. Crawford Public Library	410 Books		3.99	4,886.11
	Bill		11/14/2017		Town of Fallsburg	431 Telephone		76.45	4,962.56
	Bill		11/14/2017		AIR Rent Property Group LLC	453 Rent		2,631.77	7,594.33
	Bill		11/14/2017		Rena Kalanick 1	P9060.800 Health Flex Plan		53.47	7,647.80
	Bill		11/14/2017		fox Ledge, Inc	451 Custodial Supplies		7.75	7,655.55
	Bill		11/14/2017		Card Member Service	430/435/476/479 Office/Travel/Training/Programming		425.48	8,081.03
								8,081.03	8,081.03
								<u>8,081.03</u>	<u>8,081.03</u>

Total Accounts Payable

8,081.03

Category	Jul 1 - Nov 15, 17	Budget	\$ Over Budget	% of Budget
ary Income/Expense				
ome				
1001 Property Taxes	411,756.63	411,756.63	0.00	100.0%
2082 Book Fines	1,726.06	2,700.00	-973.94	63.9%
2401 Interest and Earnings	475.82	500.00	-24.18	95.2%
2705.00 Gifts and Donations	139.10	150.00	-10.90	92.7%
2760.30 LSG Local Lib Serv.Aid	3,097.80	2,788.00	309.80	111.1%
2760.40 Library System Grant	113.00	113.00	0.00	100.0%
2770 Unclassified Rev	229.30	0.00	229.30	100.0%
2770.30 SC LVA Grant	0.00	309.80	-309.80	0.0%
2770.50 GRANT IN AID	3,000.00	3,000.00	0.00	100.0%
2770.80 PILOT	200.23	0.00	200.23	100.0%
2770.99 Copy Mach/Fax fees	1,130.85	1,700.00	-569.15	66.5%
Reimbursements	25.17	0.00	25.17	100.0%
al Income	421,893.96	423,017.43	-1,123.47	99.7%
ense				
00 Equipment	441.66	1,383.37	-941.71	31.9%
10 Books	3,183.64	8,800.00	-5,616.36	36.2%
11 Films, DVD or VHS	1,179.04	4,200.00	-3,020.96	28.1%
12 Recordings /Tapes, discs	834.15	3,500.00	-2,665.85	23.8%
13 Periodicals	723.77	1,400.00	-676.23	51.7%
15 e-content	729.60	2,000.00	-1,270.40	36.5%
16 Service & Web Fees	0.00	1,124.03	-1,124.03	0.0%
17 Web Host	0.00	20.00	-20.00	0.0%
18 licenses	0.00	175.00	-175.00	0.0%
28 Envisionware	327.98	500.00	-172.02	65.6%
29 Misc.	0.00	200.00	-200.00	0.0%
30 Office/Book/Library supply	846.70	4,000.00	-3,153.30	21.2%
31 Telephone	310.70	1,200.00	-889.30	25.9%
32 Telecommunications	740.14	1,600.00	-859.86	46.3%
33 Postage	0.00	275.00	-275.00	0.0%
34 Publicity / Printing	235.44	400.00	-164.56	58.9%
35 Travel / Meal	717.67	1,500.00	-782.33	47.8%
36 Anser/Automation	7,460.40	14,800.00	-7,339.60	50.4%
37 Professional Fees	300.00	2,650.00	-2,350.00	11.3%
38 Membership dues	145.00	550.00	-405.00	26.4%
39 Office Equip Maint	0.00	259.00	-259.00	0.0%
50 Utilities-Electric, Propane	480.78	5,000.00	-4,519.22	9.6%
51 Custodial Supplies	119.29	700.00	-580.71	17.0%
52 Cleaning Contract	450.00	1,800.00	-1,350.00	25.0%
53 Rent	20,002.88	43,900.00	-23,897.12	45.6%
54 Insurance	5,162.29	5,300.00	-137.71	97.4%
56 Internet Service	599.94	1,200.00	-600.06	50.0%
69 Oper. & Mant. Exp-Sec sys	0.00	400.00	-400.00	0.0%
75 Annual Election	0.00	900.00	-900.00	0.0%

	Jul 1 - Nov 15, 17	Budget	\$ Over Budget	% of Budget
76 Education / Training	678.60	2,000.00	-1,321.40	33.9%
77 Meetings/ Registration Fee	590.00	900.00	-310.00	65.6%
78 Building Fund	0.00	10,000.00	-10,000.00	0.0%
79 Programming	822.58	4,100.00	-3,277.42	20.1%
80 T/ Falls Contract	875.00	3,500.00	-2,625.00	25.0%
83 Local Lib Service Aid	945.97	3,097.80	-2,151.83	30.5%
84 Library System Grant	113.00	113.00	0.00	100.0%
85 GRANT BONACIC	0.00	3,000.00	-3,000.00	0.0%
99 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
9010.800 NYS Retirement	0.00	29,000.00	-29,000.00	0.0%
9040.800 Workers Compensation	1,587.00	2,100.00	-513.00	75.6%
9060.800 Health Insurance	459.85	2,500.00	-2,040.15	18.4%
Health Flex Plan	500.00	1,000.00	-500.00	50.0%
Health Insurance Buyout	10,700.40	29,400.00	-18,699.60	36.4%
P9060.800 Health Insurance - Other				
Total P9060.800 Health Insurance	11,660.25	32,900.00	-21,239.75	35.4%
Payroll Expenses				
Direct Deposit Fees	78.00	400.00	-322.00	19.5%
P7410.141 Library Director	8,035.20	52,227.84	-44,192.64	15.4%
P7410.142 Principal Library	2,599.75	44,782.40	-42,182.65	5.8%
P7410.143 Library Clerk	4,240.00	27,560.00	-23,320.00	15.4%
P7410.144 Library page 1	3,788.80	24,627.20	-20,838.40	15.4%
P7410.145 Library clerk	1,357.86	9,921.60	-8,563.74	13.7%
P7410.147 Clerk	2,073.60	13,478.40	-11,404.80	15.4%
P7410.148 Page	1,503.50	3,492.00	-1,988.50	43.1%
P7410.150 page	4,182.40	27,185.60	-23,003.20	15.4%
P7410.151 Page	960.30	2,100.00	-1,139.70	45.7%
P7410.154 Library Page	0.00	582.00	-582.00	0.0%
P9055.800 DBL	0.00	330.00	-330.00	0.0%
Payroll Expenses - Other	40,811.60	0.00	40,811.60	100.0%
Total Payroll Expenses	69,631.01	206,687.04	-137,056.03	33.7%
Payroll Taxes				
P9030.800 SS / Med	4,339.33	0.00	4,339.33	100.0%
FICA	1,014.83	2,879.80	-1,864.97	35.2%
Medical	0.00	12,753.39	-12,753.39	0.0%
P9030.800 SS / Med - Other				
Total P9030.800 SS / Med	5,354.16	15,633.19	-10,279.03	34.2%
Total Payroll Taxes	5,354.16	15,633.19	-10,279.03	34.2%
Expense	137,248.64	423,017.43	-285,768.79	32.4%
Library Income	284,645.32	0.00	284,645.32	100.0%

12:49 PM

11/15/17

Accrual Basis

Fallsburg Library
Profit & Loss Budget vs. Actual
July 1 through November 15, 2017

	Jul 1 - Nov 15, 17	Budget	\$ Over Budget	% of Budget
Net Income	284,645.32	0.00	284,645.32	100.0%

Director's Report
November 16, 2017

On November 2nd I attended the Trustee 102 training that was held at Chester Library. The training is something that will be offered in Monticello this coming May – if you have taken the Trustee 101 training I STRONGLY urge you attend the 102 training in May. If you have NOT done the Trustee 101 training I STRONGLY urge you attend the next training in the spring – I will be sure to let you all know where and when the trainings will take place. As trustees, there's a lot of responsibilities placed upon you all that I personally didn't realize fully and I just want to make sure you are all aware of those responsibilities as well.

On November 9th I attended the NYLA conference in Saratoga for the day. My primary purpose in going was to attend a "Legal Issues in Financing and Building Libraries" workshop that was offered in the morning. The workshop was only supposed to be 1 hour but extended to 1 ½ hours and probably would have gone longer if lunch wasn't needed. There were not enough information packets to go around to everyone who attended, so I'm waiting for the email with the packet to come so I can go over the information presented more thoroughly. It was pretty overwhelming but just highlighted the importance of being thorough and taking our time to make sure we take all of the necessary steps and explore our options from every possible angle and NOT rush into anything because it looks good on the surface.

November 15th I attended a workshop at RCLS about the NYS Paid Family Leave that is taking effect in January. As a public entity, we are NOT required to participate in NYS PFL and we have been advised by our insurance carrier to not participate in it at this time because there are still a lot of kinks/loopholes that haven't been discussed thoroughly. It was suggested we wait until it becomes a bit more settled and then decide whether or not to "opt-in." At this point in order to "opt-in" the majority of the non-exempt staff (at this point only our full-timers would be non-exempt) would have to vote in favor of it – it is not something that say 3 employees can choose to participate in and 2 employees can opt out of – it's all full timers or no full timers. There would also be policies that would have to be put into place before "opting-in" so it might be a good idea for the personnel committee to meet in the first half of 2018 to try and get a draft of these policies

ready in case we decide to “opt in” in 2019 so it is not a mad dash to create them at the last minute.

The end of October I attended a 2 ½ day training in Suffolk County put on by the Harwood Institute. They have been working with the ALA in their “Libraries Transform” initiative. The training provided us with tools and resources to effectively lead “community conversations.” After the new year I’m going to be working on adding dates to hold these conversations throughout the year. I’ve included an exercise for you all to do under “new business” which stems from this workshop. I hope you all take the time to go over it so we can have a conversation at our December meeting since the plan was to wrap up quickly tonight.

Respectfully submitted,
Kelly

ASK Tool

1. What kind of community do you want to live?
2. Why is that important to you?
3. How is that different from how you see things now?
4. What are some of the things that need to happen to create that kind of change?



New
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Fallsburg Library

Privacy and Confidentiality of Library Records

The Board of Trustees and staff of the Fallsburg Library recognize the right of privacy of library users as granted and protected by the laws of the state of New York and the United States. The Fallsburg Library upholds Section 4509 of the *State of New York Civil Practice Laws and Rules*, which states:

§4509. Library records

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Collection of Patron Information

The Fallsburg Library collects the following information from patrons wishing to register for a library card: name, address (physical and mailing), date of birth, phone number, and email (if available). This information is used by the Library for verification purposes.

Storage of Patron Information

The Library keeps patron registration cards in a non-public area. The information is also placed into the integrated library software used by the member libraries of the Ramapo Catskill Library System. Information about patron circulation history is NOT kept, unless the patron accesses their account online and chooses the option to keep a record of their borrowing history and/or creates personal lists of items they are interested in reading, listening to, or viewing.

Sharing of Patron Information

The Library will not release ANY information on a patron to any third party, unless it is compelled by law or has the consent of the user. This includes, but is not limited to: patron's name, address, telephone number, email, library card holding status, and/or patron's library and/or borrowing habits (number of visits, time of visits, types of items borrowed, etc.). Please note that this protection is extended to minors by New York State law. The only information that will be given to parents/guardians about a minors' library record is the amount in fines owed – NOT what materials the fines are owed on and/or what materials are currently checked out.

Board Approved: May 17, 2004

Board Modified and Approved: September 27, 2012

Board Modified and Approved: February 25, 2016

Board Modified and Approved:



FALLSBURG LIBRARY

Disclosure of Library Records Consent Form

The Library will make a consent form available at the circulation desk that will allow patrons to request information about their library records be shared with specific family members, caregivers, etc.

Board Approved: May 17, 2004
Board Modified and Approved: September 27, 2012
Board Modified and Approved: February 25, 2016
Board Modified and Approved:



old

Fallsburg Library

Confidentiality of Library Records

Policy

The Board of Trustees and the staff of Fallsburg Library recognize the right of privacy of the library user as granted and protected by the laws of the state of New York and the United States. Fallsburg Library will not release information about an individual's use of library services or materials unless it is compelled by law or has the consent of the user.

Procedure

Library staff will not divulge information about a patron's records or use of the library and/or library facilities to legal authorities without a duly executed court order or court ordered subpoena or search warrant. Library staff receiving such an instrument will refer the presenter to the Library Director who will consult with the library's attorney to determine the bona fides of the order or subpoena.

Library staff will not release information on a patron to any other third party with the following exceptions:

- Information on lost, damaged, or overdue material may be released to the parents/guardians of patrons under the age of 18.
- Materials requested by a patron may be released to a family member if the patron has indicated approval of such person on the library card application.

Board Approved: May 17, 2004

Board Modified & Approved: September 27, 2012

Board Modified & Approved: February 25, 2016



old
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Fallsburg Library

Confidentiality Policy

Philosophy:

The Fallsburg Library provides open and equal access to materials and information. Library patron's First Amendment rights to guaranteed freedom of speech, extend to a corresponding right to hear what is spoken and read what is written free from fear of intrusion, intimidation, or reprisal. New York State Statute s4509 also insures this freedom. Fallsburg Library also ascribes to the American Library Association's Code of Ethics, point #3 which states, "Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired." Only by strictly adhering to the following policy, can the confidentiality of patron records, information, and behavior be preserved to the fullest extent permitted by law.

Policy:

In the event library staff members are approached to divulge confidential information, the following steps will be followed:

Record name, address, telephone number, and any other appropriate information available on the enquirer.

Report the incident immediately to the Library Director. Under no circumstances will staff divulge any confidential information regarding or including: Patron's name, address, telephone number, Library card holding status, or any general information regarding a patron's library habits including but not restricted to, number of visits, time of visits, number or type of questions asked, etc.

Action Taken by Library Director:

All requests and orders will be reviewed in a timely manner. If necessary, the Director will consult with an attorney and respond in an appropriate manner. All requests for the release or disclosure of information will be denied unless the Director has received the named patron's written consent for said release.

Court Order for Release of Library Records:

The Library Director shall comply fully with a court order to release or disclose library records or information. Upon receipt of any process, order, or subpoena, the person named and/or served shall immediately report to and consult with the Library Director, Library Board of Trustees, and legal counsel to determine if such process, order, or subpoena is proper and in full compliance with proper legal authority. If there is a reasonable basis to believe such records are necessary to the progress of an investigation or prosecution, the American judicial system provides the mechanism for seeking release of such confidential records.

Board Approved: September 27, 2012