

Fallsburg Library Trustee Reorganization Meeting
Agenda
July 14, 2022

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

**Reorganizational Meeting
Board of Trustees of the Fallsburg Library
FY 2022-2023
July 14, 2022 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	06/30/2027
Laurie Burke-Deutsch	06/30/2027
Renee Kates	06/30/2023
Annette Conklin	06/30/2023
VACANT	06/30/2024
Ronnie Cohen	06/30/2024
Judith Merone	06/30/2025

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)

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

Dates of meetings

July, 2022	(7/28)
August, 2022	(8/25)
September, 2022	(9/22)
October, 2022	(10/27)
November, 2022	(11/17)*
December, 2022	(12/15)*
January, 2023	(1/26)
February, 2023	(2/23)
March, 2023	(3/23)
April, 2023	(4/27)
May, 2023	(5/25)
June, 2023	(6/22)

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 an Interest bearing 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 Interest Bearing accounts.

- 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

Employees for 2022-2023 are as listed:

- Director FT (Currently Vacant)
- Library Clerk FT (2)
- (2) Library Clerks PT
- Seasonal Library Page PT

Due to COVID-19 restrictions – although the below position(s) were budgeted for, they will not be filled

- 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 6, 2023

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 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.