

Fallsburg Library Trustee Monthly Meeting  
March 16, 2020

Attendance:

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

Meeting Commenced at 3:03pm. (Change of meeting time was posted on website and social media and was due to COVID-19).

The Pledge of Allegiance was recited.

Public Comment

N/A

Approval of Minutes

Board member Cohen moved and Board member Merone seconded a motion to accept the February 27, 2020 Regular Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 2/29/2020

Checking	\$ 37,346.96
Money Market	\$408,866.54
ICS	\$123,416.23
CD – 1	\$100,000 (NECB)
CD – 2	\$103,500.33
CD – 3	\$103,500.33

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

Board member Cohen moved and Board member Merone seconded a motion to approve the warrants dated March 11, 2020 totaling \$6,671.67 and March 13, 2020 totaling \$2,424.94. All in favor.

Board member Kates moved and Board member Cohen seconded a motion to approve the Budget Amendment dated March 16, 2020 totaling \$1,603.41. All in favor.

#### Director's Report

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

#### Old Business

Board member Merone moved and Board member Kates seconded a motion to accept the Time Clock Policy as presented – with the start date being modified to when the Library reopens.

The Board discussed the seat held by Board member Ward. President Burke-Deutsch has sent multiple letters – 2 of which were sent certified – and we still have not heard from Board member Ward. Multiple attempts were made to call Board member Ward. According to the Board's by-laws, 3 consecutive unexcused absences will result in a seat being considered vacant. As such, the Board is now considering the seat held by Board member Ward to be vacant shall be added to the slate of seats to be run for in the next election.

#### New Business

Board member Merone moved and Board member Cohen seconded a motion to accept the Compensatory Time Policy as presented – with the start date being modified to when the Library reopens.

#### Committee Reports

N/A

Board member Cohen moved and Board member Lawrence seconded a motion to adjourn at 3:57pm. All in favor.

Fallsburg Library Trustee Monthly Meeting  
Agenda  
March 16, 2020

- Pledge
- Public Comment
- Approval of Minutes
  - February 27, 2020
- Financial Report
- Approval of Warrant(s)
  - March 11, 2020
  - March 12, 2020
- Budget Amendment (s)
  - March 16, 2020
- Director Report
- Old Business
  - Permanent Resident/Temporary Resident Policies (still being updated)
  - Circulation Policy (still being updated)
  - Budget Policy (still being updated)
  - Time Clock Policy
  - Expansion/New lease discussion
- New Business
  - Compensatory Time Policy
  - Coronavirus Update
- Correspondence
- Committee Reports
  - Personnel
  - Budget
  - Building/Grounds
- Adjournment

Board of Trustees Meeting  
March 16, 2020  
Financial Report

As of the February 29, 2020 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 37,346.96
Money Market	408,866.54
ICS	123,416.23
CD – 1	100,000.00 (NECB – Due July 2020)
CD – 2	103,500.33 (Due May 2020)
CD – 3	103,500.33 (Due November 2020)
<hr/>	
	\$ 876,630.39

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

2/3/2020	\$ 85.00
2/19/2020	178.00
2/24/2020	416.97
2/29/2020	326.55 (interest)

Fallsburg Library  
Transactions by Account  
As of March 11, 2020

Accounts Payable	Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
	Bill	03/11/2020		AFLAC				AFLAC Liab	62.04	62.04
	Bill	03/11/2020		AIR Rent Property Group LLC				453 Rent	2,704.42	2,766.46
	Bill	03/11/2020		Ameri Gas				450 Utilities-Electric, Propane	1,621.44	4,387.90
	Bill	03/11/2020		Baker & Taylor Inc				410 Books	305.88	4,693.78
	Bill	03/11/2020		Card Member Service				433/477 Postage/Meeting fees	223.19	4,916.97
	Bill	03/11/2020		Crystal Run Health Ins Company				P9060.800 Health Insurance	1,460.86	6,377.83
	Bill	03/11/2020		Delage Landen Financial Services				200 Equipment	88.35	6,466.18
	Bill	03/11/2020		fox Ledge, Inc				451 Custodial Supplies	13.50	6,479.68
	Bill	03/11/2020		The River Reporter				413 Periodicals	72.00	6,551.68
	Bill	03/11/2020		Time Warner Cable				456 Internet Service	119.99	6,671.67
Total Accounts Payable									6,671.67	6,671.67
TOTAL									<u>6,671.67</u>	<u>6,671.67</u>

**Fallsburg Library**  
**Transactions by Account**  
 As of March 13, 2020

Accounts Payable				Amount	Balance
Type	Date	Name	Split		
Bill	03/12/2020	Amazon Capital Service	411 Movies	85.80	85.80
Bill	03/12/2020	Constellation	450 Utilities-Electric, Propane	33.16	118.96
Bill	03/12/2020	Micro Marketing LLC	412 Recordings /Tapes, discs	113.97	232.93
Bill	03/12/2020	MidWest Tape	412 Recordings /Tapes, discs	44.99	277.92
Bill	03/12/2020	NYSEG	450 Utilities-Electric, Propane	76.01	353.93
Bill	03/12/2020	Town of Fallsburg	430/431/452/480 Office supplies/telephone/cleaning and town contracts	2,071.01	2,424.94
Total Accounts Payable				<u>2,424.94</u>	<u>2,424.94</u>
<b>TOTAL</b>				<u><b>2,424.94</b></u>	<u><b>2,424.94</b></u>

FY 2019-2020  
 Fallsburg Library  
 Budget Amendments  
 Board of Trustees Monthly Meeting  
 March 16, 2020

**Increase**

**Increase**

<b>Exp. Code</b>	<b>Description</b>	<b>Amount</b>	<b>Rev. Code</b>	<b>Description</b>	<b>Amount</b>
P7410.492	PILOT	\$1,603.41	P2770.80	PILOT	\$1,603.41
	<b>Total Increase</b>	<b>\$1,603.41</b>		<b>Total Increase</b>	<b>\$1,603.41</b>

## Fallsburg Library

### Profit & Loss Budget vs. Actual

July 1, 2019 through March 13, 2020

	Jul 1, '19 - Mar 13, 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
P1001 Property Taxes	421,184.24	421,184.24	0.00	100.0%
P2082 Book Fines	1,342.94	1,500.00	-157.06	89.53%
P2401 Interest and Earnings	11,079.70	1,000.00	10,079.70	1,107.97%
P2701 Refund Prior Year Expense	787.50	0.00	787.50	100.0%
P2705.00 Gifts and Donations	3,114.35	50.00	3,064.35	6,228.7%
P2760.10 LSG Children's Program	625.00	625.00	0.00	100.0%
P2760.30 LSG Local Lib Serv.Aid	3,130.00	3,130.00	0.00	100.0%
P2770.50 GRANT IN AID	2,000.00	2,000.00	0.00	100.0%
P2770.80 PILOT	1,603.41	0.00	1,603.41	100.0%
P2770.99 Copy Mach/Fax fees	2,397.95	1,700.00	697.95	141.06%
<b>Total Income</b>	<b>447,265.09</b>	<b>431,189.24</b>	<b>16,075.85</b>	<b>103.73%</b>
<b>Expense</b>				
200 Equipment	883.50	1,400.00	-516.50	63.11%
410 BookS	8,128.40	9,500.00	-1,371.60	85.56%
411 Films,DVD or VHS	2,699.23	4,200.00	-1,500.77	64.27%
412 Recordings /Tapes, discs	1,454.99	2,500.00	-1,045.01	58.2%
413 Periodicals	491.65	1,400.00	-908.35	35.12%
415 e-content	2,407.49	6,000.00	-3,592.51	40.13%
416 Service & Web Fees	0.00	1,610.00	-1,610.00	0.0%
417 Web Host	103.68	120.00	-16.32	86.4%
418 licenses	387.00	387.00	0.00	100.0%
428 Envisionware	327.31	500.00	-172.69	65.46%
429 Misc.	130.97	300.00	-169.03	43.66%
430 Office/Book/Library supply	6,566.29	6,700.00	-133.71	98.0%
431 Telephone	619.85	1,200.00	-580.15	51.65%
432 Telecommunications	1,369.82	1,600.00	-230.18	85.61%
433 Postage	305.44	400.00	-94.56	76.36%
434 Publicity / Printing	311.94	500.00	-188.06	62.39%
435 Travel / Meal	600.28	2,000.00	-1,399.72	30.01%
436 Anser/Automation	12,298.78	16,089.23	-3,790.45	76.44%
437 Professional Fees	750.00	4,150.00	-3,400.00	18.07%
438 Membership dues	425.00	800.00	-375.00	53.13%
450 Utilities-Electric, Propane	3,318.65	6,000.00	-2,681.35	55.31%
451 Custodial Supplies	439.30	700.00	-260.70	62.76%
452 Cleaning Contract	1,350.00	1,800.00	-450.00	75.0%
453 Rent	35,834.61	46,000.00	-10,165.39	77.9%
454 Insurance	5,812.28	5,900.00	-87.72	98.51%
456 Internet Service	1,159.90	1,400.00	-240.10	82.85%
469 Oper. & Mant. Exp-Sec sys	276.00	600.00	-324.00	46.0%
475 Annual Election	0.00	1,000.00	-1,000.00	0.0%
476 Education / Training	0.00	2,000.00	-2,000.00	0.0%
477 Meetings/ Registration Fee	191.59	900.00	-708.41	21.29%
478 Building Fund	0.00	33,250.00	-33,250.00	0.0%
479 Programming	1,348.49	4,000.00	-2,651.51	33.71%



**Fallsburg Library**  
**Profit & Loss Budget vs. Actual**  
July 1, 2019 through March 13, 2020

	<u>Jul 1, '19 - Mar 13, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
480 T/ Falls Contract	2,625.00	3,500.00	-875.00	75.0%
483 Local Lib Service Aid	1,785.71	3,130.00	-1,344.29	57.05%
484 Library System Grant	625.00	625.00	0.00	100.0%
485 GRANT STATE SENATE	0.00	2,000.00	-2,000.00	0.0%
492 Pilot	236.89	0.00	236.89	100.0%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	21,219.84	25,288.00	-4,068.16	83.91%
P9040.800 Workers Compensation	1,769.00	2,800.00	-1,031.00	63.18%
P9055.800 disability	216.00	330.00	-114.00	65.46%
P9060.800 Health Insurance				
Health Flex Plan	22.00	2,000.00	-1,978.00	1.1%
Health Insurance Buyout	865.56	2,000.00	-1,134.44	43.28%
P9060.800 Health Insurance - Other	14,213.88	28,000.00	-13,786.12	50.76%
<b>Total P9060.800 Health Insurance</b>	<b>15,101.44</b>	<b>32,000.00</b>	<b>-16,898.56</b>	<b>47.19%</b>
<b>Payroll Expenses</b>				
Direct Deposit Fees	202.75	400.00	-197.25	50.69%
P7410.141 Library Director	39,124.80	56,500.00	-17,375.20	69.25%
P7410.143 Library Clerk	22,104.00	31,928.00	-9,824.00	69.23%
P7410.144 Library page 1	8,451.00	28,080.00	-19,629.00	30.1%
P7410.145 Library clerk	10,091.25	14,352.00	-4,260.75	70.31%
P7410.147 Clerk	10,944.00	15,808.00	-4,864.00	69.23%
P7410.148 Page	996.24	2,664.00	-1,667.76	37.4%
P7410.150 page	21,171.97	30,180.80	-9,008.83	70.15%
P7410.151 Page	0.00	1,688.00	-1,688.00	0.0%
P7410.154 Library Page	529.70	676.20	-146.50	78.34%
<b>Total Payroll Expenses</b>	<b>113,615.71</b>	<b>182,277.00</b>	<b>-68,661.29</b>	<b>62.33%</b>
<b>Payroll Taxes</b>				
P9030.800 SS / Med				
FICA	7,085.27	11,357.29	-4,272.02	62.39%
Medical	1,657.05	2,725.72	-1,068.67	60.79%
<b>Total P9030.800 SS / Med</b>	<b>8,742.32</b>	<b>14,083.01</b>	<b>-5,340.69</b>	<b>62.08%</b>
<b>Total Payroll Taxes</b>	<b>8,742.32</b>	<b>14,083.01</b>	<b>-5,340.69</b>	<b>62.08%</b>
<b>Total Expense</b>	<b>255,929.35</b>	<b>431,189.24</b>	<b>-175,259.89</b>	<b>59.35%</b>
<b>Net Ordinary Income</b>	<b>191,335.74</b>	<b>0.00</b>	<b>191,335.74</b>	<b>100.0%</b>
<b>Net Income</b>	<b>191,335.74</b>	<b>0.00</b>	<b>191,335.74</b>	<b>100.0%</b>

Director's Report  
March 16, 2020

COVID-19 has, unfortunately, grabbed our attention from elsewhere and will likely be the bulk of our discussion later.

The Trustee trainings that were scheduled for this month are of course cancelled. I'll let you know when they are rescheduled.

Petitions for the trustee seats up for election were supposed to be available beginning April 3<sup>rd</sup> – but I now need to figure out how all of these closings will impact that. The school is closed through April 3<sup>rd</sup> and they normally put out petitions together, so I should be able to do that without a problem – I'm just not sure if it's something that they need to have on file as well. But I'll work to figure that out.

I've been printing off inventory lists so we can complete that during this forced closure at least. We'll discuss the closure further under 'new business.'

Respectfully submitted,  
Kelly



## Fallsburg Library

### Compensatory Time

Effective starting Pay Week Ending March 29, 2020

**This policy provides non-exempt employees with compensatory time off in lieu of overtime wages. Please review this carefully, sign at the end of the policy that you agree to this arrangement, and return the signed copy to the Library Director within 5 business days of receiving it. If you do not indicate you agree to this arrangement, you will be paid overtime wages for any overtime hours worked in a workweek and will not be able to request compensatory time instead.**

Non-exempt library employees who agree to this policy will receive compensatory time off in lieu of overtime wages when they work over 40 hours in a workweek.

“Overtime wages” means receiving time and  $\frac{1}{2}$  their usual hourly rate for any time worked over 40 hours in a workweek. For example, if an employee earns \$18.00/hour, and works 2 hours of overtime, the employee would be entitled to wages of \$54.00 for those 2 hours ( $\$18.00 \times 1.5 = 27.00/\text{hour}$ ,  $\times 2$  hours = \$54.00). “Compensatory time off” means receiving hours the employee can take off at a later time with pay. The amount of time off provided is the equivalent of  $1 \frac{1}{2}$  times the number of hours worked over 40 hours in a workweek. For example, if an employee works 2 hours of overtime, they would be entitled to 3 hours ( $2 \times 1.5$ ) of compensatory time off to use with pay at a later day ( $3$  hours  $\times$   $\$18.00/\text{hour} = \$54.00$ , so the employee is receiving the same monetary value either way).

“Non-exempt employees” are those who are classified as such under federal and state wage and hour law based on the duties and responsibilities of their position. At the time this policy was revised, the library clerks are classified as non-exempt employees. “Exempt employees” are those who are classified as being exempt from the overtime wage regulations under federal and state wage and hour law based on the duties and responsibilities of their position. At the time this policy was revised, the Library Director was classified as an exempt employee. Exempt employees are not eligible for either overtime wages or compensatory hours.

Overtime hours are calculated the same for full-time and part-time employees, without regard to number of hours and employee is scheduled to work. All library employees are paid their straight hourly wage for every hour worked up to 40 hours in a workweek. For time worked over 40 hours in a workweek, under this policy, non-exempt employees who sign and return this policy will receive compensatory time off in lieu of overtime wages.

Employees may not work overtime hours without prior permission to do so from the Library Director. Employees who work overtime hours without authorization to do so will be subject to discipline.

- Accumulated compensatory time may not exceed 240 hours. If an employee accumulates 240 hours of compensatory time, any further overtime worked in that fiscal year will be paid out as overtime wages. The accumulated time may be used as provided in this policy.
- Accumulated compensatory time must be used within the same fiscal year (July 1 – June 30) in which it is earned. However, employees should be mindful not to wait to the end of the fiscal year to use available compensatory time because library coverage must be maintained at appropriate levels.
- Any accumulated and unused compensatory time remaining at the end of a fiscal year will be paid out to the employee with the final paycheck of the fiscal year, at the employee’s hourly rate for the fiscal year just ended. Compensatory time will be paid out at straight-time rates (because the time itself was provided at time and one-half).
- Use of accumulated compensatory time must be approved by the Library Director to ensure adequate coverage in the employee’s absence, however employees who request to use compensatory time will be permitted to use such time within a reasonable period after making the request as long as doing so does not unduly disrupt the operations of the public agency. Employees must request to use compensatory time at least two weeks before doing so in foreseeable situations.
- Compensatory time off may be used for any reason the employee wishes to take time off. However, if an employee has compensatory time available and other paid benefit time off, and wishes to take time off, the compensatory time available will be used first.
- Compensatory time off is not hours worked and does not count towards the calculation of future overtime hours.
- Compensatory time remaining at the end of employment will be paid out to the employee at the employee’s then-current hourly rate.

**I have read and understand this policy and agree to receive compensatory time off in lieu of overtime wages should I work over 40 hours in a workweek. I understand that my use of compensatory time off is subject to the requirements of this policy.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Printed Name:** \_\_\_\_\_



# Fallsburg Library

## Time Clock Policy

In order to better track our employees' working time, ensure employees are being compensated for all time worked, and other business and efficiency reasons, the Library has implemented a Pyramid TimeTrax proximity time clock, which is now located beneath the light switch by the employee entrance. As of your arrival to work on March ~~30~~, 2020, employees will be required to clock in and out using the badge they will be provided by the Library. Each badge has a unique number specifically assigned to each employee.

It is each employee's responsibility to ensure they have their badge with them every day, and that they clock in and out as specified in this policy. Repeated instances of lost/forgotten badges may lead to disciplinary action, as may repeated violations of the other provisions of this policy, as discussed further below.

The Library's TimeTrax usage policy is as follows:

### TIME CALCULATIONS

Every Library employee has assigned working hours. Your working hours are not changing. What is changing is that instead of keeping track of your time worked on time sheets, you are now required to "clock-in" and "clock-out" on the TimeTrax system:

- At the beginning and end of your shift
- At the beginning and end of your meal break
- At the beginning and end of any other break you take (other than a short, infrequent personal break) where you leave the library or leave your "post" such as to take a personal phone call. This includes clocking in and out for your fifteen minute break.

We remind you of the Library's 'Breaks & Meals' section of the Personnel Policy which states, in part:

Eligible staff who work 6 or more consecutive hours are eligible for a 30 minute meal during their shift. An employee working a shift of more than 7 hours is eligible for a meal break up to 45 minutes. Although the law does not require it, this meal break will be paid time.

Staff who work 4 consecutive hours are eligible for one 15-minute paid rest during their shift.

Breaks may not be used to come in late or leave work early.

In addition to meal breaks being considered paid time, the Library also counts meal periods towards hours worked for the purposes of calculating overtime hours, even though this is not legally required.

Your 15-minute break, and any other breaks shorter than 20-minutes are also considered paid time, and are counted towards hours worked for overtime calculation purposes.

To reiterate, meal breaks of 30 or 45 minutes (depending on the length of time you are scheduled to work that day), your 15-minute break, and infrequent personal breaks of less than 20 minutes are all considered to be paid time for the purposes of calculating your compensation. If your meal break is longer than 30 or 45 minutes, as applicable, the additional time may be unpaid. Breaks of greater than 20 minutes, other than your meal break, are always unpaid time.

As noted in other Library policy, employees are not permitted to work overtime hours (working over 40 hours in on work week, or working hours outside of their scheduled time) without prior permission from the Library Director.

Employees are expected to attend to personal issues, make personal phone calls, send or receive personal texts or emails, etc. before or after work, during lunch or their fifteen minute break if applicable, to the extent possible. Employees are permitted to take short, infrequent, personal breaks during the workday as long as neither the length nor the frequency of the breaks becomes excessive. It is expected that this privilege will not be abused. Frequent, lengthy or excessive breaks disrupt working time and may be grounds for discipline.

Employees are required to be ready to start work as the time their shift commences, and are expected to remain at work until the end of their shift (except for established meal periods, the fifteen break, or infrequent personal breaks discussed, above), unless other arrangements have been made with the Library Director.

Your shift does not start when you enter the Library building. Tasks such as, but not limited to, hanging up coats, visiting the restroom, reading the newspaper, getting a cup of water or coffee, and putting away your meal should be done before starting your shift, meaning BEFORE you clock in. Doing any of these or similar activities immediately after clocking in will be considered clocking in early and may lead to disciplinary action.

You are not permitted to clock in more than seven (7) minutes before the start of your assigned shift, and you must clock out within seven (7) minutes after completing your assigned shift. Personal actions at the end of the day such as getting your coat, collecting belongings you are taking home, etc. should be done after you clock out. Except for extenuating circumstances, approval must be given for any employee working hours that are greater than the hours the employee is scheduled to work, BEFORE the additional work occurs.

Continual and/or repeated unapproved deviations from assigned working hours will be grounds for disciplinary action. These deviations include, but are not limited to, work schedule changes that did not have prior written approval, tardiness, clocking in/out early or late, and failing to clock-in and/or clock-out at all.

An employee who fails or refuses to clock-in and/or clock-out for any work shift may be sent home and not permitted to work. Please note, three incidents of missed punches (that means, failing to clock in or out at any point the employee should have clock in or out) or forgotten badges within a one month period will result in a write up for failing to adhere to Library policy.

An employee who forgets to clock in and alerts the Director before the end of the shift, may have the shift entered immediately by the Director as of the employee's expected arrival time, unless the employee acknowledges arriving late in which case the actual arrival time will be noted – a note will be added to the punch record that the employee forgot to punch in. This should not be used to hide late arrivals. The first incidence of forgetfulness will not count as one of the incidents leading to discipline, mentioned above, however further incidents will.

If you are unclear or confused about the correct method for recording special occurrences – such as going straight to a meeting from your home, going straight home after a meeting, etc. – it is your responsibility to notify the Director and get the assistance you need so that your time worked is properly recorded.

It is NOT acceptable or permitted for any employee to clock-in and/or clock-out on behalf of another employee. This does not refer to modifications made to the time records by the Library Director due to employees forgetting to clock in or out or other such situations.

Falsification of records or documents, such as clocking in when you are not working, or tampering with the Library's time records, or clocking in and/or out for someone else, is a violation of Library policy. If employees are determined to have clocked in and out for another employee, it will result in both employees receiving disciplinary action, including but not limited to suspension or termination of employment.

Moreover, employees may not perform work for the Library without being clocked in. Or, in the case of, for example, going to a meeting or Library-related function directly from home, immediately speaking with the Library Director upon returning to the Library and advising of the time that your workday commenced so the records can be modified. Any "off the clock" work is strictly prohibited.

Anyone with questions about this policy should speak with the Library Director.