

Fallsburg Library Trustee Reorganization Meeting
Agenda
July 15, 2021

- Call to Order
- Pledge of Allegiance
- Reorganization Worksheet
- Adjournment

Fallsburg Library Trustee Reorganizational Meeting
July 15, 2021

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 5:15pm.

The Pledge of Allegiance was recited.

Election of Officers

Completed via written ballot.

Laurie Burke-Deutsch was unanimously re-elected for President. Renee Kates was elected for Vice President with 4 votes. Ronnie Cohen was unanimously re-elected for Financial Officer. Katherine Rosado-Houser was unanimously re-elected for Board Secretary.

All positions accepted.

Meeting continued with Board President Laurie 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
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Board Appointment: Paid Position

Board member Renee Kates moved and Board member Sonny Smith seconded a motion to appoint Scott DuBois as Board Treasurer at the rate of \$2,000.00 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 (4th) Thursday of each month, unless otherwise noted. Meetings will begin at 5:15pm unless otherwise noted.

July 22, 2021

August 26, 2021

September 23, 2021

October 28, 2021

November 18, 2021 *Third Thursday*

December 16, 2021 *Third Thursday*

January 27, 2022

February 24, 2022

March 24, 2022

April 28, 2022

May 26, 2022

June 23, 2022

The Reorganizational Meeting to be set at the June 23, 2022 regular meeting.

Board member Renee Kates moved and Board member Judithe 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 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 2021-2022 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 7, 2022.

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 Sonny Smith moved and Board member Judith Merone seconded a motion to accept the remaining details of the reorganization meeting as presented. All in favor.

Board member Ronnie Cohen moved and Board member Sonny Smith seconded a motion to adjourn the reorganizational meeting at 5:27pm. All in favor.

**Reorganizational Meeting
Board of Trustees of the Fallsburg Library
FY 2021-2022
July 15, 2021 5:15pm
WORKSHEET**

Meeting called to order _____ by _____.

- *Election of officers (written ballots – distributed, collected, and counted)*
 - President
 - Vice President
 - Board Secretary
 - Financial Officer

Positions accepted.

Meeting continued with President _____

- 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:

David Lawrence	06/30/2022
Laurie Burke-Deutsch	06/30/2022

Renee Kates	06/30/2023
Katherine Rosado-Houser	06/30/2023

Sonny Smith	06/30/2024
Ronnie Cohen	06/30/2024

Judith Merone	06/30/2025
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Board Appointment: Paid Position - Scott DuBois, Treasurer \$2,000.00 per year

The following dates are reserved for official public meetings.

The meetings will be held on the _____ of each month unless otherwise noted. (Currently 4th Thursday)

- o Meetings are to begin at , unless otherwise noted.

Dates of meetings

July , 2021	(7/22)
August , 2021	(8/26)
September , 2021	(9/23)
October , 2021	(10/28)
November , 2021	(11/18)*
December , 2021	(12/16)*
January , 2022	(1/27)
February , 2022	(2/24)
March , 2022	(3/24)
April , 2022	(4/28)
May , 2022	(5/26)
June , 2022	(6/23)

The Reorganizational Meeting to be set at the June_____2022 regular meeting.

Motion made to accept all dates of meeting revisions
By _____ / seconded by _____.

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.

- o The following signature is required for all checks:
 - o Board Treasurer

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

- o One of the following signatures is required for all vouchers:
 - o Director

- President
- Vice President
- Financial Officer

Employees for 2021-2022 are as listed:

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

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

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 6/30/2023. **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, 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 in June. This year: June 1, 2021.

Attorney designated Michael Altman, Esq.

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

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 and Grounds Committee
- Personnel Committee

The Director 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.

Meeting adjourned @ _____ by _____ with a motion made by _____ and seconded by _____ All in favor.