

Fallsburg Library Trustee Monthly Meeting  
August 23, 2018

Attendance:

Laurie Burke-Deutsch, Board President	Present
Ronnie Cohen, Financial Officer	Excused
Jenny Silverman, Trustee	Present
Sonny Smith, Vice President	Present
Sonia Ward, Board Secretary	Excused
David Lawrence, Trustee	Present – Arrived at 5:42 pm
Kelly Wells, Director	Present
Paige Bakken, Recording Secretary	Present

Meeting Commenced at 5:43 pm.

The Pledge of Allegiance was recited.

Public Comment:

N/A

Approval of Minutes:

Board member Silverman moved and Board member Lawrence seconded a motion to accept the July 26, 2018 Regular Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 7/31/2018

Checking	\$ 15,373.29
Money Market	\$109,471.91
ICS	\$121,577.25
CD – 1	\$ 50,501.11
CD – 2	\$ 50,501.11
CD – 3	\$ 50,000.00
CD – 4	\$ 50,000.00
CD – 5	\$ 50,000.00
CD – 6	\$ 50,000.00

CD's 1 and 2 matured and were reinvested at 2%.

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

Board member Silverman moved and Board member Smith seconded a motion to approve the warrant dated August 22, 2018 totaling \$8,451.19. All in favor.

Correspondence:

The Board received three letters of interest for the vacant board seat. They have interviewed two of the three and will be interviewing the third shortly. Board discussion ensued.

Director Report:

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

New Business:

Updated By-Laws were discussed. Minor revisions to be made and voted on at the September meeting.

Board member Lawrence moved and Board member Smith seconded a motion to appoint Virginia Faustner the temporary Records Management Officer. All in favor

Board member Silverman moved and Board Member Smith seconded a motion to grant the Director vacation time – December 4 – 18, 2018 (tentative dates.) All in favor.

Old Business:

N/A

Committee Reports:

N/A

Board member Smith moved and Board member Silverman seconded a motion to adjourn at 6:02 pm. All in favor.

Fallsburg Library Trustee Monthly Meeting  
Agenda  
August 23, 2018

- Pledge
- Public Comment
- Approval of Minutes
  - July 26, 2018
- Treasurer's Report
- Approval of Warrant(s)
  - August 22, 2018
- Correspondence
  - Letters of interest for vacant Board seat
- Director Report
- Old Business
- New Business
  - Updated By-laws (modifications presented for discussion – vote to take place at September meeting)
  - Temporary appointment of "Records Management Officer"
  - Vacation Request
- Committee Reports
- Adjournment

Board of Trustees Meeting  
August 23, 2018  
Treasurer Report

As of the July 31, 2018 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 15,373.29
Money Market	109,471.91
ICS	121,577.25
CD – 1	50,501.11
CD – 2	50,501.11
CD – 3	50,000.00
CD – 4	50,000.00
CD – 5	50,000.00
CD – 6	50,000.00

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\$ 547,424.67

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

7/2/2018	\$ 65.00
7/9/2018	211.00
7/16/2018	269.00
7/23/2018	158.00
7/30/2018	317.75
7/31/2018	38.03 (Interest)

## Fallsburg Library Transactions by Account

As of August 22, 2018

Accounts Payable	Type	Date	Num	Name	Cl: Clr	Split	Amount	Balance
	Bill	08/20/2018		Amazon Capital Service		410/411 Books/Movies	218.36	0.00
	Bill	08/20/2018		Staples Credit Plan		430 Office Supplies	61.62	218.36
	Bill	08/20/2018		AC Moore		479 Programming	64.78	279.98
	Bill	08/20/2018		fox Ledge, Inc		451 Custodial Supplies	13.50	344.76
	Bill	08/20/2018		NYSEG		450 Utilities-Electric, Propane	63.80	358.26
	Bill	08/20/2018		Costellation New Energy Inc		450 Utilities-Electric, Propane	25.46	422.06
	Bill	08/20/2018		Sullivan County Democrat		413 Periodicals	64.00	447.52
	Bill	08/20/2018		Practical Homeschooling		413 Periodicals	29.00	511.52
	Bill	08/20/2018		Food Network Magazine		413 Periodicals	9.99	540.52
	Bill	08/20/2018		Monticello Greenhouse		429 Misc.	98.95	550.51
	Bill	08/20/2018		Fallsburg Gas		450 Utilities-Electric, Propane	11.99	649.46
	Bill	08/20/2018		The Penworthy Company		410 Books	822.11	661.45
	Bill	08/20/2018		Over Drive, Inc		415 e-content	754.84	1,483.56
	Bill	08/20/2018		Crystal Run Health Ins Company		P9060.800 Health Insurance	721.94	2,238.40
	Bill	08/20/2018		Crystal Run Health Ins Company		P9060.800 Health Insurance	1,443.88	2,960.34
	Bill	08/20/2018		AFLAC		AFLAC Liab	62.04	4,404.22
	Bill	08/20/2018		AIR Rent Property Group LLC		453 Rent	2,651.90	4,466.26
	Bill	08/20/2018		Paige Bakken		437 Professional Fees	75.00	7,118.16
	Bill	08/20/2018		Delage Landen Financial Services		200 Equipment	73.61	7,193.16
	Bill	08/20/2018		Time Warner Cable		456 Internet Service	99.99	7,266.77
	Bill	08/20/2018		Baker & Taylor Inc		410/411 Books/Movies	438.58	7,366.76
	Bill	08/20/2018		Micro Marketing LLC		412 Recordings /Tapes, discs	395.85	7,805.34
	Bill	08/20/2018		Ulrica National Ins. Group		454 Insurance	250.00	8,201.19
	Bill	08/21/2018		NYS 529 Direct Plan		NYS 529 SAVINIG PLAN	60.00	8,451.19
	Bill	08/21/2018		NYS 529 Direct Plan		CATSKILL CHECKING	-60.00	8,451.19
	Bill Pmt - Check	08/21/2018	2187	NYS 529 Direct Plan				8,451.19
<b>TOTAL</b>							<b>8,451.19</b>	<b>8,451.19</b>

Total Accounts Payable

Director's Report  
August 23, 2018

Summer Reading has officially wrapped up and we were VERY successful this year. All of our numbers (enrollment, reading logs returned, reported books read, program attendance) improved by double or better. There will be a lull in programs for the next few weeks as Amanda takes a well-deserved vacation and everyone gets back into the swing of things with school and work. Past experience has shown us that it's ineffective to hold any programs the first 2 weeks of school, so programs will resume mid-September.

I have finally completed and submitted our Annual Update Document which is due to the comptroller's office by August 30, 2018. Although it's shorter than the State Annual Report that we submit in February – this one tends to be a bit more tedious because there's much less detailed instructions, but with Scott's invaluable help, it's finally done!

I've settled on an updated calendar to use for our website. We'll start using the new calendar in September. I'll be changing the current link on our website to the new link probably next week – it should be a smooth transition. This format allows for online registration – though I'm not sure that it will be used very often to begin with. I believe there may be the ability for email reminders for those who register online, but I'm not 100% certain yet. Once I get the link live and going I can see the calendar from the patron's end and play around with the features. Best part of this calendar though is that it's FREE.

I have also been working on creating a 'Lib Guide' (online site) for all of the Library's policies so you guys can view them at any time. I've been working on organizing them as much as possible – once the site is ready I'll send a link out to you all. In the meantime, Amanda has been helping me organize the different policy binders that we have so they're easier to flip through and find information in – one binder is for all of our older policies which we must retain copies of – and 2 binders are our current policies. NYS has approved some new minimum standards for all libraries which we will have to be in compliance with come 2020 (I believe – it may be 2023). One of those standards is that the Library Board reviews all policies every 3 years – having everything organized ahead of time will help us to get in a rotation of reviewing all the policies on this type of schedule.

Please note that reviewing does NOT mean that we have to change the policies every 3 years – it simply means that they are read over to be sure that they are current and accurate in their scope. This will also help any new trustees be able to view Board policies quickly and easily without having to run off numerous paper copies of them.

I've registered for a webinar pertaining to the new sexual harassment law that was passed by NYS recently. Parts of the law must be complied with by October 1<sup>st</sup>, but they're still working on detailing what parts of the law must be complied with by then as well as what counts as compliance. Part of it is having a sexual harassment policy in place (which we do) and then there's a part where staff needs to go through training on an annual basis. The webinar will hopefully help to shed more light on what we need to do/provide.

Pennie has been coming in when she's able to clean out her office and to go over some things with myself and Virginia. Some of you may remember the 'Records Destruction' paperwork that you guys were approving at various meetings while Pennie was still here – she has been working with Virginia on getting her comfortable with continuing with the process (Virginia had been helping Pennie with it all before Pennie went out). We have to have someone with the title of "Records Management Officer" for the Library and it cannot be the Director as I oversee the process. I am asking that you temporarily appoint Virginia in this title until I have filled Pennie's position so we can continue with the process of properly discarding paperwork we no longer need to hold onto.

Grace at RCLS will be doing another round of Trustee trainings this fall. They will be held at RCLS starting at 5:30pm with a light dinner for each of the following sessions: Wednesday September 26 – Intermediate Training Trustee 102 (good for those who have been on the Board 3 or more years & have attended the 101 training), & Tuesday October 23 – Advanced Training Trustee 103 (for those who have been on the Board 3 or more years, & have already attended the 101 & 102 trainings). I STRONGLY encourage you guys to go to these trainings, so please sign up for them as you're able.

A final reminder to mark your calendars for the RCLS Legislative Breakfast & Annual meeting. This year it will be Friday September 14<sup>th</sup> starting at 8am at The Sullivan in Rock Hill. Please let me know if you plan to attend AND if you want me

to register you – I have already registered Sonny and Laurie (Ronnie I know registered herself). You can go online to the RCLS calendar ([www.rcls.org](http://www.rcls.org) then click on the 'calendar' tab) and register yourself if you wish.

Respectfully submitted,

Kelly





# Fallsburg Library

## Bylaws

### Article I

#### Name

- Section 1** The official name of this organization shall be Fallsburg Library Incorporated, hereinafter referred to as 'Fallsburg Library' or 'the Library,' existing by virtue of the provisions from a charter issued by the Board of Regents of the University of the State of New York on December 15, 2000, made absolute on May 18, 2004, and amended on May 17, 2010.

### Article II

#### Purpose

- Section 1** The purpose of the Fallsburg Library shall be to provide library services to the residents of the Fallsburg Central School District.

### Article III

#### Board of Trustees

- Section 1** The business and affairs of the Fallsburg Library shall be managed and conducted by a Board of Trustees, hereinafter referred to as 'the Board,' consisting of seven (7) members, each elected by the qualified voters of the Fallsburg Central School District.
- Section 2** A Trustee must be a qualified voter of the Fallsburg Central School District.
- Section 3** The term of members of the Board shall be five (5) years, the year beginning July 1 and ending June 30, unless the Trustee shall have resigned or otherwise terminated membership on the Board.
- Section 4** Vacancies that occur for reasons other than expiration of term shall be filled until the next annual election through appointment by the Board, at which time the appointee may run for election for the remainder of the term.
- Section 5** Petitions nominating candidates for the office of trustee of the Fallsburg Library, signed by at least twenty-five (25) qualified voters of the Fallsburg Central School District, shall be filed with the Clerk of the Fallsburg Central School District.

Board Approved: December 12, 2000  
Amended: February 25, 2002  
Amended: October 17, 2005  
Amended: July 13, 2009  
Amended: February 25, 2016  
Amended:

**Section 6** All new Trustees must be sworn in at the Town of Fallsburg Clerk's Office within 30 (thirty) days of the start of their term. Failure to do so shall be deemed a refusal to serve and the seat may be filled as in case of vacancy.

**Section 7** The Board shall be empowered to act on behalf of the Fallsburg Library to establish policies and procedures that govern the operation of the Library and regulate any matter not fully covered by its bylaws and policies. The Board shall direct the transaction of its business so as to be consistent with current or established policies of the Library, Ramapo Catskill Library System, school district ordinances, and the laws and regulations of the State of New York and the United States of America. The Board shall hear and determine all protests or disputes arising from opposition or misconception of the terms or conditions of its bylaws or policies.

**Section 8** Any Trustee who shall fail to attend 3 (three) consecutive meetings, or 50% of the regular meetings, without excuse accepted as satisfactory by the Board President and/or without prior notification of intended absence, during the Library's fiscal year shall be deemed to have resigned, creating a vacancy. Any trustee who is more than 10 (ten) ← 15 minutes minutes late to a regular meeting – without prior approval – will be marked as absent. The Board Secretary, or other officer of the Board, shall notify the vacated Trustee, in writing, of their assumed vacancy. The Board shall then appoint a Trustee to fill the vacancy as stated in Article III, Section 4 of these bylaws.

**Section 9** A Trustee's change of residence out of the Fallsburg Central School District shall automatically create a vacancy on the Board.

#### **Article IV** **Officers**

**Section 1** The Officers of the Board shall be President, Vice President, Board Secretary, and Finance Officer.

**Section 2** All officers shall be elected by a majority vote from among its members, at the reorganization meeting of the Board, to be held each year within the first 15 days of July.

**Section 3** The term of office for all Officers shall be for one (1) year and shall be limited to two (2) successive terms for each office held. Any trustee accepting a nomination for more than two (2) consecutive terms in the same office must receive  $\frac{3}{4}$  of the votes of the members present at a regular or special meeting held for the purpose of elections.

**Section 4** An officer vacancy shall be filled at a regular meeting by a majority vote of the Board.

Board Approved: December 12, 2000  
Amended: February 25, 2002  
Amended: October 17, 2005  
Amended: July 13, 2009  
Amended: February 25, 2016  
Amended:

**Article V**  
**Duties of Officers**

- Section 1** The President shall preside at all meetings of the Board, carry out all its decisions, appoint all committees and chairpersons, be an ex-officio member of all committees, call special meetings as required, execute all documents authorized by the Board and generally perform all duties associated with that Office.
- Section 2** The Vice President shall assist the President, assume the responsibilities and perform the duties of the President in the event of absence or disability of the President or vacancy of that Office, and be a voting member of the Board except when acting as the President.
- Section 3** The Board Secretary shall keep a true and accurate record of all meetings of the Board, including attendance, shall issue notice of all regular and special meetings, perform such duties as are generally associated with the Office, and be a voting member of the Board.
- Section 4** The Finance Officer shall look over monthly bank statements, manage investments, and perform such duties as are generally associated with the Office, and be a voting member of the Board.
- Section 5** An independent treasurer will be appointed by the Board. The treasurer is not a voting member of the Board.
- Section 6** An independent recording secretary may be appointed by the Board for the purpose of keeping a true and accurate record of all meetings. The recording secretary is not a voting member of the Board.

**Article VI**  
**Financial Management**

- Section 1** The fiscal year of the Fallsburg Library, shall be from July 1 to June 30.

**Article VII**  
**Meetings**

- Section 1** The regular meeting of the Board shall be held each month, at dates and times to be established by the Board at the reorganization meeting of the Board and shall be open to the public and publicized to that fact.
- Section 2** The annual reorganization meeting of the Board shall be held in July.

Board Approved: December 12, 2000  
Amended: February 25, 2002  
Amended: October 17, 2005  
Amended: July 13, 2009  
Amended: February 25, 2016  
Amended:

- Section 3** Remote participation of current Board members is authorized for Board meetings as long as each of the following conditions are met: (1) public notice of all participating locations is given prior to the meeting AND (2) all participants at each location are able to be seen and heard throughout the meeting.
- Section 4** A special meeting may be called by the President or by written request of three (3) or more Trustees. The written request shall be given to the Director or Principal Library Clerk. The library staff shall then make all legitimate effort to contact all Trustees who must be given at least seven (7) days notice prior to the meeting date. Staff must speak directly to the Trustee to consider that notice has been given.
- Section 4a** An emergency meeting can be called immediately by 3 (three) or more members of the Executive Committee.
- Section 5** Regular meetings shall include, but not be limited to, the following items, in an order to be determined by the Board President and publicized ahead of the meeting in the agenda: pledge, public comment, minutes of prior meeting(s), financial report, warrants, correspondence, director report, old business, new business, committee reports, adjournment.
- Section 5a** Public comment, while welcomed at all regular meetings of the Board, shall be limited to a time of <sup>five</sup> 2 (two) minutes per speaker. Speakers will be limited to 1 (one) comment period per regular meeting and will only be allowed to comment during the designated period as determined in the meeting agenda.
- Section 6** A majority of the designated number of the Board shall constitute a quorum for the transaction of business at any regular or special meeting.
- Section 7** *Roberts Rules of Order*, latest revised edition, shall govern proceedings of the Board.

### **Article VIII** **Committees**

- Section 1** The President of the Board shall appoint all committee members.
- Section 2** The following will be standing committees: personnel, building and grounds, budget and finance. These committees shall have all the usual powers associated with such committees.
- Section 3** Ad hoc committees may be appointed by the President with the approval of the Board. Non-Board members may be appointed to such committees to bring special capabilities for the resolution of problems confronting the committee.

Board Approved: December 12, 2000  
Amended: February 25, 2002  
Amended: October 17, 2005  
Amended: July 13, 2009  
Amended: February 25, 2016  
Amended:

**Section 4** All committee actions are subject to approval by a majority of the Board.

**Article IX**  
**Library Director**

**Section 1** The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library.

**Section 2** It shall be the duty of the Director to attend all meetings of the Board of Trustees, including budget meetings and/or public meetings, where action may be taken affecting the interests of the Library. The Director shall have the right to speak on all matters under discussion at Board meetings, but shall not have the right to vote thereon.

**Section 3** The duties of the Director shall include, but not be limited to, supervising all other employees, consulting with the Board President on recommending needed policies for Board action, carrying out the policies of the Library as adopted by the Board, reporting monthly to the Board, preparing an annual budget for the Library in consultation with the Board, selecting and acquiring all Library materials in accordance with the selection policy adopted by the Board, caring for and maintaining Library properties, attending professional meetings and workshops, preparing such regular reports, papers and statistics as may periodically be required by the laws and regulations of the State of New York. The Director shall consult with the Personnel Committee on hiring and discharging personnel.

**Article X**  
**Amendments**

**Section 1** The bylaws may be repealed, amended, or added to by a majority vote of the whole Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior regular or special meeting, and notice thereof has been given in the notice of the meeting at which it is to be considered.

Board Approved: December 12, 2000  
Amended: February 25, 2002  
Amended: October 17, 2005  
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