

Fallsburg Library Trustee Monthly Meeting
September 27, 2018

Attendance:

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

Meeting Commenced at 5:15 pm.

The Pledge of Allegiance was recited.

Public Comment:

N/A

Approval of Minutes:

Board member Smith moved and Board member Ward seconded a motion to accept the August 23, 2018 Regular Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 8/31/2018

Checking	\$ 27,751.45
Money Market	\$ 73,071.14
ICS	\$121,654.71
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

Financial Officer Cohen stated that CD's 1 and 2 matured and were reinvested at 2% and the rest of the CD's mature in November and we hope to get at least that interest rate, if not more.

Board member Smith moved and Board member Ward seconded a motion to accept the Financial Report. All in favor.

Board member Cohen moved and Board member Ward seconded a motion to approve the warrant dated September 25, 2018 totaling \$15,341.30. All in favor.

Correspondence:

N/A

Director Report:

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

New Business:

Board member Cohen moved and Board member Smith seconded a motion to approve the amendments to the By-Laws. All in favor.

Board member Cohen moved and Board member Smith seconded a motion to nullify the Open Meetings Policy as it is incorporated into the By-Laws. All in favor.

Board member Smith moved and Board member Lawrence seconded a motion to appoint Judy Merrone to fill the vacant Board seat. All in favor. An appointment letter will be sent to Ms. Merrone. Letters will be sent to the other candidates.

Director Wells stated that the Discrimination/Harassment Policy has been placed in Google Docs for changes/review.

Old Business:

Board member Smith moved and Board member Cohen seconded a motion approve the RCLS budget. All in favor.

Board member Cohen moved and Board member Smith seconded a motion to proceed with courtesy renewals. All in favor.

Committee Reports:

Board member Smith will look into the following properties: AJ Pantel, SR 42 and Ice House.

Director Wells stated that the Friends of Library will be hosting a paint and sip on November 2nd at 6:30 pm.

Board member Smith moved and Board member Ward seconded a motion to adjourn at 5:48 pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
September 27, 2018

- Pledge
- Public Comment
- Approval of Minutes
 - August 23, 2018
- Financial Report
- Approval of Warrant(s)
 - September 25, 2018
- Correspondence
- Director Report
- Old Business
 - By-Laws – Vote to approve amendments
 - Open Meetings Policy – Vote to nullify as is incorporated into By-Laws now
 - Filling of Vacant Board Seat
 - Discrimination/Harassment Policy – Placed in Google Docs for changes/review
- New Business
 - RCLS Budget Approval
 - Courtesy Renewals
- Committee Reports
- Adjournment

Board of Trustees Meeting
September 27, 2018
Financial Report

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

Summary of Account:

Checking	\$ 27,751.45
Money Market	73,071.14
ICS	121,654.71
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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	\$ 523,479.52

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

8/6/2018	\$ 2,996.20
8/13/2018	256.00
8/20/2018	165.90
8/27/2018	131.00
8/31/2018	50.13 (Interest)

Please note, on Thursday September 20 we received and deposited the first half of our tax appropriation - \$210,592.12. This deposit is NOT reflected in the figures above.

Fallsburg Library

Transactions by Account

As of September 25, 2018

Accounts Payable

Type	Date	Num	Name	Memo	Split	Amount	Balance
Bill	09/25/2018		Amazon Capital Service				0.00
Bill	09/25/2018		AFLAC		410/411 Books/Movies	358.77	358.77
Bill	09/25/2018		AIR Rent Property Group LLC		AFLAC Liab	62.04	420.81
Bill	09/25/2018		Paige Bakken		453 Rent	2,651.90	3,072.71
Bill	09/25/2018		Crystal Run Health Ins Company		437 Professional Fees	75.00	3,147.71
Bill	09/25/2018		Delage Landen Financial Services		P9060.800 Health Insurance	1,443.88	4,591.59
Bill	09/25/2018		Time Warner Cable		200 Equipment	73.61	4,665.20
Bill	09/25/2018		Sports Illustrated		456 Internet Service	99.99	4,765.19
Bill	09/25/2018		Baker & Taylor Inc		413 Periodicals	35.00	4,800.19
Bill	09/25/2018		Junior Library Guild		410/411 Books/Movies	747.94	5,548.13
Bill	09/25/2018		David Suss, CPA		410 Books	953.82	6,501.95
Bill	09/25/2018		Electronic Business Products, Inc		437 Professional Fees	750.00	7,251.95
Bill	09/25/2018		National Pen		430 Office Supplies	144.80	7,396.75
Bill	09/25/2018		Fallsburg Gas		434 Publicity / Printing	154.94	7,551.69
Bill	09/25/2018		The Penworthy Company		450 Utilities-Electric, Propane	11.99	7,563.68
Bill	09/25/2018		Utica National Ins. Group		410 Books	475.85	8,039.53
Bill	09/25/2018		fox Ledge, Inc		454 Insurance	5,448.28	13,487.81
Bill	09/25/2018		Constellation		451 Custodial Supplies	7.75	13,495.56
Bill	09/25/2018		NYSEG		450 Utilities-Electric, Propane	30.93	13,526.49
Bill	09/25/2018		Ramapo Catskill Library System		450 Utilities-Electric, Propane	64.57	13,591.06
Bill	09/25/2018		Staples Credit Plan		430 Office Supplies	132.38	13,723.44
Bill	09/25/2018		Sullivan County Chamber of Commerce		430 Office Supplies	4.90	13,728.34
Bill	09/25/2018		Town of Fallsburg		438 Membership dues	115.00	13,843.34
Bill	09/25/2018		Kelly Wells (petty cash)		431/452/480 telephone/contracts	1,400.63	15,243.97
					433/477/479 postage/meetings/pro	97.33	15,341.30
						15,341.30	15,341.30
						15,341.30	15,341.30

Total Accounts Payable

TOTAL

Fallsburg Library Profit & Loss Budget vs. Actual July 1 through September 25, 2018

	Jul 1 - Sep 25, 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
P1001 Property Taxes	210,592.12	421,184.24	-210,592.12	50.0%
P2082 Book Fines	1,358.30	2,000.00	-641.70	67.92%
P2401 Interest and Earnings	900.79	500.00	400.79	180.16%
P2705.00 Gifts and Donations	124.65	50.00	74.65	249.3%
P2760.30 LSG Local Lib Serv.Aid	2,815.20	0.00	2,815.20	100.0%
P2770.99 Copy Mach/Fax fees	751.70	1,700.00	-948.30	44.22%
Total Income	216,542.76	425,434.24	-208,891.48	50.9%
Expense				
200 Equipment	294.44	1,383.37	-1,088.93	21.28%
410 Books	3,706.48	8,800.00	-5,093.52	42.12%
411 Films,DVD or VHS	743.36	4,200.00	-3,456.64	17.7%
412 Recordings /Tapes, discs	395.85	3,000.00	-2,604.15	13.2%
413 Periodicals	569.94	1,400.00	-830.06	40.71%
415 e-content	1,059.66	3,000.00	-1,940.34	35.32%
416 Service & Web Fees	0.00	1,514.78	-1,514.78	0.0%
417 Web Host	0.00	100.00	-100.00	0.0%
418 licenses	0.00	175.00	-175.00	0.0%
428 Envisionware	327.31	500.00	-172.69	65.46%
429 Misc.	98.95	200.00	-101.05	49.48%
430 Office/Book/Library supply	343.70	3,000.00	-2,656.30	11.46%
431 Telephone	75.63	1,200.00	-1,124.37	6.3%
432 Telecommunications	357.05	1,600.00	-1,242.95	22.32%
433 Postage	50.00	275.00	-225.00	18.18%
434 Publicity / Printing	154.94	500.00	-345.06	30.99%
435 Travel / Meal	0.00	1,500.00	-1,500.00	0.0%
436 Anser/Automation	3,912.80	15,126.21	-11,213.41	25.87%
437 Professional Fees	1,050.00	3,400.00	-2,350.00	30.88%
438 Membership dues	115.00	550.00	-435.00	20.91%
439 Office Equip Maint	0.00	259.00	-259.00	0.0%
450 Utilities-Electric, Propane	208.74	5,000.00	-4,791.26	4.18%
451 Custodial Supplies	21.25	700.00	-678.75	3.04%
452 Cleaning Contract	450.00	1,800.00	-1,350.00	25.0%
453 Rent	7,903.21	43,900.00	-35,996.79	18.0%
454 Insurance	5,698.28	5,350.00	348.28	106.51%
456 Internet Service	399.96	1,200.00	-800.04	33.33%
469 Oper. & Mant. Exp-Sec sys	0.00	400.00	-400.00	0.0%
475 Annual Election	0.00	900.00	-900.00	0.0%
476 Education / Training	0.00	2,000.00	-2,000.00	0.0%
477 Meetings/ Registration Fee	84.55	900.00	-815.45	9.39%
478 Building Fund	0.00	10,000.00	-10,000.00	0.0%
479 Programming	163.07	4,000.00	-3,836.93	4.08%
480 T/ Falls Contract	875.00	3,500.00	-2,625.00	25.0%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%

12:58 PM
09/25/18
Accrual Basis

Fallsburg Library Profit & Loss Budget vs. Actual July 1 through September 25, 2018

	Jul 1 - Sep 25, 18	Budget	\$ Over Budget	% of Budget
P 9010.800 NYS Retirement	0.00	29,000.00	-29,000.00	0.0%
P9040.800 Workers Compensation	0.00	2,800.00	-2,800.00	0.0%
P9060.800 Health Insurance				
Health Flex Plan	0.00	2,500.00	-2,500.00	0.0%
Health Insurance Buyout	0.00	2,000.00	-2,000.00	0.0%
P9060.800 Health Insurance - Other	5,053.58	28,000.00	-22,946.42	18.05%
Total P9060.800 Health Insurance	5,053.58	32,500.00	-27,446.42	15.55%
Payroll Expenses				
Direct Deposit Fees	0.00	400.00	-400.00	0.0%
P7410.141 Library Director	0.00	54,000.00	-54,000.00	0.0%
P7410.142 Principal Library	0.00	45,676.80	-45,676.80	0.0%
P7410.143 Library Clerk	0.00	29,016.00	-29,016.00	0.0%
P7410.144 Library page 1	0.00	26,083.20	-26,083.20	0.0%
P7410.145 Library clerk	0.00	10,467.60	-10,467.60	0.0%
P7410.147 Clerk	0.00	14,206.40	-14,206.40	0.0%
P7410.148 Page	0.00	2,496.00	-2,496.00	0.0%
P7410.150 page	0.00	28,641.60	-28,641.60	0.0%
P7410.151 Page	0.00	1,500.00	-1,500.00	0.0%
P7410.154 Library Page	0.00	572.00	-572.00	0.0%
P9055.800 DBL	0.00	330.00	-330.00	0.0%
Payroll Expenses - Other	38,553.28	0.00	38,553.28	100.0%
Total Payroll Expenses	38,553.28	213,389.60	-174,836.32	18.07%
Payroll Taxes				
P9030.800 SS / Med				
FICA	2,385.71	0.00	2,385.71	100.0%
Medical	557.95	2,977.23	-2,419.28	18.74%
P9030.800 SS / Med - Other	0.00	13,184.05	-13,184.05	0.0%
Total P9030.800 SS / Med	2,943.66	16,161.28	-13,217.62	18.21%
Total Payroll Taxes	2,943.66	16,161.28	-13,217.62	18.21%
Total Expense	75,609.69	425,434.24	-349,824.55	17.77%
Net Ordinary Income	140,933.07	0.00	140,933.07	100.0%
Net Income	140,933.07	0.00	140,933.07	100.0%

Director's Report
September 27, 2018

Virginia has been working diligently with the destruction records and preparing a list that will be presented to you all next month to be voted on for destruction. I have been working with her on some of it as there are some records we can get rid of now as long as we have a summary/supporting document in their place (i.e. 1 sheet payroll summary vs. full packet of multiple vouchers for 1 payroll period). This will help to free up quite a bit of space in the offices (Pennie's old office and mine) which will hopefully allow us to reconfigure some space to make better use of it.

I have been working on the Library Policy Lib Guide for you guys as well. So far, I've only been adding policies that have fairly recently (within the last 3-4 years) been updated and which are still relevant and accurate in their wording. This has helped me to see some policies which need to be worked on which I will bring to you guys 1 or 2 at a time for review. In order to edit in Google Docs, everyone would need a gmail address BUT if you guys were okay with at least being able to see edits and letting me know your suggestions as was done with the bylaws we can continue in that manner (I send you guys the link to the document and you can check back periodically to see the edits). I will send you guys the link to the LibGuide next week once the amended (hopefully) by-laws are added.

On Wednesday November 14th at 5:30pm RCLS is having a workshop on Sexual Harassment Training for Directors and Trustees. As I mentioned last month, NYS has passed a new Sexual Harassment Law, parts of which go into effect October 9th, which ALL employers/businesses/etc. must become compliant with. As of my writing this report – the final word from the state on what is needed in order to comply with the law has not been released. Looking over our own harassment and discrimination policy – I think we should be okay with meeting the requirements necessary by October 9th but I know we will need to add wording in there about staff training. Once I hear definitely what needs to be in the policy – it will come before the Board for amendment. The workshop at RCLS will delve into more details and what that means for libraries – as it stands now it appears that all trustees, staff, AND volunteers will have to participate in annual sexual harassment trainings. I will be attending and I strongly urge at least 2 of you to come to this training as well.

Under 'New Business' I have listed an item as 'courtesy renewal.' This is something that RCLS has made available as an option to member libraries where items still out can be "automatically" renewed for patrons as long as 1: there are no holds on the item and 2: the item allows for renewal. RCLS can set up a report to run on the day an item is due, and renew the item for the patron should the item still be checked out at the time the report is run. There's no work that the staff or the patron needs to do. The patron would then be sent an email informing them that their item has been renewed as a courtesy. I had discussed this with the staff before the summer and they requested that we not implement it until after summer so we can see what kinks come along with it during the "quiet" months. The item is up for you guys to vote on as this will likely have an impact on the fines we collect. It can be a step in the 'fine free' direction without going full on 'fine free.' As another note, in doing this we also have the option to have items NOT returned set to "LOST" after being overdue for 50 days, as opposed to the 90 days we currently have set. Although I do have some reservations about the 'courtesy renewal,' I do think it's definitely worth doing and will likely have a positive impact on our patrons without too many negatives on our end.

As an added note to the 'courtesy renewal' and 'fine free' discussion...Monticello is participating in the 'fine free trial' on juvenile and YA materials. From my understanding they weren't doing a big announcement about it to try and minimize the negative impact it could have on those of us not participating. I'm interested to see how the trial impacts them and it's something to continue to keep in mind.

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:

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- Section 6** All new Trustees must be sworn in at the Town of Fallsburg Clerk's Office within thirty (30) 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 three (3) 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 fifteen (15) 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 five (5) minutes per speaker. Speakers will be limited to one (1) comment period per regular meeting and will only be allowed to comment during the designated period as determined in the meeting agenda.
- Section 5b** Executive sessions may be called at a regular meeting to discuss specific personnel issues, proposed, pending, or current litigation, and/or real estate matters in which publicity would substantially affect the value and/or outcome of the sale, purchase, or lease. Executive sessions are closed to the public and can only be entered upon a motion stating the general nature of the executive session and being carried by a majority vote. Final action or votes on matters addressed in executive session must be done in the public portion of the meeting, unless doing so would violate the purpose of the executive session.
- 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.

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

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.

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
Amended: July 13, 2009
Amended: February 25, 2016
Amended:



Fallsburg Library

Open Meeting Policy

The regular meeting of the Board of Trustees shall be held each month at the dates and times established by the board at the beginning of each fiscal year. Meetings shall be open to the public with appropriate notice given.

New York Open Meeting Law states public notice of time and place shall be given one week before the scheduled meeting. If the meeting is scheduled one week prior, notice must be given at least 72 hours before the meeting. Notice must be posted outside the front door, on our website if possible, and with the approved local media. When meeting scheduled less than one week prior, notice must be given to the extent practicable.

The director or library staff will give the appropriate notice.

Executive sessions

Executive sessions are closed to the public to discuss personnel issues, consultation with attorney, discussions of real estate, and any other matters exempted by the Public Open Meeting Law or other law or regulation.

A motion needs to be made to enter into executive session, the motion must state general areas to be considered and the motion must be carried by a majority vote. Final action or votes on matters addressed in executive session must be done in the public portion of the meeting unless doing so would violate the purpose of the executive session.

Comments From the Floor

Public comments shall be limited to no more than two (2) minutes per individual and at the time designated in the agenda, except where extended privileges are granted by the President. Any individual desiring to speak shall give his/her name, address, and group represented, if any.

*Nullified
9/27/18*