

Fallsburg Library Trustee Reorganizational Meeting  
July 5, 2018

Attendance:

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

The Pledge of Allegiance was recited.

Meeting called to order 5:09 pm by Board member Burke-Deutsch.

- *Election of officers*
- Board member Silverman nominated Board member Burke-Deutsch for President, 2<sup>nd</sup> by Board member Ward. All in favor.
- Board member Cohen nominated Board member Smith for Vice President, 2<sup>nd</sup> by Board member Lawrence. All in favor.
- Board member Silverman nominated Board member Ward for Board Secretary, 2<sup>nd</sup> by Board member Cohen. All in favor.
- Board member Silverman nominated Board member Cohen for Financial Officer, 2<sup>nd</sup> by Board member Smith. All in Favor.

All positions were accepted.

Meeting continued with President Burke-Deutsch.

- 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 clerk.

• Reaffirm trustees and term expirations:

Sonny Smith	06/30/2019
Ronnie Cohen	06/30/2019
Vacant Seat	06/30/2020
David Lawrence	06/30/2022
Laurie Burke-Deutsch	06/30/2022
Jenny Silverman	06/30/2023
Sonia Ward	06/30/2023

Board member Smith entertained motion, Board member Ward seconded to Appoint Scott DuBois to the paid position of Treasurer - \$1,000.00 per year. All in favor.

Board member Smith entertained motion, Board member Ward seconded to Appoint Paige Bakken to the paid position of Recording Secretary - \$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 26, 2018

August 23, 2018

September 27, 2018

October 25, 2018

November 15, 2018 – Third Thursday

December 20, 2018 – Third Thursday

January 24, 2019

February 28, 2019

March 28, 2019

April 25, 2019

May 23, 2019

June 27, 2019

The Reorganizational Meeting to be set at the June 27, 2019 regular meeting.

Motion made to accept all dates of meeting revisions by Board member Cohen, seconded by Board member Burke-Deutsch.

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 following signature is required for all checks:
  - Board Treasurer
- One of the following signatures is required for all vouchers:
  - Director
  - President
  - Vice President
  - Financial Officer

Employees for 2018-2019 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
- 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.
- Director's Payroll can be signed by 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 6/30/2020. \*\*Before 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)
  - 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 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.

The Sullivan County Democrat will be designated the official newspaper.

Annual election date is the first Tuesday in June. This year: June 4, 2019.

Attorney designated 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 Committees*

- Budget Committee- Ronnie Cohen (Chair) and Laurie Burke-Deutsch
- Building and Grounds Committee – Sonia Ward (Chair) and Sonny Smith
- Personnel Committee – Jenny Silverman (Chair) and David Lawrence

The Director/Principal Clerk will send reminders out the week before with 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.

Board member Smith moved and Board member Cohen seconded a motion to approve the warrant dated July 5, 2018 (2018-2019) totaling \$248.60. All in favor.

Meeting adjourned @ 5:43 pm with a motion made by Board member Smith and seconded by Board member Ward. All in favor.

Fallsburg Library Trustee Reorganizational Meeting  
Agenda  
July 5, 2018

- Pledge
- Election of Officers
- Reorganizational Worksheet
- Approval of Warrant
  - July 5, 2018 (FY '18-'19)
- Adjournment

12:03 PM  
 07/05/18  
 Accrual Basis

## Fallsburg Library Transactions by Account

As of July 5, 2018

Accounts Payable	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
	Bill	07/05/2018		Time Warner Cable			456 Internet Service	99.99	99.99
	Bill	07/05/2018		Delage Landen Financial Services			200 Equipment	73.61	173.60
	Bill	07/05/2018		Paige Bakken			437 Professional Fees	75.00	248.60
<b>Total Accounts Payable</b>								<u>248.60</u>	<u>248.60</u>
<b>TOTAL</b>								<u><u>248.60</u></u>	<u><u>248.60</u></u>