

Fallsburg Library Trustee Reorganizational Meeting  
July 11, 2019

Attendance:

Laurie Burke-Deutsch, President	Present
Ronnie Cohen, Financial Officer	Present
Jenny Silverman, Trustee	Present
Sonny Smith, Vice President	Present
Sonia Ward, Trustee	Absent – Excused
Judith Merone, Trustee	Present
David Lawrence, Board Secretary	Present
Kelly Wells, Director	Present

Meeting was called to order at 5:32pm by Board member Burke-Deutsch.

Election of Officers

Board member Smith nominated Board member Burke-Deutsch for President. Board member Silverman seconded. No further nominations for President.

Board member Merone nominated Board member Smith for Vice President. Board member Lawrence seconded. Board member Burke-Deutsch nominated Board member Silverman for Vice President. No seconds for the nomination. No further nominations for Vice President.

Board member Silverman nominated Board member Lawrence for Board Secretary. Board member Merone seconded. No further nominations for Board Secretary.

Board member Smith nominated Board member Cohen for Financial Officer. Board member Silverman seconded. No further nominations for Financial Officer.

All positions voted for and accepted as presented.

Meeting continued with Board 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' term expirations:

Judith Merone	06/30/2020
David Lawrence	06/30/2022
Laurie Burke-Deutsch	06/30/2022

Carol “Jenny” Silverman 06/30/2023  
Sonia Ward 06/30/2023

Sonya “Sonny” Smith 06/30/2024  
Ronnie Cohen 06/30/2024

### Board Appointment: Paid Position

Board member Silverman moved and Board member Smith seconded a motion to appoint Scott DuBois as Board Treasurer at the rate of \$1,500.00 per year – ½ to be paid in December and ½ to be paid in June. All in favor.

### Meeting Dates

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 will begin at 5:15pm unless otherwise noted.

July 18, 2019 \*Third Thursday\*  
August 22, 2019  
September 26, 2019  
October 24, 2019  
November 21, 2019 \*Third Thursday\*  
December 19, 2019 \*Third Thursday\*  
January 23, 2020  
February 27, 2020  
March 26, 2020  
April 23, 2020  
May 28, 2020  
June 25, 2020

The Reorganizational Meeting to be set at the June 25, 2020 regular meeting.

Board member Smith moved and Board member Merone seconded a motion to accept the meeting dates as presented. All in favor.

### Library Banking/Voucher Procedures

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

\*In the absence of the Board Treasurer, the Financial Officer may also sign checks.

One of the following signatures is required for all vouchers:

- Director
- President
- Vice President
- Financial Officer

#### Payment of Bills

1. Staff will approve receipt of items
2. Warrant will be presented to the Board of Trustees for approval
3. Signed vouchers with original signatures will be submitted to the Town of Fallsburg for payment
4. One checking account will be used for payment of all bills
5. Only designated signature can be used for checks
6. Town will process bills and return to Library to mail
7. A printout of the monthly payments will be available to the Library upon request
8. The supply of checks will be kept at the Town

#### Library Staff and Time Sheet Procedures

Employees for FY 2019-2020 are as listed:

- Director FT
- Library Clerk FT (2)
- Library Page FT
- Library Clerk PT (2)
- Seasonal Library Page PT
- Seasonal Library Page Programming Help PT

#### Time Sheet/Time Off

1. Director will approve time off
2. Director will sign all time sheets. In their absence, time sheets may be signed by President, Vice President, or Financial Officer
3. Director's Payroll can be signed by Board Executive (President, Vice President, or Financial Officer)

#### Library Contracts/Security/Newspaper Designation etc.

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.

P&N Alarm Security System is in use at the Library

- Police will be notified first – then Director, 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 of June. This year: June 2, 2020

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
- Building & Grounds Committee – Sonia Ward (Chair) and Sonny Smith
- Personnel Committee – Jenny Silverman (Chair) and David Lawrence

The Director will send reminders out the week before 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 Merone seconded a motion to accept the remaining details of the reorganization meeting as presented. All in favor.

Board member Silverman moved and Board member Merone seconded a motion to adjourn at 5:53pm. All in favor.

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Agenda  
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- Call to Order
- Reorganization Worksheet
- Adjournment