

The Community Library  
Board Meeting Agenda  
Thursday, January 11, 2018

Members: Ruth Ashworth 2021, Harriet Berard 2020, Linda Carpenter 2021, Ginny Downs 2018, Ken Hotopp 2019, Dee Neary 2019, Jerry Peters 2019, Larry Rockwell 2022, Janet Sand 2022, Jean Stennett 2020

1. Determination of a quorum - Excused (no more than 4): Carpenter, Neary, Ken,
2. Call to Order and for additional Agenda items
3. Guests and Public Comment – Lynn Lawyer, CPA -
4. Minutes of the previous meeting
5. Communications
6. Director's Report
7. Finance Officer's Report
8. Presentation of the Bills and Actions
9. Committee Reports---Standing Committees (\* indicates chair)
  - a. Finance – Harriet\*, Jerry, Larry  
2019 Budget development  
Claims auditing process –UGH!
  - b. Facilities – Ruth\*, Jerry, Larry – is charged with sorting out the signage with me
  - c. Personnel – Jean\*, Jerry, Linda, Ruth  
Appointment of Library Clerk – Jerry moved, Larry seconded
  - d. Policy – Janet\*, Jean, Linda, Dee  
Bylaw Amendments – Treasurer's role as ammended
  - e. Board Development – Dee\*, Ginny, Harriet – Ginny will work to push Brendon Becker and Bruce Loveys in that order in seeing if they can be interested in running  
Operations Calendar – 3/13/2014 version
10. Ad Hoc Committee Reports
  - a. Long Range Plan Implementation Committee – Janet\*, Fran, Jerry, Devon; 12/14 meeting - Janet provides an update from the committee. Harriet feels that her community guide was 'sat on'
  - b. Building Committee – Harriet\*, Jean, Janet, Jerry
  - c. Financial Structure Committee – Jerry\*, Linda, Dee
11. Unfinished Business
12. New Business

Oath signing – Treasurer – Lynn will return with it.  
Officer Appointments –Finance Officer – Harriet moves that we elect as finance officer, Larry seconds. He's now the chair of the finance committee as well.
13. Important events coming up:
  - a. Next regular board meeting: February 8, 1 PM
  - b. NYLA Advocacy Day, February 28; MVLS van carpool leaving Duanesburg at 8:30 AM.
  - c. MVLS Trustee Orientation 1/12 11 AM
  - d. Building Committee Next Meetings w/ Paul – 1/17, 1/19, 1/22 (need to finish by 12:30 PM)
    - i. Jean can't do any of them

- ii.** Jerry can do the 17th after 1 pm, Janet, Ruth, Larry
  - e. Meet next week with Jerry and Lynn
- 14. Adjournment:
  - a. Jerry tacks on the end to talk about adding excess funds from Renovation into CDs or other approved investment vehicles. That we can figure out how much will we not need for a year, as an example, and set that aside to gain more money than in our checking account.
  - b. Consider a vote at the next meeting to override the tax cap.
  - c. Consider a resolution for payment in advance of audit for the stuff we can do that for.
  - d. Consider a resolution for payments not requiring audit for the stuff we can do that for.

**Mission:** The Community Library is dedicated to providing information, technology, and personal enrichment to everyone in our communities.

**Vision:** We will expand library services to better meet the changing needs of our communities.

The Community Library  
Board of Trustees Meeting  
December 14, 2017

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m. Present: Harriet Berard, Linda Carpenter, Virginia Downs, John Hart, Ken Hotopp, Jerry Peters, Larry Rockwell, Janet Sand, Jean Stennett, Devon Hedges. Excused: Ruth Ashworth, Dee Neary.

Minutes:

Ms. Stennett made a motion, seconded by Mr. Peters, and unanimously approved to accept the November 2017 minutes.

Communications:

Mr. Hotopp announced that a check to the library for \$28,257 had been received from the estate of Marion Borst.

Mr. Hedges indicated that he had received communication from TBS pertaining to contract renewal.

Mr. Hedges explained that he had received information from NYSID indicating that the library would have the responsibility to hire supervised handicapped individuals capable of performing appropriate jobs (janitorial).

Treasurer's Report:

Mr. Hart outlined the financial report for the month of November. After Mr. Hart's presentation of the bills, Mr. Hart made a motion, seconded by Mr. Peters, and unanimously approved to pay the bills.

November Payroll:

Gross Pay	\$7,611.59
Taxes	\$32.75
Benefits	\$967.94
Total	<hr/> \$8,612.28

Committee Reports:

Finance:

Mr. Hart outlined the reconfigured 2018 budget. Mr. Hart made a motion, seconded by Ms. Stennett, and unanimously approved to accept this budget for 2018.

Facilities:

Mr. Hedges explained that the plumbing issues pertaining to the outside trench and the self-flushing toilets are still unresolved. He will continue to seek resolutions with Louie's Plumbing or contact other plumbers if necessary.

Personnel:

Ms. Stennett thanked the trustees for their contributions to the successful Staff and Volunteer Appreciation dinner. Ms. Carpenter suggested moving the date to early autumn, and Ms. Stennett agreed.

Policy:

Mrs. Sand presented the committee's Operating Schedule. After discussion, the amended policy was unanimously approved.

Next, Mrs. Sand presented the new Attendance Policy. This policy was unanimously approved by the board.

**Board Development:**

Mrs. Berard explained that most of the citizens' survey suggestions would be resolved with the renovation. A few of the remainder suggestions are under discussion.

Mrs. Berard reminded the board that Mr. Hart will be relocating and resigning from the board. To honor Mr. Hart for his diligence and expertise, the trustees will be hosting a luncheon for Mr. Hart and his wife at The Bull's Head on January 3.

**Long-Range Planning:**

Mrs. Sand announced the committee will meet today (December 14) at 3:00.

**Financial Structure:**

Mr. Peters distributed an outline of the committee's suggested Community Library Financial Duties. This outline described the duties of the treasurer, the staff, the director, the trustees, and the bookkeeper. Mr. Peters reminded the board that this description "is a work in progress" and my need revision.

Next, Mr. Peters made a motion to appoint Lynnette Lawyer, CPA, as the library's treasurer effective as of December 1, 2017. This motion was seconded by Ms. Carpenter and unanimously approved.

**Important Dates:**

1/3/18 12:00 p.m. Luncheon for Mr. Hart

1/11/18 1:00 p.m. Next regular board meeting

**Adjournment:**

Mr. Peters made a motion, seconded by Ms. Stennett, and unanimously approved to adjourn at 2:36 p.m.

Submitted by Virginia Downs

## **Director's Report for the month of December, 2017:**

Patron Services – Overall circulation continues to reflect the downward trend seen this year. However, we ranked 3<sup>rd</sup> in most New User Registrations for downloadable material, falling behind the Niskayuna and Central branches of the Schenectady Public Library. Our most in-demand materials included Video (22%), eBooks (17%), and Fiction (12%). Programming attendance has been low, both due to fewer offerings and lower attendance at the library during a cold month when many folks were likely busy with family events. Planned developments in personnel will bring Story Time back in January along with other programs for young people and their families. Selected groups that make regular use of the library for community, cultural and civic events will be added in 2018 to the tracked programming statistics.

Resources – The basement restroom is now in working order following repeated attempts to replace the motion-sensing flush actuator. Louie's Plumbing completed the work in consultation with device manufacturers. The main drain for the building is still in an excavated state in the Air Handling Room, which is not accessible to the public. Plans for Louie's Plumbing to complete that job are still in development. Two of three main exterior lights are broken. Aaron's Electric has been on site and assessed the situation but was unable to make repairs and recommended replacement; an application detailing units supplied by NYSID has been submitted to the Historic District Review Commission for the February meeting.

The Fiction collection has been reduced by roughly 15% in order to accommodate new titles moving from the Becker room and future relocation to the 1<sup>st</sup> floor. Collection Retention efforts typically target items with low demand or in poor condition among other factors. Discarded items and unwanted donations are often directed for resale through our Friends of the Library Booksale and to our partners in international resale, Better World Books. The library entered into a contract with Better World Books to provide a free-standing, weather- and tamper-resistant box for donations and discards. The box will be located next to the non-public entrance by the southern stairs. Delivery of the box has been delayed.

Victoria (Vicky) Van Wormer has been selected to fill the Library Clerk vacancy and has completed roughly 16 hours of formal training in addition to informal, on-the-job training.

Professional – Joint Automation council has developed a new formula for making the JA budget whole. Declining circulation across all member libraries has reduced JA income in the past few years. The new formula sets a fixed monthly rate for each library to pay; these fees typically cover over 75% of the JA expense budget.

Continued efforts to understand the implications of the Prevailing Wage law on supplies and services purchasing at the library has entailed bid requests put out to NYS Industries for the Disabled and Rehabilitation Support Services for assistance with electrical work. In 2018, I'll be looking to supplies purchasing options through similar Preferred Provider Sources for other common materials purchases.

Strauss & Associates has recommended purchase of the Payroll module and setting up transaction downloading from our banks in QuickBooks online in order to streamline account reconciliation.

## Meetings

12/2: Friends of the Library meeting

12/4: 2018 Budget Apportionment

12/4: Bay State Elevator consultation - Rate increases aren't calculated until February.

12/5: NYSID Consultation - Met with representatives from NYS Industries for the Disabled and Rehabilitation Support Services. NYSID is a Preferred Source provider of a range of services including janitorial work; as they have offered comparable services at a reasonable rate, we'll be contracting with them for services for 2018. They do not have a snow removal or grounds maintenance contract available for our area and a waiver will be issued indicating we've satisfied our requirement for providing them with the right of first refusal for those services. We're supposed to provide notice to Preferred Source provider agencies of the type of requirements for work or supplies that we have. If they respond in 10 days with a notice of intent to provide the service, then we must purchase it from them.

12/6: Reading & Math are SNOW much fun! Event at Ryder Elementary

12/6: Facilities - Right side exterior front light is working, left not.

12/7: Annual JA Fees/Finance Meeting

12/7: ClickTime Meeting

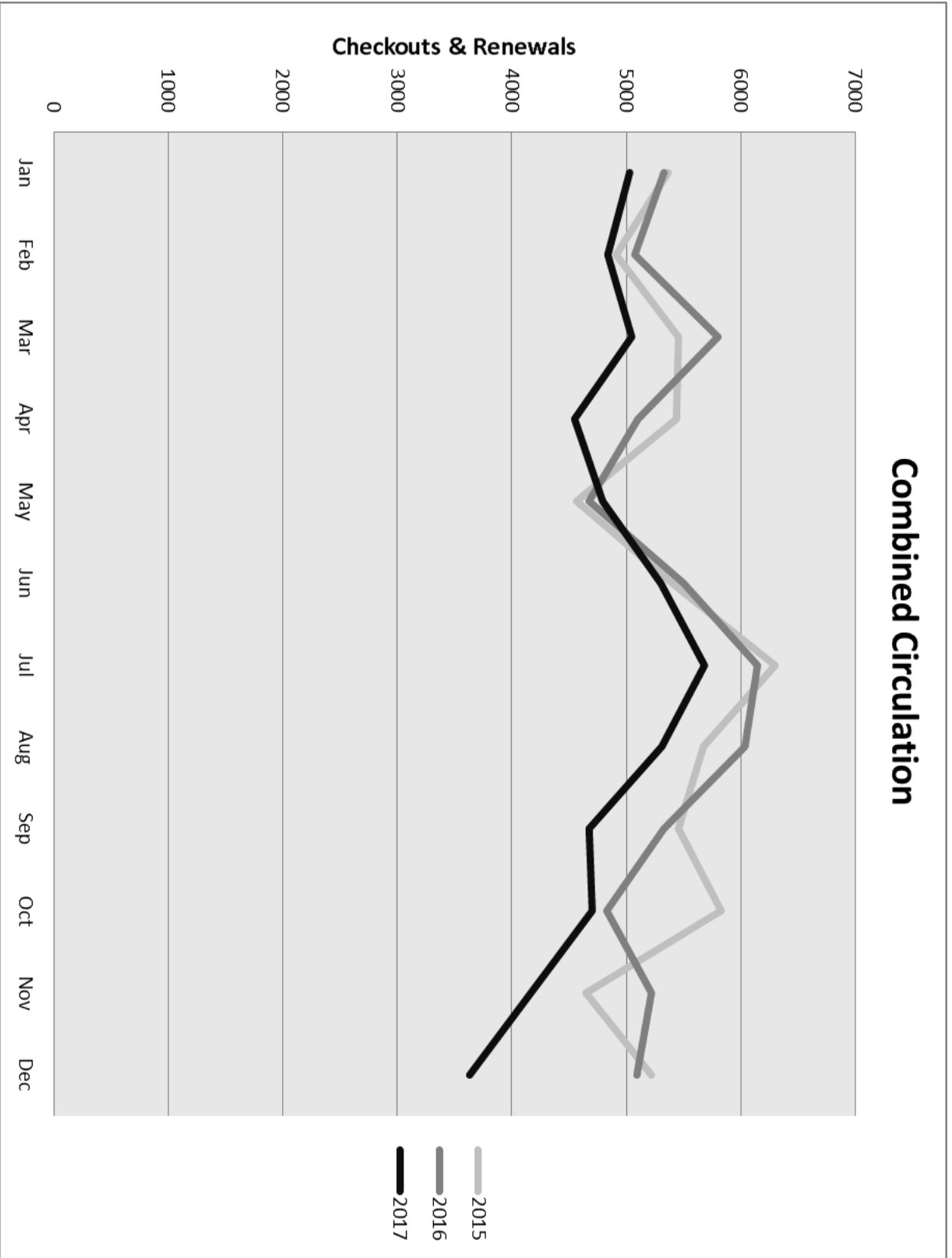
12/8: Quipu eCard Webinar

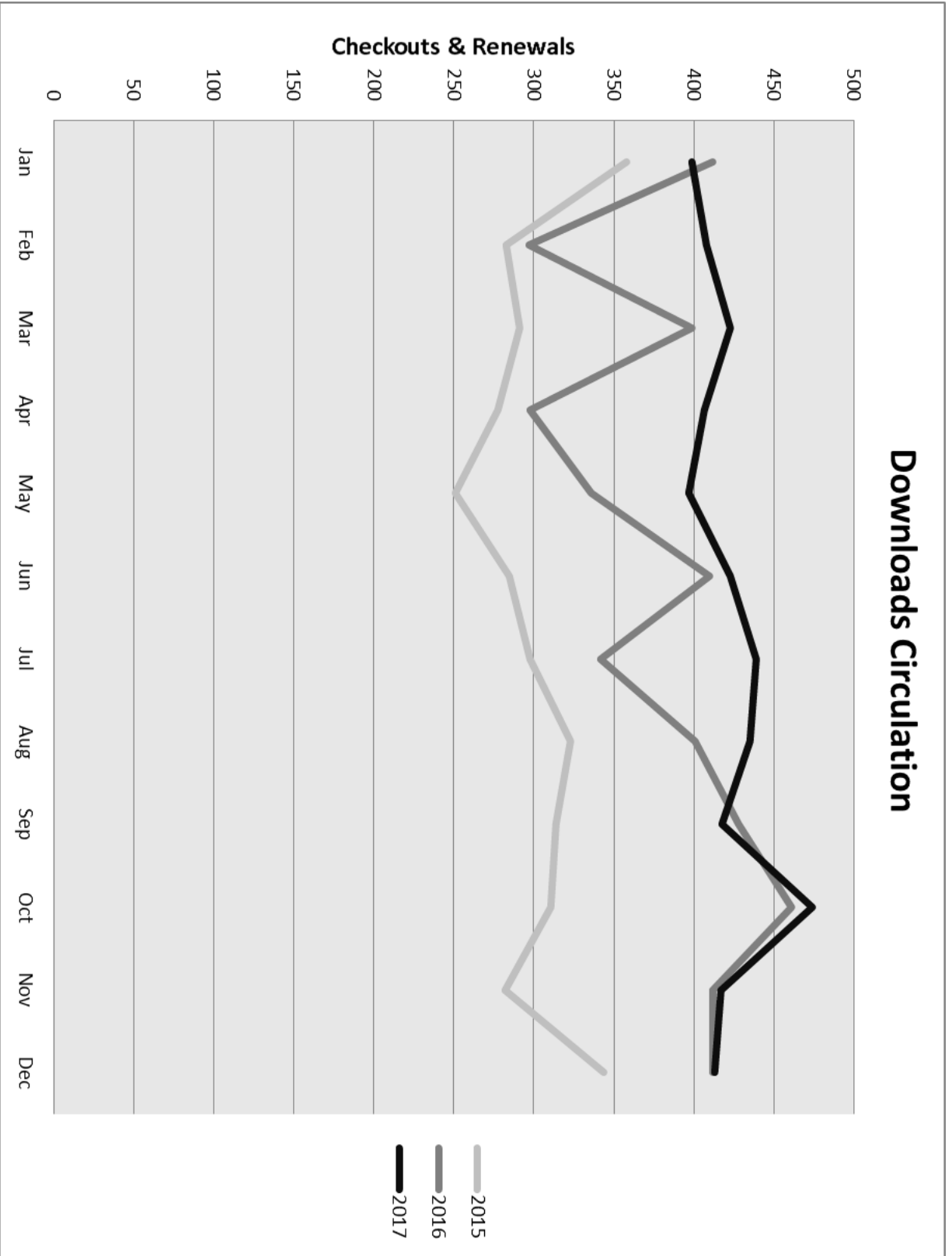
12/11: Lynn Lawyer - Treasurer's duties consultation and orientation

12/14: Board of Trustees – 2018 Budget Apportionment, Calendar & attendance policies

12/14: Strategic Plan Implementation Committee meeting

12/21: Bruce Ruot - Rehabilitation Support Specialists – providing estimate on light bulb costs







	Start of year	JAN Actual	FEB Actual	MAR Actual	APR Actual	MAY Actual	JUN Actual	TOTAL
Income								
Tax Levy						52,862		
Other		692	3,718	1,657	497	647	547	
Transfers		0	0	0	0	0	0	
Total	0	692	3,718	1,657	497	53,509	547	
Budget		2,534	507	506	505	53,569	506	
Over/Under		1,842	(3,211)	(1,151)	8	60	(41)	
Expense								
Payroll		12,333	11,694	11,312	12,569	12,043	12,590	
Collections		5,535	2,246	2,650	2,627	1,482	3,184	
Bid Op/Man		4,372	9,835	3,133	3,330	6,335	3,198	
Misc		1,898	1,221	2,553	2,587	4,449	3,117	
Total	0	24,138	24,996	19,648	21,113	24,309	22,089	
Budget		24,319	27,404	21,416	21,720	20,208	20,493	
Over/Under		181	2,408	1,768	607	(4,101)	(1,596)	
Income								
Tax Levy						210,635		263,497
Other		829	4,514	530	479	5,501		23,932
Transfers								0
Total	829	4,514	530	4,321	479	216,136	0	287,429
Budget	2,505	704	4,603	3,003	1,504	509		70,955
Over/Under	1,676	(3,810)	4,073	(1,318)	1,025	(215,627)	0	(216,474)
Expense								
Payroll		11,673	12,265	10,502	8,843	16,274		140,710
Collections		1,358	2,068	2,401	1,334	2,941		31,563
Bid Op/Man		2,552	3,697	2,635	5,172	2,183		49,782
Misc		4,373	2,299	1,083	1,762	1,328		27,627
Total	19,956	20,329	16,621	17,111	16,646	22,726	0	249,682
Budget	24,227	23,628	21,322	23,376	20,427	32,198		280,738
Over/Under	4,271	3,299	4,701	6,265	3,781	9,472		31,056

December 2017		Rate	Statement Date	Other Notes
<b>OPERATING ACCOUNTS</b>		Includes Interest		
Ckg. Acct.~ B of R'ville	280,600.18	0.05%	12/29/17	
Director's Acct. B/R	480.00			
Director's Acct Petty Cash	20.00			
Cash Box	60.00			
Deposit outstanding (director's acc)	0.00			
Outstanding Checks (director's acc)	50.00			
Outstanding Checks	622.12			
Outstanding Payroll/Ins Obgl's	0.00			
Actual Operating	280,488.06			
<b>CAPITAL ACCOUNTS</b>				
Renovation Fund Balance	307,996.97	0.05%	12/29/17	
Outstanding checks	1,735.30			
Deposit made but not posted	0.00			
Actual Renovation	306,261.67			
<b>INVESTMENTS</b>			Statement	Shares
FAM Account	94,916.44	<b>Gain of \$3924.73</b>	09/29/17	1308.29
(Every three months)				
<b>REVENUE (Operating Account)</b>		<b>ASSETS</b>		
Donation	5,000.00	OA (B of R) Operating Fund		280,600.18
Interest	11.62	OA Director's Acct.		480.00
Fines	489.12	Director's Acct Petty Cash		20.00
Fed/State Aid	210,635.00	Cash Box		60.00
<b>Total Monthly Income</b>	<b>216,135.74</b>	Outstanding Deposits		0.00
		Outstanding Checks		672.12
<b>Donations</b>		Outstanding Payroll		0.00
Friends		<b>Operating Accounts</b>		<b>280,488.06</b>
	5,000.00	(B of R) Renovation Fund		306,261.67
Total	5,000.00	FAM Funds		94,916.44
<b>REVENUE (Renovations Account)</b>		<b>Other Funds</b>		<b>401,178.11</b>
Interest	12.50	<b>Total Assets</b>		<b>681,666.17</b>
Memorial - Marion Borst Estate	28,257.00			
Donation - RL Putnam	1,500.00			
Donation - J. Fred Leith	200.00			
<b>Total Monthly Income</b>	<b>29,969.50</b>			

## Criteria for Auditing Claims

Auditing claims demands more than a “rubber stamp” of the claim packages. Instead, it should entail a thorough and deliberate examination to determine that the claim is a legal obligation and proper charge against the local government or school district. As a general rule, a claim package should contain enough detail and documentation so that the auditing body or official is supplied with sufficient information to make that determination. The following criteria should be applied to the audit of claims:

- Is the claim for a valid and legal purpose?
- Was the purchase authorized and approved?
- Are there sufficient appropriations to pay the claim?
- Is the claim mathematically correct?
- Is the claim sufficiently itemized?
- Does the claim meet the legal and policy requirements in relation to competitive bidding or, when permitted, competitive offering, and the requirements of the locality’s procurement policy?
- Have other adopted policies been followed?
- Was the purchase made by using a State, county, or other permissible government contract (as an exception to soliciting competition) and is this information included on the claim form?
- Are there any sales tax charges for exempt expenses?
- Does the claim include all discounts that your local government or school district is entitled to?
- Has this claim been paid before, in whole or in part?
- Does the attached documentation support the claim being audited?
- Were the goods or services actually received?

**Payments Not Requiring Pre-Audit** - Certain payments generally may be made without going through the routine claims auditing process. Generally these payments are approved through some other authorization process or are the result of statutory requirements, existing contractual commitments or some other required obligation. They include, but are not limited to:

- Fixed salaries of officers or employees regularly engaged at agreed-upon wages by the hour, day, week, month, year, or other authorized period, including any payroll withholdings
- Principal or interest payments on debt
- Amounts due upon lawful contracts for periods exceeding one year
- Retirement contributions by a participating employer in the New York State and Local Retirement System as billed by the State Comptroller.

**Payments Allowed in Advance of Audit** - The governing board of a local government or school district generally may, by resolution, authorize payment in advance for public utility services, postage, freight, and express charges. However, these claims should be audited as soon as possible after payment and included on the next abstract as prepaid amounts. Public utility services generally include electric, gas, water, sewer, and telephone services. In addition, the governing board may generally establish petty cash funds and authorize petty cash payments in advance of audit. The amount of a petty cash fund may be limited by statute.





## **Budget Development**

### **Application**

The Board of Trustees, Director and any other personnel charged with managing library finances are directly concerned with this policy. The general public may view the budget development process to better understand the use of public funds in service of the library's mission; this policy provides a framework for understanding the intent and design of the process.

### **Statement of Purpose**

This policy is intended to serve as a reference for library personnel, primarily the Board of Trustees and Director. The calendar details are provided as a guideline to train the attention of the Board on the schedule leading up to either appropriated expenditure or public vote. The understanding of budget amendment protocols provides guidance on the observed procedures. Discussion of line item designations also provides a reference to the rationale behind the budget's structure.

### **Policy**

#### Budget Line Items

Budget line items are recommended by the Finance Committee and the Director. As presented in the final annual budget, they are presented for approval by the Board. Line items are designed to conform to reporting requirements such as the NYS Annual Report for Public and Association Libraries and the IRS Form 990.

#### Full Year Budget Calendar

The Community Library Fiscal Year runs from January through December

January meeting of the Board of Trustees – Approval of current calendar year's budget reapportionment.

January through February (Weeks 1-6) – following calendar year's budget development

February through March (Weeks 7-11) – one or more working meetings on following calendar year's budget development

March meeting of the Board of Trustees – Approval of following calendar year's budget

March through April (Weeks 12-16) – prepare Annual Report to the Community (meeting Education Commission Regulations (8 NYCRR) § 90.2) including following calendar year's budget.

April meeting of the Board of Trustees – Approve Annual Report & Budget brochure; distribute budget documents to Cobleskill-Richmondville School District offices and public.

May – The third Tuesday of the month, Budget and Trustees Election Voting Day.

November – December (Weeks 44 – 50) – Key committee membership and administrative staff begin development of coming calendar year’s budget reapportionment.

December – January (Weeks 48 – 1) – One or more working Finance Committee meetings on coming calendar year’s budget reapportionment.

#### Budget Amendment

Financial reports showing budgeted funds compared with actual expenses are reviewed by Trustees at every regular meeting of the Board. The budget may be amended accordingly to keep actual income and expenses in line with an updated, approved budget. Final budget amendments may take place at the regular meeting of the Board in January during budget reapportionment. Budget amendments may be proposed by Trustees and the Director.

#### **Responsibility**

The Board of Trustees is responsible for developing and maintaining this policy and adhering to the proscribed procedures. The Library Director or a designee holds responsibility for providing documents related to the policy to the concerned parties. The Library Director is responsible for training and supporting staff regarding this policy.

Approved Date: 1/12/2017

Revised:

Reviewed by / on:

## Bylaw Amendments

Proposed additions are shown in **bold, underlined, italicized** text; omissions are ~~stuck through~~.

### ARTICLE III. OFFICERS

III.1 The Officers of the Board of Trustees shall be elected by its membership at the Annual Meeting in July. The Board Development Committee will present a slate of officers; additional nominations may be made from the floor. The vote for officers shall be by secret ballot if two or more trustees have been nominated for one office. Officers shall be President, Vice President, Secretary, **Finance Officer**, and Historian elected from the Board. The position of Treasurer will be appointed as a separate officer independent of the Board membership.

**III.5** The Secretary shall keep a true and accurate record of all meetings of the Board and shall perform such other duties as are generally associated with that office. An Assistant secretary who need not be a Trustee may be selected by the Board to assist the Secretary in the performance of those duties.

**III.6** **The Finance Officer will act as liaison between the Treasurer and the Board, oversee the regular audit of claims, chair the Board Finance Committee and otherwise serve in such a capacity.**

**III.7** **The Treasurer is responsible for depositing and disbursing library funds, maintaining appropriate accounting records and providing a monthly Treasurer's Report to the Board.** ~~The Treasurer shall be the disbursing officer of the Board providing monthly presentations of current budget financial status, bills to be paid, and shall perform such duties as are generally associated with that office. An Assistant Treasurer will be appointed at the Annual Meeting to assist the Treasurer in the performance of those duties. Both shall be bonded in an amount as may be required by a resolution of the Board.~~

**III.8** The Historian shall collect, maintain and preserve such materials as pertain to the history of the library and its facility, the Board of Trustees and library activities.



**Calendar of Important Duties and Functions  
Library Board of Trustees**

**January**

- Restructure the budget for the current year (treasurer, director, board approval required)
- Prepare the annual reports for NYS Ed Dept and the NYS Comptroller (director & treasurer, board approval required)
- Contact C-RCS (Liz Brown in the Superintendent's office) for the deadline to submit the amount the library budget tax levy and board positions up for election in May (president)

**February**

- Develop the budget for the next year and determine the exact tax levy for the vote in May (treasurer, director, board approval required - usually at the March meeting)

**March**

- Board approval of the next year's budget and the amount of the tax levy for the May vote.
- Tax levy amount and board positions up for election in May submitted to C-RCS by due date - see January above (president)
- Put an article in the TJ about the May election detailing the process for obtaining petitions if interested in a seat on the library board.
- Library Day in Albany
- Nominations due to MVLS for the library volunteer and project awards

**April**

- National Library Week
- Petitions for board positions due in the C-RCS District Office 30 days prior to the 3<sup>rd</sup> Tuesday in May

**May**

- Vote on the library and school budgets and board positions - 3<sup>rd</sup> Tuesday in May
- Annual MVLS meeting, awards ceremony, and MVLS trustee election

**June**

- Nominating Committee appointed to determine the slate of library board officers for the coming year
- Organization meeting of MVLS

**July**

- Board of Trustees organizational meeting including the election of officers
- Newly elected trustees sign the "Oath of Office" in the presence of a Notary Public
- All trustees sign off on the Conflict of Interest policy (must be done annually)

**August**

- Sunshine Fair - try to gain exposure there
- Annual evaluation of : Bylaws, Personnel Policy Manual, Long Rang Plan (establish committees to do this)

**September**

- Hold an event to recognize our staff, volunteers, and the Friends (PR Committee)

**October - November**

- Conduct the annual evaluation of the Library Director (Personnel Committee)

**December**

- Hold an event to celebrate the past year's successes (PR Committee)
- Draw up contracts for the Director and Senior Clerk for the coming year (Personnel Committee)