

Fallsburg Library Trustee Reorganization Meeting
Agenda
July 13, 2020

- Call to Order
- Pledge
- Reorganization Worksheet
- Adjournment

Fallsburg Library Trustee Reorganizational Meeting
July 13, 2020

Attendance:

| | |
|--|---------|
| Laurie Burke-Deutsch, President | Present |
| Renee Kates, Vice President | Present |
| Katherine Rosado-Houser, Board Secretary | Present |
| Ronnie Cohen, Financial Officer | Present |
| Sonny Smith, Trustee | Present |
| David Lawrence, Trustee | Present |
| Judith Merone, Trustee | Present |
| Kelly Wells, Director | Present |

Meeting Commenced at 5:27pm.

The Pledge of Allegiance was recited.

Election of Officers

Completed via written ballot.

Laurie Burke-Deutsch was re-elected for President with 5 votes. Renee Kates was elected for Vice President with 4 votes. Judith Merone was elected for Board Secretary with 3 votes. Ronnie Cohen was unanimously re-elected for Financial Officer.

Judith Merone declined the position of Board Secretary. David Lawrence was next with 2 votes but declined the position as well. Katherine Rosado-Houser accepted the position of Board Secretary with 1 vote.

All positions accepted.

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:

| | |
|----------------------|-----------|
| David Lawrence | 6/30/2022 |
| Laurie Burke-Deutsch | 6/30/2022 |

| | |
|-------------------------|-----------|
| Renee Kates | 6/30/2023 |
| Katherine Rosado-Houser | 6/30/2023 |

| | |
|---------------|-----------|
| Sonny Smith | 6/30/2024 |
| Ronnie Cohen | 6/30/2024 |
| Judith Merone | 6/30/2025 |

Board Appointment: Paid Position

Board member Merone moved and Board member Cohen seconded a motion to appoint Scott DuBois as Board Treasurer at the rate of \$2,000.00 per year (to remain at this rate for the next 3 years) – 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 (4th) Thursday of each month, unless otherwise noted. Meetings will begin at 5:15pm unless otherwise noted.

July 23, 2020
August 27, 2020
September 24, 2020
October 22, 2020
November 19, 2020 *Third Thursday*
December 17, 2020 *Third Thursday*
January 28, 2021
February 25, 2021
March 25, 2021
April 22, 2021
May 27, 2021
June 24, 2021

The Reorganizational Meeting to be set at the June 24, 2021 regular meeting.

Board member Smith moved and Board member Cohen 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 Officers

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. Once 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 the FY 2020-2021 are as listed:

- Director FT
- Library Clerk FT (2)
- Library Clerk PT (2)

Due to COVID-19 restrictions – although the below positions were budgeted for, they will not be filled:

- 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 6/30/2023. **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, staff designee, 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 1, 2021.

Attorney designated Michael Altman, Esq.

Counsel of Greenwald-Doherty may be utilized for complex employment matters.

Committees

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
- Building & Grounds Committee
- Personnel Committee

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 Kates moved and Board member Cohen seconded a motion to adjourn the reorganizational meeting at 5:47pm. All in favor.