

Board Meeting Agenda      The Community Library      Thursday, July 12, 2018

Members: Ruth Ashworth 2021, Harriet Berard 2020, Linda Carpenter 2021, Ginny Downs 2023, Ken Hotopp 2019, Dee Neary 2019, Jerry Peters 2019, Larry Rockwell 2022, Janet Sand 2022, Jean Stennett 2020, Julia Walter 2023

Excused (no more than 4 to meet quorum): Linda Carpenter, Larry Rockwell

1. Determination of a quorum
2. Call to Order and for additional Agenda items
3. Guests and Public Comment
4. Minutes of the previous meeting
5. Communications – SolarWorksSchoharie, FAM Trusted Contact
6. Director’s Report
7. Treasurer’s Report
8. Presentation of the Bills and Actions
9. Committee Reports---Standing Committees (\* indicates chair)
  - a. Finance – Jerry\*, Harriet, Linda
  - b. Facilities – Ruth\*, Jerry, Julia (?)  
Cleanup day
  - c. Personnel – Jean\*, Linda, Ruth
  - d. Policy – Janet\*, Jean, Linda, Dee  
Bylaw amendments  
Assistance from other committees
  - e. Board Development – Dee\*, Ginny, Harriet, Julia (?)
10. Ad Hoc Committee Reports
  - a. Long Range Plan Implementation Committee – Janet\*, Jerry, Devon (?)
  - b. Building Committee – Harriet\*, Jean, Janet, Jerry
    - i. Construction grant will be completed and submitted to MVLS by 8/31
11. Unfinished Business  
Committee assignments
12. New Business
13. Important events coming up:
  - a. Next regular board meeting: Thursday, September 13, 2018, 1 PM
14. Adjournment:

**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  
July 12, 2018*

*Call to Order:*

*As a quorum was present, President Ken Hotopp called the meeting to order at 1:03 p.m. Present: Ruth Ashworth, Harriet Berard, Linda Carpenter, Virginia Downs, Ken Hotopp, Dee Neary, Jerry Peters, Janet Sand, Julia Walter, Devon Hedges. Excused: Larry Rockwell, Jean Stennett.*

*Guests:*

*Ms. Lynn Lawyer, treasurer, outlined the new format of the financial report. After trustees made a few suggestions, Ms. Lawyer indicated she would incorporate these suggestions into her revisions.*

*Minutes:*

*Mrs. Berard made a motion, seconded by Mrs. Sand, and was unanimously approved to accept the revised minutes of June 2018.*

*Communications:*

*Ms. Katherine Hawkins indicated that the additional signage suggested by Mr. Hedges in regard to the library being closed on Saturdays would be helpful to the patrons.*

*Director's Report:*

*Mr. Hedges announced that the financial form 990 is in the office for review by the trustees.*

*Mr. Hedges has been in contact with Mayor Linda Holmes regarding community grant money that may be available to the library.*

*Treasurer's Report:*

*Mr. Peters announced that Paul Mays had submitted the details and cost of the proposed ramp project. The Building Committee will review this proposal.*

*Mr. Peters presented the bills. After each trustee reviewed the bills, Mr. Peters made a motion, seconded by Ms. Carpenter, and unanimously approved to pay the bills.*

*Committee Reports:*

*Facilities:*

*Mrs. Ashworth is seeking an appropriate date for a clean-up day by trustees.  
Mr. Hotopp suggested that Mr. Hedges contact the lawn service to add weeding to their list of responsibilities.*

*Policy:*

*Ms. Carpenter presented the committee's suggested changes in by-laws. She asked that the trustees particularly review the duties of the treasurer and the finance officer. The trustees will vote on these revisions at the August meeting.*

*Finance:*

*Mrs. Berard has been in contact with FAM regarding the library's account. The suggestion was for the members of the finance committee: Mr. Peters, Mrs. Berard, Ms. Carpenter, and Mr. Rockwell, be the signers on this account. Mrs. Sand made a motion, seconded by Mrs. Neary, and unanimously approved this change.*

*Board Development:*

*Mrs. Neary is in contact with the school regarding write-in candidates for library trustee.*

*The 2018-19 trustee roster will be distributed in August.*

*Mrs. Neary presented the proposed officer list for 2018-19:*

*President- Ken Hotopp*

*Vice-President- Jean Stennett*

*Secretary- Virginia Downs*

*Finance- Jerry Peters*

*Historian- Harriet Berard*

*Mrs. Sand made a motion to cast one ballot for the list of officers. Ms. Carpenter seconded the motion, and it was unanimously approved.*

*Mrs. Neary suggested that assistant finance officer should be added to this list. Mr. Peters made a motion, seconded by Mrs. Neary, and unanimously approved that Ms. Carpenter be the assistant finance officer.*

*Mr. Hotopp and Mr. Hedges will be reviewing committee membership.*

*Building:*

*Mrs. Berard indicated that grants should be explored to finance the next library improvement project.*

*The trustees engaged in discussion of the next project including removal of fire hazards in the annex, new windows in the annex, repair and cleaning of the exterior, and heated sidewalks.*

*Important Dates:*

*Foundation for the Mohawk Valley Libraries Golf Tournament - July 30*

*Next regular board of trustees meeting - August 9 at 1:00 p.m.*

*Adjournment:*

*Mr. Peters made a motion, seconded by Mrs. Neary, and unanimously approved to adjourn at 2:37 p.m.*

*Submitted by Virginia Downs*

### **Director's Report for the month of 8/9/18:**

Patron Services – 4,768 items circulated in July, an increase over June of roughly 200 which is about half the increase seen in 2017's Summer Reading program; last June to July saw a 380 circulation increase and also featured over 40 programs where this year saw about half of that. Program attendance was 250 people at 37 programs including the 22 Summer Reading Programs; 17 of those were developed and presented by the Director. Reward schemes for the program haven't sparked much interest from the public. Though more than one hundred reading and activity logs were taken by registered participants and reminders about how to get reading rewards every week were provided at most programs, very few patrons have been visiting the desk other than for regular business. As August proceeds, more may come in now that programs will be slowing down.

Our stock of heavy plastic library cards are nearly depleted; while it was hoped that a new logo would be available before that point, a minimal supply of generic cards will be produced to last through the end of the year. Book donations will be accepted through mid-September to supply the Friends of the Community Library's big annual sale accompanying their very successful Basket Raffle.

Resources – Signage for providing greater notice of library holiday closures has been ordered. As a standard practice, the library provides notice to the public of holiday and other anticipated closures through the weekly Times Journal newspaper, our website and Facebook pages, via in-house signage including interior and exterior postings, and occasionally, we will also provide a message on the large letter-board under the library's sign facing Union Street. The additional signage will be used on the library's landscaping near common foot paths.

Senator Jim Seward will soon announce the Library Construction Grant program award of \$34,400 for our exterior accessibility project, among other recipients in the district. The application for the 2018 grant cycle is in progress with the help of Butler, Rowland, Mays Architects. The Building Committee is actively involved in the development of the key projects included in the application. Prior to submission, the Board's Finance Officer will need to attest to the availability of funds. Due to the deadlines for the project, the Board will either need to approve an amount threshold for the project in advance, call a special meeting to approve the application once it is completed, or review the application after it has been submitted. This is not an agreement with a given vendor, but an agreement to a project estimate provided by a vendor that our architects are developing.

Professional – Reference review for a Library Assistant candidate are underway, though still competitive. Broadening the eligibility requirements for the position had the intended effect in producing more qualified applicants; an unintended consequence is that the range of attributes for consideration is much broader and less readily comparable. Regular programming will be in place by the beginning of the school year, as soon as possible.

Meetings –

7/5 - 16/2018: 9 interviews for Library Assistant -

7/9/2018: Lois Gordon - Phone consultation regarding construction grants. MVLS – DLD – Dormitory Authority – to Budget Office. October at the latest

7/9/2018: Red Hawk Fire; alarm notification panel, alarm devices subject to annual inspection.

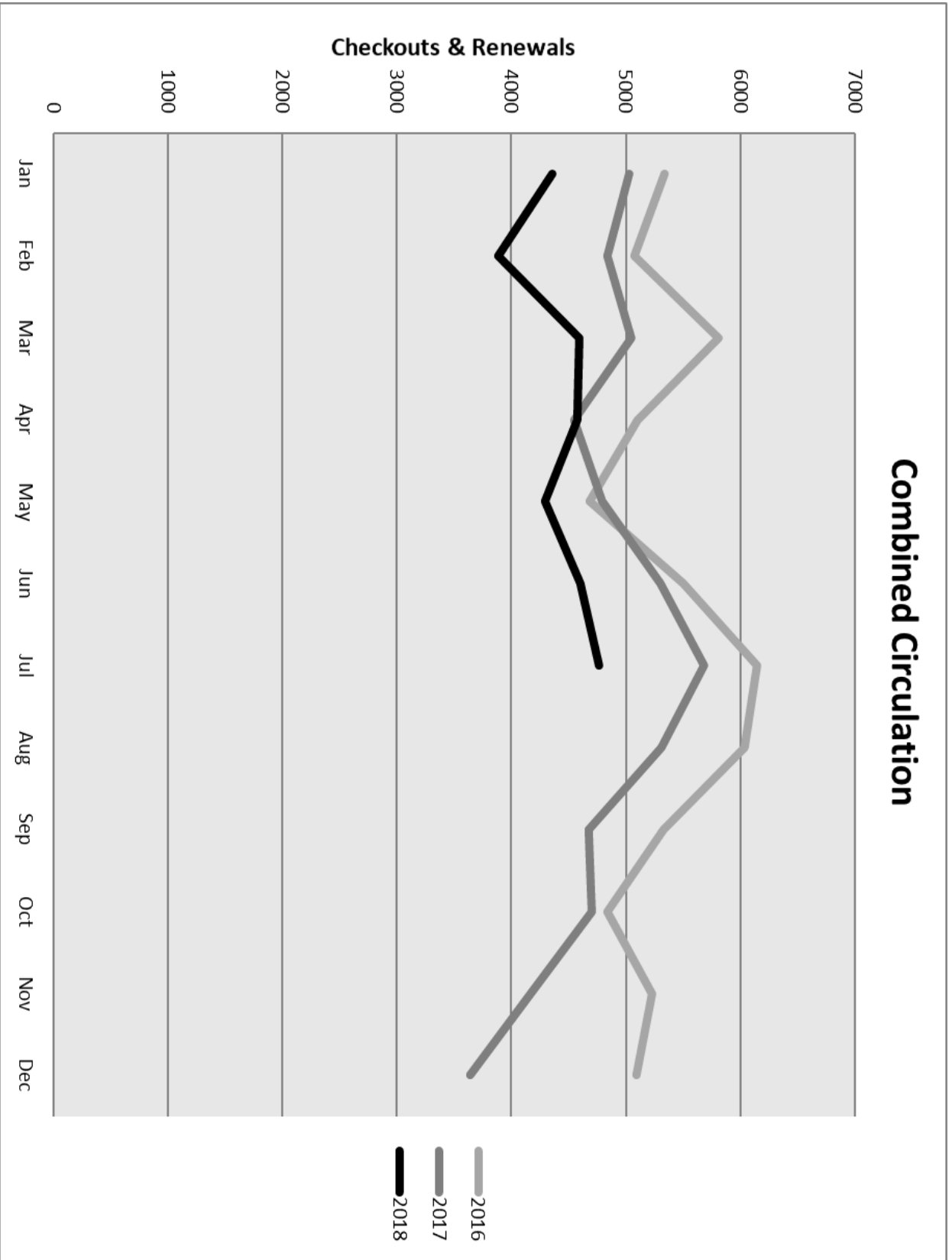
7/12/2018: Board of Trustees - Members of the public are encouraged to attend our regular business meetings.

7/19/2018: Professional Fire Protection - sprinkler inspection

7/26/2018: Policy Committee - List of questions to distribute to other committees on homework.

7/30/2018: Mike Picollo - Phone call regarding HDRC review of construction plans, sidewalk safety issues.

# Combined Circulation





# The Community Library

## BUDGET VS. ACTUALS: OPERATING BUDGET - FY18 P&L

January - July, 2018

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
<b>Income</b>				
4010001 Gifts & Donations	4,000.00	4,000.00	0.00	0.00 %
5030002 State Aid	13,000.00	0.00	(13,000.00)	
5040001 Tax Levy	52,657.00	52,658.00	1.00	0.00 %
5180001 Fines	4,359.01	3,500.00	(859.01)	(24.54 %)
5180002 Rental/Sales	29.98		(29.98)	
<b>Total Income</b>	<b>\$74,045.99</b>	<b>\$60,158.00</b>	<b>\$ (13,887.99)</b>	<b>(23.09 %)</b>
<b>GROSS PROFIT</b>	<b>\$74,045.99</b>	<b>\$60,158.00</b>	<b>\$ (13,887.99)</b>	<b>(23.09 %)</b>
<b>Expenses</b>				
0 Sum of 'Other Miscellaneous' expenses	60.56		(60.56)	
7200000 Sum of payroll and related expenses	0.00		0.00	
7210000 Sum of Personnel Salaries & Wages	0.00		0.00	
7210001 Officers & Directors Salaries	28,262.50	28,262.50	0.00	0.00 %
7220000 Sum of hourly staff				
7220002 Library Assistant		12,815.81	12,815.81	100.00 %
7220003 Clerical Staff	34,291.72	33,212.83	(1,078.89)	(3.25 %)
<b>Total 7220000 Sum of hourly staff</b>	<b>34,291.72</b>	<b>46,028.64</b>	<b>11,736.92</b>	<b>25.50 %</b>
<b>Total 7210000 Sum of Personnel Salaries &amp; Wages</b>	<b>62,554.22</b>	<b>74,291.14</b>	<b>11,736.92</b>	<b>15.80 %</b>
7250000 Sum of Employee Benefits	0.00		0.00	
7230001 NYS Retirement		0.00	0.00	
7250001 Medicare	363.30	1,089.48	726.18	66.65 %
7250002 FICA	4,403.65	4,658.50	254.85	5.47 %
7250003 NYS unemployment insurance	321.91	767.06	445.15	58.03 %
7250004 NYS Re-employment		45.22	45.22	100.00 %
7250005 NYS Worker's Compensation	127.00	362.81	235.81	65.00 %

7250006 NYS Disability insurance		89.81	89.81	100.00 %
7250007 Employer contribution to employee medical insurance	2,485.54	4,572.75	2,087.21	45.64 %
7250008 Direct Deposit	211.70	122.50	(89.20)	(72.82 %)
<b>Total 7250000 Sum of Employee Benefits</b>	<b>7,913.10</b>	<b>11,708.13</b>	<b>3,795.03</b>	<b>32.41 %</b>
<b>Total 7200000 Sum of payroll and related expenses</b>	<b>70,467.32</b>	<b>85,999.27</b>	<b>15,531.95</b>	<b>18.06 %</b>
7520001 Accountant	1,351.00	1,251.25	(99.75)	(7.97 %)
7540000 Program presenter fees, program contracts	740.00	1,954.19	1,214.19	62.13 %
7540001 Other professionals, consultants	3,317.30		(3,317.30)	

TOTAL

	ACTUAL	BUDGET	REMAINING	% REMAINING
8110000 Programming Supplies	619.13	886.69	267.56	30.18 %
8110001 Office supplies	315.05	1,435.00	1,119.95	78.05 %
8110002 Materials Processing supplies		504.00	504.00	100.00 %
8130000 Sum of telecommunicatinos				
8130001 Telephone Services	765.35	735.00	(30.35)	(4.13 %)
8130002 Local Toll Telephone Services	174.81	245.00	70.19	28.65 %
<b>Total 8130000 Sum of telecommunicatinos</b>	<b>940.16</b>	<b>980.00</b>	<b>39.84</b>	<b>4.07 %</b>
8140000 Sum of Postage & shipping				
8140001 Postage	110.00	196.00	86.00	43.88 %
8140002 PO Box rental	244.00	190.00	(54.00)	(28.42 %)
<b>Total 8140000 Sum of Postage &amp; shipping</b>	<b>354.00</b>	<b>386.00</b>	<b>32.00</b>	<b>8.29 %</b>
8180000 Sum of lending materials				
8180001 Print books	7,342.44	11,666.69	4,324.25	37.06 %
8180002 Magazines & Newspapers	1,423.72	840.00	(583.72)	(69.49 %)
8181001 Electronic materials - eBooks, databases, materials accessed via the internet	5,832.39	2,408.21	(3,424.18)	(142.19 %)
8182001 Other Materials - All other materials including audio and video, microforms, DVDs, ephemera	1,336.52	4,375.00	3,038.48	69.45 %
<b>Total 8180000 Sum of lending materials</b>	<b>15,935.07</b>	<b>19,289.90</b>	<b>3,354.83</b>	<b>17.39 %</b>
8200000 Sum of Nonpayroll Insurance				
8210030 Business owners insurance	6,742.32	3,849.51	(2,892.81)	(75.15 %)

8210040 Director & Officer's Insurance	173.90		(173.90)	
<b>Total 8200000 Sum of Nonpayroll Insurance</b>	<b>6,916.22</b>	<b>3,849.51</b>	<b>(3,066.71)</b>	<b>(79.66 %)</b>
8210000 Total Repairs to Building and Equipment				
8210001 Repairs to building and building equipment from local public funds	1,439.77	9,100.00	7,660.23	84.18 %
<b>Total 8210000 Total Repairs to Building and Equipment</b>	<b>1,439.77</b>	<b>9,100.00</b>	<b>7,660.23</b>	<b>84.18 %</b>
8210010 Miscellaneous Repair & Maintenance Contractors				
8210011 Cleaning	1,330.00	4,695.81	3,365.81	71.68 %
8210012 Landscaping	880.00	3,266.69	2,386.69	73.06 %
8210013 Building Controls inspection, maintenance, service		1,862.56	1,862.56	100.00 %
8210014 Elevator inspection, maintenance, service	3,193.00	1,316.00	(1,877.00)	(142.63 %)
8210015 Fire Alarm Panel inspection, service, maintenance	320.00	712.81	392.81	55.11 %
8210016 Sprinkler inspection, maintenance, service	140.00	475.44	335.44	70.55 %
8210017 Boiler inspection, maintenance, service		583.31	583.31	100.00 %
8210018 Trash & Recycling	92.72	623.00	530.28	85.12 %
8210019 Uncategorized rent, parking,	25.00		(25.00)	
TOTAL				
	ACTUAL	BUDGET	REMAINING	% REMAINING
other occupancy				
<b>Total 8210010 Miscellaneous Repair &amp; Maintenance Contractors</b>	<b>5,980.72</b>	<b>13,535.62</b>	<b>7,554.90</b>	<b>55.81 %</b>
8210020 Routine building maintenance	35,766.08	1,260.00	(34,506.08)	(2,738.58 %)
8220000 Utilities				
8220001 Natural Gas	3,705.22	4,375.00	669.78	15.31 %
8220002 Electricity	7,542.31	8,225.00	682.69	8.30 %
8220003 Water	475.60	280.00	(195.60)	(69.86 %)
<b>Total 8220000 Utilities</b>	<b>11,723.13</b>	<b>12,880.00</b>	<b>1,156.87</b>	<b>8.98 %</b>
8310000 Sum of Travel				
8310001 Mileage	348.91	315.00	(33.91)	(10.77 %)

8310004 Unspecified Travel Expenses	313.40		(313.40)	
<b>Total 8310000 Sum of Travel</b>	<b>662.31</b>	<b>315.00</b>	<b>(347.31)</b>	<b>(110.26 %)</b>
8530000 Sum of Membership Dues				
8530001 Chamber of Commerce		200.00	200.00	100.00 %
8530002 Cobleskill Partnership		200.00	200.00	100.00 %
8530003 NYLA		0.00	0.00	
<b>Total 8530000 Sum of Membership Dues</b>		<b>400.00</b>	<b>400.00</b>	<b>100.00 %</b>
8570000 Advertising				
8570001 Paid program advertising		350.00	350.00	100.00 %
<b>Total 8570000 Advertising</b>		<b>350.00</b>	<b>350.00</b>	<b>100.00 %</b>
9300000 Sum of Computers, technology equipment				
9300001 Computers	3,048.00	3,715.00	667.00	17.95 %
9300003 Peripherals & accessories		0.00	0.00	
<b>Total 9300000 Sum of Computers, technology equipment</b>	<b>3,048.00</b>	<b>3,715.00</b>	<b>667.00</b>	<b>17.95 %</b>
9910001 MVLS membership fees (circulation/items)	4,205.82	5,600.00	1,394.18	24.90 %
Payroll Expenses	0.00		0.00	
Company Contributions				
Health Insurance	0.00		0.00	
<b>Total Company Contributions</b>	<b>0.00</b>		<b>0.00</b>	
Taxes	0.00		0.00	
Wages	0.00		0.00	
<b>Total Payroll Expenses</b>	<b>0.00</b>		<b>0.00</b>	
Payroll Garnishment	0.00		0.00	
<b>Total Expenses</b>	<b>\$163,841.64</b>	<b>\$163,691.43</b>	<b>\$ (150.21)</b>	<b>(0.09 %)</b>
<b>NET OPERATING INCOME</b>	<b>\$ (89,795.65)</b>	<b>\$ (103,533.43)</b>	<b>\$ (13,737.78)</b>	<b>13.27 %</b>
Other Income				
5310001 Interest Earned	155.26	38.00	(117.26)	(308.58 %)
5310002 Dividend Income	40.32		(40.32)	

<b>Total Other Income</b>	<b>\$195.58</b>	<b>\$38.00</b>	<b>\$ (157.58)</b>	<b>(414.68 %)</b>
Other Expenses				
8320000 Conference & Meeting Registrations	85.00		(85.00)	
8320001 Meeting Expenses	16.18		(16.18)	
TOTAL				
	ACTUAL	BUDGET	REMAINING	% REMAINING
8540000 Staff Development	16.00	70.00	54.00	77.14 %
<b>Total Other Expenses</b>	<b>\$117.18</b>	<b>\$70.00</b>	<b>\$ (47.18)</b>	<b>(67.40 %)</b>
<b>NET OTHER INCOME</b>	<b>\$78.40</b>	<b>\$ (32.00)</b>	<b>\$ (110.40)</b>	<b>345.00 %</b>
<b>NET INCOME</b>	<b>\$ (89,717.25)</b>	<b>\$ (103,565.43)</b>	<b>\$ (13,848.18)</b>	<b>13.37 %</b>

**The Community Library**  
**Balance Sheet**  
As of July 31, 2018

	<u>Total</u>		
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
directors account (ount)	245.07		
operating account (ount)	135,066.63		
renovation account (ount)	363,797.69		
<b>Total Bank Accounts</b>	<b>\$ 499,109.39</b>		
<b>Other Current Assets</b>			
Investments - FAM Funds	101,028.10		
<b>Total Other Current Assets</b>	<b>\$ 101,028.10</b>		
<b>Total Current Assets</b>	<b>\$ 600,137.49</b>		
<b>TOTAL ASSETS</b>	<b>\$ 600,137.49</b>		
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Other Current Liabilities</b>			
Direct Deposit Payable	0.00		
<b>Payroll Liabilities</b>			
414(H)	0.00		
CDPHP	233.04		
Empire BlueVision	-1.86		
Federal Taxes (941/944)	1,808.12		
NYS Employment Taxes	-229.72		
NYS Income Tax	240.81		
Schoharie County Sheriff's Office	56.52		
<b>Total Payroll Liabilities</b>	<b>\$ 2,106.91</b>		
<b>Total Other Current Liabilities</b>	<b>\$ 2,106.91</b>		
<b>Total Current Liabilities</b>	<b>\$ 2,106.91</b>		
<b>Total Liabilities</b>	<b>\$ 2,106.91</b>		
<b>Equity</b>			
Opening Balance Equity	474,863.42		
Retained Earnings	212,884.41		
Net Income	-89,717.25		
<b>Total Equity</b>	<b>\$ 598,030.58</b>		
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 600,137.49</b>		
	Directors	Operating	Renovation
Bank balance	245.07	135,624.22	363,797.69

Deposits in Transit	-	-	-
O/s Checks	-	(557.59)	-
	<hr/>	<hr/>	<hr/>
	245.07	135,066.63	363,797.69

FAM Account		FMV	Shares
FMV at 6/30/18		101,028.10	1,374.158

Bills in Addition to Payroll			8/9/2018	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
12.4-7	CDPHP	Group#: 20022337	181950005870	\$ 695.81
12.4-7	Empire Bluecross	W05261	0201808608283	\$ 7.26
12.6-1	Baker & Taylor	L9452793	2033832872, 2033842497, 2033858448, 2033868847	\$ 135.71
12.6-1	Baker & Taylor	L4187743	2033829862, 2033843016, 2033860510, 3022290344	\$ 534.96
12.8	Midwest Tape	2000012078	0096250192, 0096256008, 0096275557, 0096286139	\$ 203.90
12.16-1	NYSEG	1002-8403-052		\$ 65.00
12.16-2	National Grid	07664-27123		\$ 13.60
12.16-2	National Grid	07664-27114		\$ 763.16
12.16-2	Constellation NewEnergy, Inc.	5463881-0	12660515201	\$ 562.93
12.16-3	Village of Cobleskill Attn: Clerk's Office	48300	B-0009399	\$ 86.10
12.16-4A	New York State Industries for the Disabled, Inc.	Cust #:86331	Janitorial services	\$ 500.80
12.16-4C	Red Hawk Fire & Security	THECO-01-024	3283043	\$ 952.18
12.16-4C	Bay State Elevator	Cust #: 2992-1	481085	\$ 570.91
12.16-4D	Casella Waste Systems, Inc	54-324137	1328130	\$ 100.55
12.19-1	Verizon	5182347897 796250		\$ 134.24
12.19-2	Midtel	0682009420		\$ 27.29
12.22	Strauss & Associates	Q3 2018 Bookkeeping	4232	\$ 435.00
12.24-4	Bernadette Hoffman	Summer programming		\$ 250.00
12.24-4	The Studio for Art and Craft Homespun Community	Summer programming	072318-1, 071118-1, 073018-1	\$ 915.00
12.24-4	Dancing	Summer programming		\$ 1,100.00
12.24-4	Swank Movie Licensing USA	193876001	2516037	\$ 360.00
12.24-7	MVLS	Joint Automation fee	2580, 2607	\$ 718.57
12.23	Staples Credit Plan	6035 5178 2066 2640	\$ 700.97	\$ 351.59
12.16-5		Cleaning supplies	\$ 19.48	
12.18-1		Office supplies	\$ 332.11	
12.8	Walmart Community / SYNCB	6032 2020 0026 4243		\$ 876.71
12.18-1		Games	\$ 379.16	
12.24-5		Office supplies	\$ 46.91	
12.24-4		Meeting expenses	\$ 43.08	
12.23		Program supplies	\$ 29.56	
		Electronics equipment	\$ 378.00	
	The Community Library Director's Account	Replenish to \$480		\$ 392.86
			<b>Total:</b>	<b>\$ 10,754.13</b>
For Library Use Only				
Authorized Signatures:			Date:	



## BYLAWS

### THE COMMUNITY LIBRARY 110 UNION STREET COBLESKILL, NEW YORK 12043

We, being duly elected trustees of The Community Library, do hereby declare this organization to be a Public Library chartered by the State of New York and maintained for the benefit and free use on equal terms of all the people of the Cobleskill-Richmondville Central School District and do hereby establish the following bylaws:

#### ARTICLE I. NAME

- I.1 This organization is and shall be known as The Community Library existing by the virtue of the provisions in the Absolute Charter Number 22585 granted by the Board of Regents of the University of the State of New York on October 6, 1999, and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter.

#### ARTICLE II. MANAGEMENT

- II.1 The business and affairs of The Community Library shall be managed and conducted by a Board of Trustees that shall be eleven members in number and shall serve for a term of five years. Trustee elections shall take place annually. Ballots may be cast by the registered voters of the Cobleskill-Richmondville Central School District.
- II.2 The term of members of the Board of Trustees shall end on June thirtieth of the fifth year following election unless the Trustee shall have resigned or otherwise terminated membership on the Board.
- II.3 Vacancies, which occur for reasons other than expiration of term, shall be filled for the balance of the year by the Board of Trustees. The appointee shall run for the remainder of the unexpired term at the next annual election. Any trustee who shall fail to attend three consecutive regular meetings of the Board without notice shall be deemed to have resigned as a Trustee. The vacancy shall be filled by appointment at the next regular meeting or annual election.

#### 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; a Treasurer, who is not serving as a Trustee, shall also be appointed.
- III.2 Officers shall serve a term of one year.

- III.3 The President shall: preside at all meetings of the Board; send the agenda to the trustees with announcement of the regular meetings; call special meetings; appoint all committees; execute all documents authorized by the Board; serve as ex-officio voting member of all committees; and generally perform duties associated with that office.
- III.4 The Vice President shall assume and perform the duties and functions of the President in the event of the absence or disability of the President, or of a vacancy in that office.
- 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. An Assistant Finance Officer will be appointed at the Annual Meeting to assist the Finance Officer in the performance of those duties.
- 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's appointment will be reviewed on an annual basis.
- 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.

#### **ARTICLE IV. MEETINGS**

- IV.1 Regular meetings of the Board shall be held on the second Thursday of each month. Exceptions to this may be established by the Board at the annual meeting.
- IV.2 A quorum for the transaction of business at the meeting shall consist of a majority of the existing Board, who shall be present in person. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined.
- IV.3 The order of business for regular meetings shall include, but not be limited to, the following items, which shall be covered in the sequence shown as far as circumstances permit:
  - a. Determination of Quorum
  - b. Call to Order
  - c. Guests and Public Comment
  - d. Minutes of the previous meeting

- e. Communications
  - f. Director's Report
  - g. Treasurer's Report
  - h. Presentation of the Bills & Action
  - i. Committee Reports
  - j. Ad hoc Committee Reports
  - k. Unfinished Business
  - l. New Business
  - m. Adjournment
- IV.4 The Director shall attend all regular meetings, may participate in the discussion and offer professional advice, but may not vote upon any question.
- IV.5 Special meetings may be called by any Board member for discussion of library business. Meetings convening a quorum are covered by the Open Meetings Law will be publicly announced.

## **ARTICLE V. COMMITTEES**

- V.1 The President shall appoint the following Standing Committees: Board Development, Facilities, Finance, Personnel and Policy. These committees shall consist of three or more members and shall be for the term of one year each. Standing Committees will report at regular meetings and present actions to the Board for official discussion and vote. Additional committees that act only in an advisory capacity may be appointed outside of the Standing Committee structure to address needs as they arise. These committees may include any number of participants from the library board or the general public.
- V.2 The Board Development Committee shall:
- a. identify, recruit and nominate officers for election at the annual business meeting in July
  - b. develop succession plans for key board leadership positions
  - c. develop orientation and ongoing training of all board members
  - d. assess the strengths and limitations of the board's composition and how it contributes to the achievement of our mission and goals on an annual basis
  - e. review and propose board and officer job descriptions, expectations and ethical standards.
  - f. review and recommend changes to bylaws every other year

V.3 The Facilities Committee shall:

- a. conduct regular appraisal of facilities elements to keep the Director and Board aware of current conditions or issues
- b. biannually inspect the physical plant of the Library and report important matters to the Board with recommendations for improvements or correction of any faults found.
- c. periodically update and complete cosmetic repairs.
- d. work collaboratively with the Director to seek and interview vendors for building projects and manage such projects.
- e. work collaboratively with Director to maintain a facility that meets the library's and community's needs.
- f. investigate grant opportunities or partnerships for major building work.

V.4 The Finance Committee shall:

- a. have general supervision over the financial affairs of the Library
- b. make policy recommendations to the Board concerning financial issues.
- c. prepare the Annual Budget collaboratively with the Director and present for consideration by the Board during the first quarter of the calendar year.
- d. coordinate with the Director regarding income, expense and budget amendments.

V.5 The Personnel Committee shall:

- a. recruit, screen and recommend a library director to the Board when needed.
- b. conduct a review of the Library Director by December thirty-first of each year.
- c. keep an up-to-date Personnel Manual for the library staff with Regulations and Procedures concerning all persons employed by the Library.
- d. provide annual recognition for staff and volunteers.
- e. mediate grievances between director and staff, director and board.

V.6 The Policy Committee shall:

- a. set policy for the governance of the library
- b. maintain a regular schedule for review of all internal and external library policies
- c. collaborate with the Director on suggested policies

- d. represent the Board's interest in public discussions of policy matters

## **ARTICLE VI. DIRECTOR**

- VI.1 The Board shall appoint a qualified Librarian who shall be the executive and administrative officer of the Library under the Board's review and direction.
- VI.2 The Director shall recommend to the Board the appointment and specify the duties of the Library employees. No appointments, promotions or dismissals shall be made without this recommendation.
- VI.3 The Director shall have the interim authority to appoint employees without prior approval of the Board provided such appointments are confirmed at the next regular board meeting.
- VI.4 The Director is responsible for operation and administration of the library, its staff and resources within the budgeted appropriation. The Director serves the mission of the library in providing public access to information, technology and personal enrichment. Duties and expectations may be revised to meet changing needs of the library.

## **ARTICLE VII. AMENDMENTS**

- VII.1 These Bylaws shall supersede any and all other Constitution and/or Bylaws adopted by any previous Board.
- VII.2 The Board may amend these Bylaws by a majority vote of all members providing notice of the amendment has been sent or delivered to each member of the Board thirty days prior to the meeting.

*Adopted September 9, 1999.*  
*Amended September 9, 2004*  
*Amended September 10, 2009*  
*Amended May 10, 2012*  
*Amended July 9, 2015*  
*Amended January 11, 2018*