

Wead Library
64 Elm Street
Malone, NY 12953

Agenda
November 15, 2021

To: Members of the Board of Trustees

Subject: The following is the expected agenda for the November 15th meeting of the Wead Library's Board of Trustees, which will be held that Monday on the 3rd floor of the library.

Approval of the minutes of the previous meeting – October 18, 2021

Treasurer's Reports – September 2021

Action on bills – November 2021

Communications – Carole Bracy – Art Show thank you (fb)
Malone PBA donation and thank you

Library Report

Librarian's Report

Old Business – Reopening Status - revisions

- New Library Policies Approval
- Civil Service Update
- Board Executive Committee elections - Bylaws

New Business – Librarian 1 authority

Executive Session

- to discuss personnel relating to matters of appointment, promotion and job descriptions

Set Date for Next Board Meeting – January 24, 2022 @ 7pm

Adjournment

Library Report 11/15/2021

While most library programs are still on hold due to the high number of local COVID-19 cases, the staff has been taking advantage of professional development when possible.

Mary attended an E-Rate training session executed by CEFLS through a zoom call. E-rate is a Federal Reimbursement program for libraries' telecommunications expenses. It is quite a lengthy ongoing process. The hope is to start applying for the reimbursement in December. She is registered for an additional E-rate training call on Monday, Nov 15th.

Karlee is registered to attend Active Shooter Training with the NY State Police at CEFLS in Plattsburgh on Thursday, November 18th. Mary attended a previous session a few years ago. Chelsie and Betsy received Active Shooter training while employed at Malone Central School District (MCSD) and Tammy at Salmon River Central School District.

With persistent issues receiving book orders due to staff shortages from our main vendor, Baker & Taylor, Chelsie attended a zoom training on book ordering through a new vendor, Ingram. She has placed 3 children's book orders so far and been pleased with the service. She also watched a webinar titled 'How to Partner with Local Businesses' presented by NYLA. We are always looking to expand these partnerships.

Nicole and Mary recently met with Rhonda Poirier, MCSD Treasurer to go over the library's financial reports compiled by the school each month. Rhonda was extremely patient and helpful. While still awaiting a response from Accountant Michael Spofford at CEFLS to questions that arose on the Comptroller's Financial Report, Nicole and Mary are trying to move forward with that report's submission to the state.

The library staff is sponsoring a child/family for Holiday Helpers again this year. Gifts and money are to be at the library by Dec 3rd. We scaled back on the number of families so we can also continue to fund our Personal Care Pantry. Karlee is also working on a list of Community Resources for those in need. She is contacting food pantries, thrift stores and other local agencies and compiling their information in a flyer to leave in the Personal Care Pantry and the library foyer.

A covered bulletin board and pamphlet display were installed in the library's foyer this month. They allow us to highlight pertinent information while keeping the lobby neater.

SymQuest has begun the switchover to the Wead Library's IT company. Another in-person meeting is scheduled for Thursday, Nov 18th to go over the final plan. The process should be completed by the end of the month.

Librarian Report
November 15, 2021

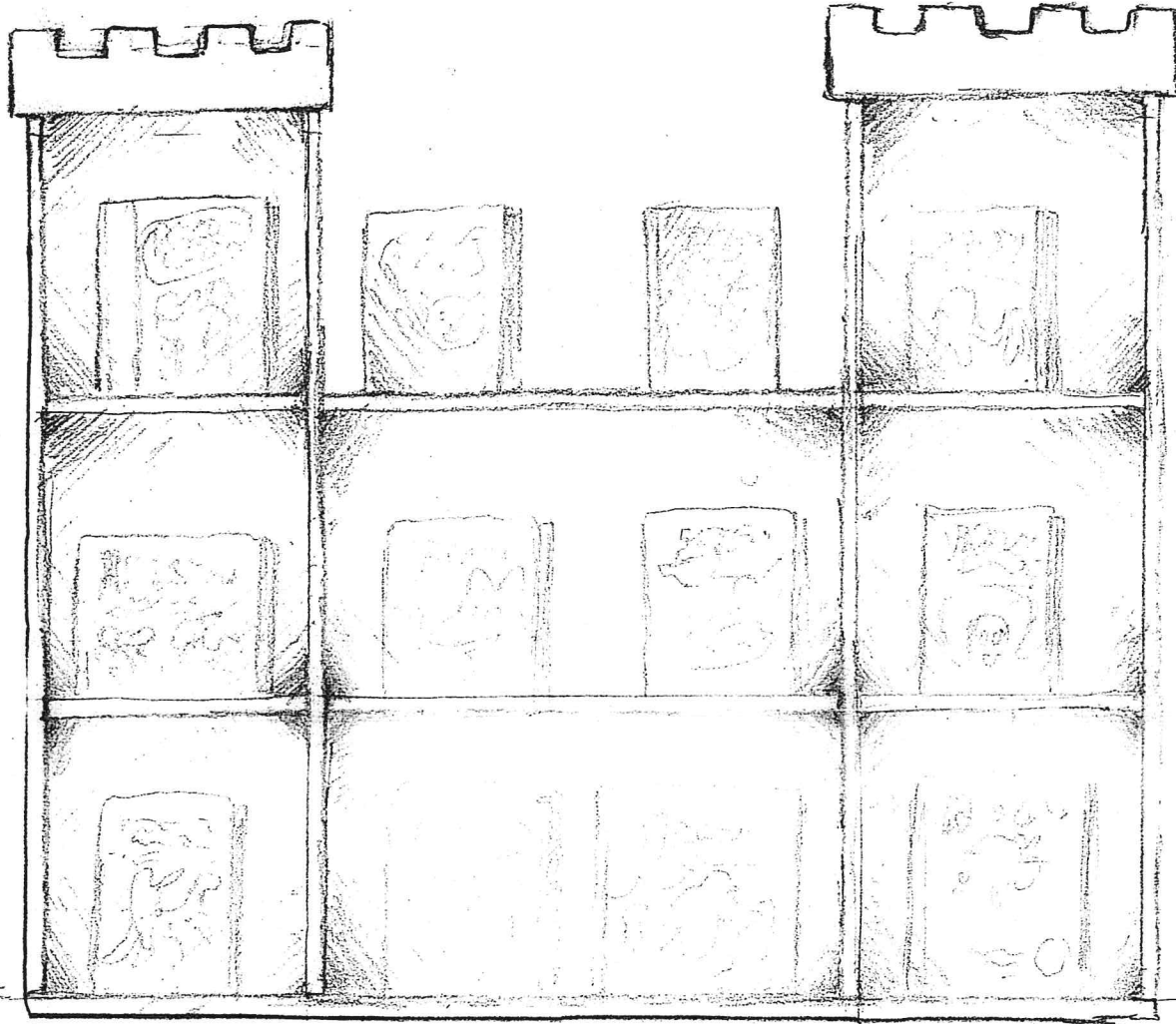
On November 9th, our outdoor window I SPY program launched. Each week, participants will be tasked with finding a different book character. Those who return to the circulation desk with the correct window number will receive a prize. This program will end on December 18th.

The last Fall Story Hour was on October 28th. We had four children attend. Karlee and I are planning to resume indoor Story Hour in February if the Library is able to move into the next phase.

We purchased a new front facing bookcase to hold our Easy Reader, Board Book, and Disney Collection. These popular collections are outgrowing the space we currently have for them. Face out browsing will encourage young readers to browse for books independently. This may also increase circulation. Although young patrons will have the ability to easily look through all Easy Readers, they will be shelved by level which has been requested by many parents.

We have also been considering the need for increased display space in the children's room. We have plans to build a new display case in the shape of a castle. Encouraging imagination and a love for reading was at the center of this design. Karlee has reached out to her grandfather about potentially building this display case. We were impressed with the shelving he built for the main floor.

In October, we had a Talking Book Open House. For a little over a week, we had a talking book display that promoted the Talking Book and Braille Library. The Talking Book and Braille Library (TBBL) provides free access to audio books, and Braille materials. Individuals are eligible for service from TBBL if they have a visual impairment, a physical disability, or a diagnosed reading or learning disability. Since the open house, we have continued to give out promotional materials to help spread the word on these free services.



Minutes of the Wead Library Board Meeting on October 18, 2021

Present: Jeanne LeClerc, board member
Anne Werley Smallman, board member
Chris Eggsware, board member
Lucille Poirier, board member
Mary McDonald, Senior Clerk
Chelsie Russo, Librarian

Excused: Melissa Benardot, President

Call to order: 7:07 pm

Motion to approve the minutes of the September 20, 2021 meetings by Lucille Poirier/second by Chris Eggsware. Approved unanimously.

Mary noted the Malone Central Schools Treasurer has been notified of a coding error on the July & August 2021 Treasurer reports regarding the Budget Status Reports - Professional Salaries and Clerical Expenses. The accounts will be rectified on the next reports. Motion to approve the treasurer's reports of July & August 2021 by Chris Eggsware/second by Jeanne LeClerc. Approved unanimously.

Motion to accept the October 2021 bills as paid, by Lucille Poirier/second by Chris Eggsware. Questions about the "works of heart" expense -- it is for a wall painting for the teen section. The tree project has been 50% paid; remainder will be paid on completion of stump and wood removal. S4i will be giving a quote for trimming the neighbor's maple tree that touches the library building roof. A photo of the tree removal appeared in the *Malone Telegram*. Approved unanimously.

Library Report: *see attached*

Librarian's Report: *see attached*

Old Business

- Reopening Status: The library is currently in phase 5; masks are still mandatory for all staff and patrons inside the library. Public events and programming will be held outside as much as possible. Now that the photography exhibit is done, the upstairs will be rearranged to accommodate tutoring with social distancing.
- Roof Leak update: 2 ½ weeks ago, Seymour Roofing replaced the leaking portion of the flat roof; no leaks since. No bill yet. Mary McDonald has received the names of two roofing companies from Gouverneur that the school district has used. The interior wall of the (sealed) chimney on the top floor appears to have new water damage. Mary will contact Bruce Crompt, the mason who sealed it originally, to have him check it.

- CST has been given notice to discontinue IT services; Symquest IT has been given the contract starting December 1, 2021. The two companies will work together to transition our IT services.
- Board Training reminder: Anne Smallman and Chris Eggsware each need one hour still. The regulations are being clarified and CEFLS will provide guidance.
- Civil Service update -- tabled; awaiting further info from Melissa Benardot
- New and Updated Library Policies addressed (see attached):
 - **Board of Trustees Ethics Policy** *motion to adopt as written by Lucille Poirier/second by Jeanne LeClerc; approved unanimously*
 - **Personnel Code of Conduct** *Suggested replacement of “will look into” with “will investigate” in 2nd to last sentence in policy. Conversation about adding language about who is responsible for overseeing compliance and discipline, along with appeal procedure; tabled pending Chelsie Russo proposing language, after consulting job descriptions and CSEA contract considerations*
 - **Wead Library Volunteer Policy** *motion to adopt as written by Lucille Poirier/second by Jeanne LeClerc; approved unanimously*
 - **Wead Library Whistle Blower Policy** *motion to adopt as written by Chris Eggsware/second by Jeanne LeClerc; approved unanimously*
 - **Animals in the Library Policy**
Suggested changes:
 2.3 *Other Animals: strike “Other Species under RCW 49.60.218,” and strike “2.4 Miniature Horses Notwithstanding the limitation of only dogs being recognized as service animals,” Sentence will now begin with “Federal regulations do allow...” and will follow “...except for miniature horses.” There will be no 2.4.*
 2.3d *change “compromises” to “compromise”*
 Section 3, *first sentence, change section 2.4 to section 2.3*
motion to adopt with proposed revision by Lucille Poirier/second by Jeanne LeClerc; approved unanimously
 - **Wead Library Patron Complaint Policy** *motion to adopt as written by Lucille Poirier/second by Jeanne LeClerc; approved unanimously*
 - **Tutoring Policy** *motion to adopt as written by Anne Smallman/second by Lucille Poirier; approved unanimously*
 - **Collection Management Policy**
Suggested changes:
 Procedure for Request for Reconsideration section: *2nd sentence change “Board President’s designee” to “Director or designee”*
3rd sentence change to “A reply to the request will be given within thirty days of receipt of the request.” Add sentence at end of paragraph: “Appeals to the decision should follow the Patron Complaint Policy.”

Collection Maintenance section: Strike second and third sentences. Replace with "Wead Library uses the following criteria to make a book eligible for weeding:" and remove the acronym initial before each criteria. Change next sentence to: "Guidelines can be found in the document "What to Weed: General Guidelines." Add citation.

Motion to adopt with proposed revisions by Lucille Poirier/second by Chris Eggsware; approved unanimously

- **Library Card Terms and Conditions** *motion to adopt as written by Lucille Poirier/second by Jeanne LeClerc; approved unanimously*

New Business

- CEFLS 2022 Direct Access Plan approval (see attached) Motion to approve by Anne Smallman/second by Chris Eggsware. Approved unanimously.
- Fuel oil bids - Mary McDonald solicited bids and received proposals (see attached) from MJ Leroux, Adirondack Energy, MX Fuels. The board chose Adirondack Energy as our vendor this year.
- Board executive committee elections - board should have yearly elections; tabled for discussion next meeting.

The next regularly scheduled board meeting will be November 15, 2021 at 7pm.

Adjourned at 8:56pm on motion by Lucille Poirier/second by Jeanne LeClerc.

Respectfully submitted,

Anne Werley Smallman
Board of Trustees

WEAD LIBRARY - FOR PERIOD ENDING September 30, 2021

08/31/21 Checking Account Balance-NBT Bank

\$7,613.68

Plus Receipts:

Photocopies \$146.47
 Fines \$18.26
 Interest - .02% \$0.28
 Refund \$0.00
 Miscellaneous Revenues - Refund Prior Year \$0.00
 Book Reimbursement \$0.00
 Book Sales \$0.00
 ERATE \$0.00
 Donations \$1,405.00
 Taxes - Returned \$0.00
 Transfer From Other Accounts \$60,000.00

Less: Warrant & Transfers

9/30/21 Checking Account Balance

\$61,570.01
 \$69,183.69
 \$33,971.03
 \$35,212.66

8/31/21 Investment: NBT Bank

Plus Receipts:

Interest - .1000% \$116.18
 Taxes \$239,705.79
 DONATION \$0.00

Less: Transfers

9/30/21 NBT & Community Bank

\$239,821.97
 \$1,605,849.21
 \$60,000.00
 \$1,545,849.21

Trust Fund: NBT MONEY MARKET - 0.1000%

	Balance 8/31/21	Additions	Withdrawal	Interest	Balance 9/30/21
Dickinson	\$17,713.14			\$1.33	\$17,714.47
Ransom	\$4,190.42			\$0.31	\$4,190.73
Rust	\$50,225.64			\$3.77	\$50,229.41
Furness	\$15,394.13			\$1.17	\$15,395.30
Taylor	\$14,629.83			\$1.10	\$14,630.93
Cashman	\$53,172.81		\$0.00	\$3.99	\$53,176.80
Total	\$155,325.97	\$0.00	\$0.00	\$11.67	\$155,337.64

WEAD LIBRARY
CALENDAR ANNUAL FINANCIAL STATEMENT

30-Sep-21

BALANCES 12/31/19

GENERAL	CD & MM	WEAD TRUST	PETTY CASH	DUE TO ERS/AP	TOTAL
\$30,114.18	\$1,578,968.29	\$155,194.68	\$75.00	\$0.00	\$1,764,352.15

-21949.21 \$1,742,402.94

CASH RECEIPTS:

GENERAL RECEIPTS	\$9,319.23	\$0.00	\$0.00	\$9,319.23	
REAL PROPERTY TAXES	\$0.00	\$305,531.81		\$305,531.81	
INTEREST EARNED	\$3.49	\$1,349.11	\$142.96	\$1,495.56	
DUE TO RETIREMENT/ ACCR LIAB/ PREPAID EXP	\$14,438.95	\$0.00		\$14,438.95	
DUE FROM OTHER FUNDS	\$0.00	\$0.00		\$0.00	
TRANS FROM MM/CKING	\$318,050.79	\$0.00	\$0.00	\$318,050.79	
TOTAL RECEIPTS	\$341,812.46	\$306,880.92	\$142.96	\$0.00	\$648,836.34

CASH DISBURSEMENTS:

GENERAL DISBURSEMENTS	\$336,713.98			\$336,713.98
PAYROLL	\$0.00	\$340,000.00		\$0.00
TRANS TO MM/CHK/KBK FUND	\$336,713.98	\$340,000.00	\$0.00	\$0.00
TOTAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00

\$0.00	\$0.00	0	\$0.00
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BALANCE ON BOOKS ON DIFFERENCE

30-Sep-21	\$35,212.66	\$1,545,849.21	\$155,337.64	\$75.00	\$0.00	\$1,736,474.51
30-Sep-21	\$35,212.66	\$1,545,849.21	\$155,337.64	\$75.00	\$0.00	\$1,736,474.51
DIFFERENCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

\$1,701,186.85

RECEIPTS	Jan	Feb	March	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.	Total
PHOTOCOPIES	L2082 0.00	0.00	8.00	0.00	0.00	0.00	97.90	100.05	146.47	0.00	0.00	0.00	352.42
FINES	L2082.1 14.00	0.00	20.00	0.00	0.00	0.00	112.00	26.60	18.26	0.00	0.00	0.00	190.86
PAYMENT IN LIEU TAXES	L1081 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BOOK SALES	L2650 0.00	0.00	0.00	0.00	0.00	926.00	0.00	0.00	0.00	0.00	0.00	0.00	926.00
SALE OF PROPERTY	L2670 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPENSATION FOR LOSS - BOOK R 12690	L2690 0.00	0.00	40.00	0.00	0.00	20.00	55.00	0.00	0.00	0.00	0.00	0.00	115.00
REFUND PRIOR YEAR EXPENSE	L2701 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DONATIONS	L2705 100.00	0.00	1,102.00	0.00	0.00	0.00	0.00	935.00	1,405.00	0.00	0.00	0.00	3,542.00
MISCELLANEOUS	L2770 0.00	0.00	0.00	0.00	936.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	936.30
MISC - INCENTRIIVE AID	L2770.1 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISC - MINI GRANTS	L2770.2 0.00	0.00	0.00	0.00	0.00	0.00	1,660.00	0.00	0.00	0.00	0.00	0.00	1,660.00
E RATE REIMBURSEMENT	L2770.3 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PATRON GRANT	L2770.4 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GATES GRANT	L2770.5 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BULLET AID	L2770.6 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LOCAL LIBRARY SERVICES AID (LLSA 13840	\$114.00	\$0.00	\$1,170.00	\$1,596.65	\$936.30	\$946.00	\$1,924.90	\$1,061.65	\$1,569.73	\$0.00	\$0.00	\$0.00	\$9,319.23

EXPENSES	Jan	Feb	March	April	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.	Total
PROFESSIONAL SALARIES	L4600160 2,720.00	2,720.00	2,720.00	2,720.00	2,720.00	6,778.96	1,583.16	2,720.00	0.00	0.00	0.00	0.00	24,682.12
CLERICAL SALARIES	L4600161 11,079.36	18,374.68	10,512.00	10,512.00	10,512.00	13,140.00	14,733.44	12,036.60	14,756.60	0.00	0.00	0.00	115,656.68
PART TIME HELP	L4600162 2,745.45	2,386.61	2,010.05	1,810.60	2,065.27	3,948.09	1,831.00	2,856.75	2,991.93	0.00	0.00	0.00	22,645.75
EQUIPMENT	L4600201 42.00	42.00	42.00	402.00	42.00	1,074.66	42.00	1,142.90	751.80	0.00	0.00	0.00	3,581.36
BOOKS & LIB MAT	L4600321 1,018.36	311.83	939.22	1,215.32	444.98	2,484.46	423.20	316.40	1,382.49	0.00	0.00	0.00	8,536.26
CHILDRENS MATERIALS	L4600322 432.58	94.99	717.98	386.26	103.52	1,793.20	0.00	247.00	836.28	0.00	0.00	0.00	4,611.81
VIDEOS	L4600323 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	190.00	0.00	0.00	0.00	190.00
PROCESSING COSTS	L4600324 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MAGAZINES	L4600325 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ELECTRONIC FORMAT	L4600326 4,529.17	1,046.99	5,483.00	0.00	0.00	0.00	0.00	149.04	1,560.38	0.00	0.00	0.00	11,208.20
AUDIO BOOKS	L4600327 94.80	155.10	93.46	0.00	206.28	0.00	0.00	277.40	0.00	0.00	0.00	0.00	827.04
OFFICE & LIBRARY SUPPLIES	L4600341 0.00	396.69	358.06	0.00	150.83	527.99	0.00	107.12	123.58	0.00	0.00	0.00	1,664.27
POSTAGE	L4600342 0.00	828.20	72.25	0.00	1.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	901.50
JAN SVS & SUPPLIES	L4600400 1,782.39	2,392.20	2,132.39	1,498.46	1,517.87	3,038.74	27.00	1,590.95	1,696.95	0.00	0.00	0.00	15,676.95
CONTRACTUAL	L4600401 375.00	375.00	631.50	470.00	375.00	1,171.25	375.00	375.00	444.30	0.00	0.00	0.00	4,592.05
INSURANCE	L4600410 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ELECTRIC & OIL	L4600420 630.50	4,952.53	1,824.81	1,359.89	1,074.26	1,158.58	0.00	690.55	680.31	0.00	0.00	0.00	12,371.43
TELEPHONE	L4600421 258.48	258.48	258.48	267.28	267.28	267.28	267.28	0.00	536.90	0.00	0.00	0.00	2,381.46
OTHER EXPENSES	L4600480 137.50	128.84	109.03	391.13	183.37	1,075.43	2,262.78	331.16	296.01	0.00	0.00	0.00	4,915.25
CHILDRENS PROGRAMS	L4600485 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL IMPROVEMENT	L4600500 0.00	6,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,800.00
RETIREMENT	L4600610 2,167.11	3,128.29	1,861.60	2,062.21	2,090.09	2,742.66	2,919.11	2,277.46	2,347.42	0.00	0.00	0.00	21,596.95
SOCIAL SECURITY	L4600615 1,251.30	1,781.59	1,153.90	1,138.99	1,158.41	1,814.24	1,388.28	1,347.41	1,352.74	0.00	0.00	0.00	12,386.86
HEALTH INSURANCE	L4600616 0.00	5,964.09	11,966.62	5,856.28	5,856.28	5,710.65	0.00	12,256.80	6,128.40	0.00	0.00	0.00	53,793.12
UNEMPLOYMENT INSURANCE	L4600617 301.99	0.00	0.00	1,078.56	0.00	0.00	943.77	0.00	0.00	0.00	0.00	0.00	2,324.32
WORKERS COMPENSATION	L4600618 1,946.00	0.00	0.00	0.00	135.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,081.00
VISION CARE	L4600619 97.36	97.36	219.06	0.00	97.36	97.36	97.36	97.36	97.36	0.00	0.00	0.00	900.58
BLDG FUND & REP CONT	L4600921 0.00	0.00	127.85	0.00	478.79	45.00	87.00	0.00	145.00	0.00	0.00	0.00	883.64
	31,609.35	52,235.47	43,233.26	31,168.98	29,479.64	46,868.55	26,980.38	38,819.90	36,318.45	0.00	0.00	0.00	336,713.98

Malone Central School District
Wead Library Fund Trial Balance for Fiscal Year 2022
Cycle 03
Post Dates From 07/01/2021 To 09/30/2021

G/L Account	Description	Debits	Credits
Assets			
200.00	Cash	35,212.66	
202.00	Cash - MM - Wead - NBT	1,545,849.21	
210.00	Petty Cash	75.00	
230.01	Exp Trust - Dickinson	17,714.47	
230.02	Exp Trust - Ransom	4,190.73	
230.03	Exp Trust - Rust	50,229.41	
230.04	Exp Trust - Furness	10,395.30	
230.05	Exp Trust - Taylor	14,630.93	
230.06	Exp Trust - Ethel Cashman	53,176.80	
230.07	NON Exp - Furness	5,000.00	
391.GF	Due From - MCSD	326,294.21	
Budgetary and Expense Accounts			
510.00	Estimated Revenues	580,605.00	
521.00	Encumbrances	150,310.84	
522.00	Expenditures	102,118.73	
599.00	Appropriated Fund Balance	164,234.67	
Liabilities, Reserves and Fund Balance			
630.GF	Due To Gen Fund		6,894.96
637.00	Due to Employees' Ret. System		7,543.99
821.00	Reserve for Encumbrances		150,310.84
899.00	NonExp Trusts		5,000.00
914.00	Assigned Appropriated Fund Bal		158,495.00
915.00	Assigned Unappropr Fund Bal		5,739.67
917.00	Unassigned Fund Balance		1,410,266.16
Budgetary and Revenue Accounts			
960.00	Appropriations		744,839.67
980.00	Revenues		570,947.67
Grand Totals		3,060,037.96	3,060,037.96

Malone Central School District
Revenue Status Report As Of: 09/30/2021
Fiscal Year: 2022

Fund: L Wead Library Fund

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
1001.000		Real Property Taxes	566,000.00	0.00	566,000.00	566,000.00		
2080.001		Photocopies	270.00	0.00	270.00	344.42	143.14	74.42
2080.002		Fines	300.00	0.00	300.00	156.86	5,426.61	
2401.000		Interest and Earnings	5,818.00	0.00	5,818.00	391.39	420.00	
2650.000		Book Sales	420.00	0.00	420.00	0.00	94.00	
2690.000		Compensation - BK Reimb	149.00	0.00	149.00	55.00	903.00	
2705.000		Gifts and Donations	3,243.00	0.00	3,243.00	2,340.00		
2770.002		Misc Mini Grants	300.00	0.00	300.00	1,660.00		1,360.00
3840.000		Local Library Serv Aid	4,105.00	0.00	4,105.00	0.00	4,105.00	
5999.000		Appropriated Fund Balance	158,495.00	0.00	158,495.00	0.00	158,495.00	
5999.999		Est. for Carryover Encumbrance	0.00	5,739.67	5,739.67	0.00	5,739.67	
Total Wead Library Fund			739,100.00	5,739.67	744,839.67	570,947.67	175,326.42	1,434.42

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.
These are estimates to balance the budget

Malone Central School District
Budget Status Report As Of: 09/30/2021
Fiscal Year: 2022

Fund: L Wead Library Fund

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
4600-160	Professional Salaries	65,000.00	0.00	65,000.00	4,303.16	0.00	60,696.84
4600-161	Clerical Expenses	148,000.00	0.00	148,000.00	41,526.64	117,356.85	-10,883.49
4600-162	Part Time Help	66,000.00	0.00	66,000.00	7,679.68	0.00	58,320.32
4600-201	Equipment	14,000.00	834.41	14,834.41	1,936.70	834.41	12,063.30
4600-321	Books & Library Materials	23,000.00	2,711.67	25,711.67	2,122.09	3,541.37	20,048.21
4600-322	Children's Materials	9,000.00	1,495.48	10,495.48	1,083.28	2,526.94	6,885.26
4600-323	Videos	2,000.00	0.00	2,000.00	190.00	0.00	1,810.00
4600-325	Magazines	2,000.00	0.00	2,000.00	1,560.38	0.00	439.62
4600-326	Electron Format Materials	13,000.00	0.00	13,000.00	149.04	0.00	12,850.96
4600-327	Audio Books	2,500.00	97.94	2,597.94	277.40	97.94	2,222.60
4600-341	Office & Library Supplies	3,600.00	335.29	3,935.29	230.70	335.29	3,369.30
4600-342	Postage	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
4600-400	Janitorial Svc & Supplies	25,000.00	264.88	25,264.88	3,314.90	264.88	21,685.10
4600-401	Contractual	13,000.00	0.00	13,000.00	1,194.30	0.00	11,805.70
4600-410	Insurance	9,000.00	0.00	9,000.00	0.00	0.00	9,000.00
4600-420	Electric & Oil	27,000.00	0.00	27,000.00	1,370.86	0.00	25,629.14
4600-421	Telephone	5,000.00	0.00	5,000.00	804.18	0.00	4,195.82
4600-480	Other Expenses	8,000.00	0.00	8,000.00	2,889.95	0.00	5,110.05
4600-500	Capital Improvement	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
4600-610	Retirement	50,000.00	0.00	50,000.00	7,543.99	16,375.36	26,080.65
4600-615	Social Security	22,900.00	0.00	22,900.00	4,088.43	8,977.80	9,833.77
4600-616	Health Insurance	100,000.00	0.00	100,000.00	18,385.20	0.00	81,614.80
4600-617	NYS Unemployment Ins	4,000.00	0.00	4,000.00	943.77	0.00	3,056.23
4600-618	Workers Compensation	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
4600-619	Vision Care	1,600.00	0.00	1,600.00	292.08	0.00	1,307.92
4600-921	Bldg Fund & Repair Contra	20,000.00	0.00	20,000.00	232.00	0.00	19,768.00
	4600 Wead Library - Function Subtotal	739,100.00	5,739.67	744,839.67	102,118.73	150,310.84	492,410.10
	Total Wead Library Fund	739,100.00	5,739.67	744,839.67	102,118.73	150,310.84	492,410.10

**Wead Library, Malone, NY
Bills Submitted for Approval
November 15, 2021**

<u>ACCT</u>	<u>ITEM</u>	<u>VENDOR</u>	<u>COST</u>	<u>VENDOR TOTAL</u>	<u>ACCOUNT TOTAL</u>
201	EQUIPMENT	Wells FargoVen Fin Serv - circ printer (Pd)		\$ 42.00	\$ 42.00
321	BOOKS & LIBRARY MATERIALS	Baker & Taylor (Pd)	\$ 345.47		
		Baker & Taylor (Pd)	\$ 274.22		
		Baker & Taylor (Pd)	\$ 263.41		
		Baker & Taylor Inv # 2036201538 (Pd)	\$ 363.28		
		Baker & Taylor Inv# 2036247306 (Pd)	\$ 92.55	\$ 1,338.93	
		Center Point Large Print - 1 year sub (Pd)		\$ 575.28	
		Petty Cash - Thrift Books - 3 books (Pd)		\$ 38.49	\$ 1,952.70
322	CHILDREN'S MATERIALS	Ingram Library Services - 2 books (Pd)	\$ 14.08		
		Ingram Library Services - 1 book (Pd)	\$ 10.42		
		Ingram Library Services - 14 books (Pd)	\$ 131.06		
		Ingram Library Services - 1 book (Pd)	\$ 27.87	\$ 183.43	
		Baker & Taylor - Inv# 2036201538 (Pd)	\$ 15.19		
		Baker & Taylor - Inv# 2036247306 (Pd)	\$ 47.67	\$ 62.86	\$ 246.29
325	MAGAZINES	EBSCO - balance of order (Pd)		\$ 9.32	\$ 9.32
341	OFFICE & LIBRARY SUPPLIES	Brodart - 12" book jackets (Pd)		\$ 93.50	
		WB Mason - paper, calendars (Pd)		\$ 117.17	\$ 210.67
401	CONTRACTUAL	CST Group - remote monitoring 11/21 (Pd)		\$ 350.00	
		SymQuest - Managed Plus - 11/21 (Pd)		\$ 465.00	\$ 815.00
420	ELECTRIC, OIL & WATER EXPENSES	National Grid - outdoor light (Pd) 106 kWh	\$ 33.79		
		National Grid - electric (Pd) 2456 kWh	\$ 596.01	\$ 629.80	
		Adirondack Energy - Fuel Oil 199.3 gal (Pd)		\$ 543.81	\$ 1,173.61
480	OTHER EXPENSES	Wild Country - 10 October ads (Pd)		\$ 65.00	\$ 65.00
619	VISION CARE	CSEA - employee vision care 11/21 (Pd)		\$ 97.36	\$ 97.36
921	BLDG FUND & REPAIR	S4i Inc - balance of tree removal (Pd)		\$ 1,307.25	
		Keating's Electric - remove cabinet/wiring (Pd)		\$ 120.00	\$ 1,427.25
					\$ 6,039.20



ACCOUNTS
RECENTS
ACTIVITIES



Carole Bracy

October 17 at 12:17 PM · 🌐

...

😊 A Big Thank You to Mary & Staff at the Wead Library for their hospitality. The lucky winner of the free piece was drawn by Julie. Congratulations Annette Snyder 🎉

👍 13

7 Comments

Like

Comment

Share



Jeff King
Congratulations! 🎉

Like · Reply · 4d



Annette Snyder
Thank you!! 🙌🙌 im so excited

Like · Reply · 4d



Carole Bracy replied · 1 Reply



Mary McDonald
It was a pleasure to host your show.

Like · Reply · 5h



Carole Bracy
Thank you so much **Mary McDonald!** You and staff are always so welcoming to everyone. The Library is such a beautiful and historical place in the community. Always an honor to have my show there. 😊

Like · Reply · 3h



Write a reply...

View 1 more comment



Write a comment...

mailed
11/9/21

Wead Library

64 Elm Street Malone, NY 12953 518 483-5251 vnplib@nnyln.org

November 8, 2021

Dear Sergeant William Andre,

I am expressing our sincere gratitude for the Malone Police PBA's generous monetary donation to the Wead Library Personal Care Pantry. Since its opening, there has been a greater demand for items than we alone can meet. This donation allows us the flexibility to purchase the items most in need.

It is reassuring to see other agencies in Malone join forces to try to assist the community in every way possible. We will certainly give credit to the Village Police Department whenever we can.

On behalf of the staff and the Wead Library Board of Trustees, thank you again for your continued support.



Mary McDonald
Senior Clerk, Wead Library

Wead Library Re-Opening Plan

Day to Day Operations

as of September 1, 2021

The Wead Library Day to Day Re-Opening Plan is intended to provide guidelines that will assist the staff in transitioning from a lockdown/stay at home environment to the delivery of the full range of services, programs and activities that our patrons, community users and visitors enjoyed prior to March 16, 2020.

The re-opening plan is a multi-phased plan using the most up-to-date information available from NY State, CDC, other science based information institutions, the NYLA, ALA, and CEFLS. The plan is patterned after a combination of the Albany Public Library and the Saranac Lake Public Library's plans. It uses the model of a gradual releasing of access to the building, services and programs to the public. It is easier to relax restrictions as we move forward than to attempt to reinstate or tighten restrictions in the middle of this crisis. The plan also recognizes the need for flexibility on the part of the staff to meet unexpected situations as they occur in real time.

The re-opening plan looks at the capacity of the Wead Library and also takes into consideration the health and safety of patrons, visitors, community users and staff.

The re-opening plan recognizes that there are a number of factors that will have a direct impact on the success of any reopening plan. The currently identified factors include:

- Executive Directives from the Governor of the State of New York
- Staffing and the ability to staff high-contact patron areas as to minimize exposure to both patrons and staff
- The ability of the staff and cleaners to heighten and incorporate additional quarantine, cleaning and sanitizing procedures of both surfaces and returned items and the availability of both PPE and cleaning supplies to do so.
- Due to the extraordinary circumstances impacting the Wead Library staff, responsibilities and job descriptions may have to change to meet the needs of the library.
- The ability of library staff to reduce or redirect activities quickly if another wave of the COVID-19 virus was to reemerge in the North Country.

Moving from phase to phase is based on community COVID rates, scientific best practices and success of Malone Central Schools In-person instruction and activities.

PHASE ONE – Only Staff Returns to Building, Returns Only

June 29, 2020 (starting when Governor Cuomo's Re-Open New York - Phase 4 begins)

Library will open on modified summer hours.

Mask or face shield use is mandatory for all staff until instructed to stop.

Social distancing guidelines apply to all staff until instructed to stop.

Facilities remain closed to the public.

Procedures will be put in place for cleaning and sanitizing surfaces and materials.

Staff expected to complete job-specific duties and tasks.

New returns procedure will be set-up and implemented.

No money will be exchanged. Fines accrued from March 1, 2020 to present will be waived.

Wi Fi outside the building will continue to be available.

New pick-up service will be set-up and ready for phase two.

Staff training on new procedures will take place.

PHASE TWO – Opening of Pick-Up Service

July 6, 2020 – August 2, 2020

The building is not open to the public.

Modified summer hours in place.

Only offering services via foyer, phone, email and social media messages.

Will provide "pick-up" service of pre-requested in-building materials only.

Materials will be limited to 5 adult/ya items and 10 children's items per patron.

The Summer Reading Program crafts will be available as "grab n go" if possible.

Returns procedure will continue from book drops only.

No money will be exchanged. Fines accrued from March 1, 2020 to present will be waived.

Wi Fi outside the building will continue to be available.

No volunteers in building.

No in-house programs.

No meeting room use.

No public access computer use.

No rest rooms open to the public.

PHASE THREE – Opening of Limited ILL, Donations *if possible*

August 3, 2020 - October 12, 2020

November 12, 2020 – March 23, 2021

The building is not open to the public.

Modified hours in place.

Limited ILL services if possible.

Donations will be accepted with new procedure in place.

Only offering services via phone, email and social media messages.

Will provide "pick-up" service of pre-requested in-building materials.

Materials will be limited to 5 adult/ya items and 10 children's items per patron.

Children's crafts will be available as "grab n go" if possible.

Returns procedure will continue from book drops only.

No money will be exchanged. Fines accrued from March 1, 2020 to present will be waived.

Wi Fi outside the building will continue to be available.

No volunteers in building.

No in-house programs.

No meeting room use.

No public access computer use.

No rest rooms open to the public.

PHASE FOUR – Walk-thru Browsing (Choose & Checkout)

October 13, 2020 – November 11, 2020

March 24, 2021 – April 26, 2021 (Weds & Thurs only)

April 27, 2021 – May 16, 2021 (Tues, Weds & Thurs only)

May 17, 2021 – June 16, 2021 (Mon-Fri)

Selected areas of the building re-opened to the public.

The library is open for the selection and checkout of books and materials only.

Modified hours still in place

Use of social distancing guidelines mandatory for all entering the building.

Mandatory mask use for all entering the building.

Mandatory that all persons entering building will use hand sanitizer, wash their hands in designated area, or put on provided gloves.

Limited hard cap on numbers of people in the building.

Limited rest rooms reopened to public.

ILL services continue if possible.

Returns procedure will continue from book drops only.

No money will be exchanged. Fines accrued from March 1, 2020 to present will be waived.

Donations will be accepted with donations procedure implemented.

Wi Fi outside the building will continue to be available.

Browsing of shelves and stacks for self-selection of materials available to public on select days.

Materials will be limited to 5 adult/ya items and 10 children's items per patron.

No loitering within the building.

All chairs, tables, desks, and extra bathrooms will be unavailable.

Toys will be removed.

No public use of desk phone.

No volunteers in building.

No in-house programs.

No meeting room use.

No tutoring room use.

No public access computer use.

No use of periodicals (newspapers/magazines).

PHASE FOUR A – Walk-thru Browsing (Choose & Checkout)

June 17, 2021 – August 31, 2021

Existing Phase 4 operations with the following changes:

Open limited number of public access computers with cleaning protocols.

Selected chairs, desks, and tables returned for public use.

Volunteers allowed to enter the building.

PHASE FIVE – Expanded Access to Library Services

September 1, 2021 - Present

Modified hours still in place.

Mandatory mask use for all entering building.

Mandatory that all persons entering building will use hand sanitizer, wash their hands in designated area, or put on provided gloves.

Limited rest rooms reopened to public.

ILL services continue if possible.

Returns accepted from book drops and counter.

Money will be exchanged. Fines will be waived, except for lost or damaged items.

Donations will be accepted.

Wi Fi outside the building will continue to be available.

Browsing of shelves and stacks for self-selection of materials available to public.

Selected chairs, desks, and tables returned for public use.

Toys will be removed.

No public use of desk phone.

Volunteers allowed to enter the building.

No in-house children's programs.

Limited meeting room use contingent upon following temporary safety protocols.

Limited tutoring room use contingent upon following temporary safety protocols.

Use of periodicals (newspapers/magazines).

Open limited number of public access computers with cleaning protocols.

PHASE SIX – Full Operation (dependent on directives from CDC, Franklin County and NY State)

Date TBD

Return to pre-March 16, 2020 services and programming as per CDC, state and county guidelines.

Fines will resume.

Due to the possibility of another wave of the COVID-19 virus infecting the North Country the following “established protocols” will be implemented until no longer deemed necessary by the State of New York, CDC or local officials to ensure the health and safety of the Wead Library patrons, community users and staff.

Established Protocols for the Duration of the Entire Re-Opening Plan and until further notice

Staff members will screen themselves at home for symptoms of COVID-19 and fill out the Daily COVID-19 Employee Questionnaire upon arrival at work.

No staff member will report to work if it is determined that they have been exposed to or have developed symptoms of or tested positive for the COVID-19 coronavirus. The staff member will contact the person in charge.

Mandatory mask use by all entering the building.

Mandatory social distancing for all entering the building.

Mandatory that all persons entering building will use hand sanitizer, wash their hands in designated area, or put on provided gloves.

All returns and donations will be done via the new procedures. All contents will be quarantined for a minimum of 7 days if applicable.

Each staff member only uses “their” phone/assigned station whenever possible.

All staff will participate, where they are physically able, in the processes of patron pick-up and check-in.

The circulation desk will be protected by a “sneeze-guard”.

At each staff change and days end the circ desk and shared areas will be wiped down with sanitizer.

Hand washing by all staff upon arriving at work, before and after handling materials, assisting patrons, taking desk shifts and running programs.

Tables and chairs will be wiped down with sanitizer after programs and meetings.

Public computer areas will be wiped down with sanitizer at the end of each night and when empty during the day.

Once open to the public, staff will scan the patron's library card while the patron is holding it.

Continued monitoring of cleaning and health supplies and their availability.

And all other protocols and tasks as assigned by the person in charge.

Personnel Code of Conduct

The Code of Conduct is intended to promote the orderly and efficient operation of the library as well as protect the rights of all employees.

It is each employee's responsibility to know the rules and abide by them.

Violations shall be regarded as cause for disciplinary action up to and including termination.

All employees must:

- Protect the confidential relationship that exists between a library patron and the library.
- Learn and execute the library policies and to express in a positive and respectful manner any concern or objection with the policies, philosophies or programs of the library.
- Maintain an objective and open attitude of understanding, courtesy, and concern for the patrons' needs. That said, no staff member is expected to take abuse from patrons or other staff.
- Serve all patrons equitably according to their needs.
- Treat their fellow members with the same professionalism, courtesy, and friendly manner as we expect to be given to our patrons.
- Encourage, promote, and model teamwork behaviors. This should include demonstrating respect for the abilities and knowledge of other staff.
- Keep the Library work environment in a clean and neat condition so that the appearance of the Library is pleasant and enjoyable for both the patrons and staff members.
- Distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with following library policies.
- Complete the duties & responsibilities of the job.

Following is a list of unacceptable acts or behavior:

- Direct violation of library policies and procedures
- Neglect of duty
- Insubordination
- Disorderly conduct
- Sexual harassment
- Theft, intentional destruction or defacing library property

Drug and Alcohol Use:

If an employee reports to work visibly impaired and cannot perform the required job functions, that employee will not be allowed to work. Proper treatment of the employee, including sending the employee home, should be ascertained.

Safety and Health:

Each employee is expected to obey safety rules and to exercise caution in all work activities. Any employee who notices a dangerous or potentially hazardous situation should report it to the Director or the designee. The Director or designee will investigate and correct any safety problems. Steps will be taken to eliminate the danger as soon as possible.

Penalties

An employee who violates any of the provisions of this Code of Conduct may be subject to disciplinary action up to and including suspension and dismissal in the manner provided by applicable law and/or contractual obligations. The purpose of any disciplinary action is to correct the problem and prevent recurrence.

A first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. If more than 12 months have passed since the last disciplinary action, the process will normally start over. Depending on the severity of the situation there may be certain types of employee problems that are serious enough to justify a suspension, or termination of employment, without the issuance of a verbal or written warning.

While notice of intent to terminate can be expected, the Wead Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

If the Director or designee makes a decision with which the employee disagrees, the employee has the right to make a written appeal to the Board of Trustees. The employee must submit this letter within ten business days of the original decision. Dismissals shall not be made without the recommendation of the Director or designee. The decision of the Board is final. The Library will maintain an accurate record of the action taken at each level of the disciplinary process. Copies of these records will be saved in the employee's file.

Display and Distribution of Public Materials Policy

The Wead Library has limited space for displaying and distributing informational materials that are of interest to the community. Materials described here refer to posters, notices, flyers, brochures, and other informational items for display or distribution to the public. Priority is given to Library-sponsored materials. All materials must comply with Library policies.

The following materials may not be accepted:

- Materials inconsistent with library policies.
- Materials about political candidates, campaigns, or affiliations.

Process for requesting information display and distribution:

1. All materials should be submitted to a staff member at the circulation desk. Materials displayed and distributed without Library approval will be discarded.
2. The staff member will ask for the name and contact information of the person submitting the material(s).
3. All materials will be brought to the Director or designee for approval or denial.
4. If approved, a staff member will post the material(s). The submission, authorization, and posting process may take at least one week.
5. Staff has the authority to remove the material(s) after their expiration date or 14 days, whichever is first. The Library reserves the right to remove material(s) at any time. The Library may remove and discard materials as they deem fit.

If a person would like to issue a complaint about public materials for display and distribution, please refer to the Wead Library Patron Complaint Policy.

Wead Library

The following are prohibited in the Library:

- Leaving young children unattended.
- Eating or drinking in the library (Water in bottles with a screw top is allowed).
- Engaging in excessive or disruptive conversations, talking loudly, using personal electronic equipment that is unreasonably disturbing to other library patrons.
- Use of scooters, roller-skates, hoverboards, or similar wheeled devices.
- Using Library materials, equipment, furniture, or fixtures in a destructive or potentially damaging manner.
- Use of any audio communication or entertainment device without headphones. Noise levels must be maintained at level that is not audible by staff or other patrons.
- Interfering with the free passage of library staff members or patrons in or onto Library premises including, but not limited to, placement of objects in hallways, aisles, flooring or elsewhere in a manner that impedes the free passage of such persons.
- Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library patrons or staff.
- Leaving any mess related to outside games, puzzles, or crafts is prohibited.
- Refusing to follow the reasonable directions of library staff.
- Relocating furniture or equipment.
- Running or jumping in the library.
- Removal of shoes or shirt is prohibited. Library patrons must be fully clothed at all times.
- Engaging in any activity in violation of Federal, State, local or other applicable law, or library policy.

Please respect library rules and policies. Help us ensure full use and enjoyment of our resources, equipment and facilities for current and future patrons. The Wead Library reserves the right to alter or update these rules at any time.

Drink and Food

Water in bottles that can be reclosed (screw top) is permitted. Beverages in cans and open containers are not permitted in the Library. Drinks are not permitted near electronic equipment (ie. near computer workstations or microfilm readers). Trash is expected to be placed in the appropriate containers, and spills should be wiped up. Unattended water bottles will be discarded. All areas should be as clean as they were before use. We are all responsible for keeping the library clean, safe, and pleasant. Food is not permitted in the Library. Per the Wead Library Meeting Policy, organizations with approved library events may have food and drinks in certain areas of the library. Library sponsored events may also allow food and drinks. Food and beverages are allowed in staff areas and staff workstations.

Children in the library

Parents or adult caregivers who bring children to the library are responsible for their protection and safety and must never leave young children unattended. Children cannot be monitored and supervised by the staff; because the library is open to all, libraries cannot be considered safe places for unattended children. A child under age 12 should never be left alone in the library. Children age 9 and younger must have a parent or caregiver in the immediate vicinity of, be in visual contact with the child, and supervise the child, ensuring that the child's behavior is not disturbing to other patrons. An exception would be children attending a library program without the parent or caregiver in the room. However, the parent or caregiver must remain in the library and immediately join the child at the end of the program. If a child age 9 or younger is found to be unaccompanied in the Library, staff will try to locate the parent or responsible adult caregiver. If a parent or responsible adult caregiver is unavailable, the Malone Police Department will be called. Children 12 years of age or older may use the library unattended provided proper behavior is maintained. Teenagers are treated as adult users. Children who do not follow library policies are subject to the same consequences as patrons.

CONSTITUTION AND BYLAWS FOR THE WEAD LIBRARY

PREAMBLE: The Wead Library exists for the residents of the Malone Central School District, and is supported by its taxpayers to assist in their obtaining information, education, and recreation in any order in which individual may deem of most importance to himself. The Library's Board of Trustees affirms its belief in the principles embodied in "The Freedom to Read" and in the American Library Association's "Library Bill of Rights".

ARTICLE I THE WEAD LIBRARY

This organization is and shall be known as the Wead Library existing by virtue of the provisions in the Absolute Charter #15,099 granted by the Regents of the University of the State of New York on 9/26/75, and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter.

ARTICLE II MANAGEMENT

1. The policies, business and affairs by which the Library shall be administered are formulated with the assistance of the Library Staff and are adopted by the Board of Trustees that shall be five in number chosen by the electorate of the Malone Central School District for a term of five years. The Director of the Library shall be the executive and chief administrative officer of the Library and shall function under its review and direction.
2. The term of members of the Board of Trustees shall end on June 30th of the fifth year following election, unless the Trustee shall have resigned or otherwise terminated membership on the Board.
3. Vacancies which occur for reasons other than expiration of term may be filled until the next annual election by the Board of Trustees. Any Trustee who shall fail to attend three consecutive regular meetings of the Board without excuse accepted as satisfactory by the Trustees shall be deemed to have resigned as Trustee, and the vacancy shall be filled at the next regular meeting.

ARTICLE III OFFICERS

1. The Officers of the Board of Trustees shall be elected at the Annual Meeting or first regular meeting each year and they shall be President, Vice-President, Secretary, and Treasurer, elected from among the Board of Trustees.
2. Officers shall serve a term of one year from the Annual Meeting at which they are elected and until their successors are duly elected.
3. The vote for the above mentioned Officers shall be by secret written ballot, and elections shall be by a majority of the membership of the Board who must be present.
4. The **President** shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as

CONSTITUTION AND BYLAWS FOR THE WEAD LIBRARY

ex-officio voting member of all committees, and generally perform all duties associated with that office.

The **Vice-President**, in the event of the absence or disability of the President, or a vacancy in the office, shall assume and perform the duties and functions of the President.

The **Secretary** shall keep a true and accurate record of all meetings of the Board, shall issue the notice and minutes of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

The **Treasurer** shall be the financial officer and representative of the Board in business relating to the receipt and disbursement of Library funds, and as such shall present for Board review and approval at regular intervals: (1) properly itemized and authenticated vouchers for materials, supplies or services furnished to the Library, (2) periodical reports of the financial status of the Library operations prepared with the assistance of the Director of the Library and, (3) shall perform such other duties as are generally associated with that office. The Treasurer shall be bonded in an amount as may be required by a resolution of the Board.

ARTICLE IV MEETINGS

1. The regular meetings shall be held at least four times a year as established by the Board at the Annual Meeting. Written notice with agenda thereof shall be sent to all Trustees, to the Director of the Library and to the Director of the Clinton-Essex-Franklin Library System at least one week prior to such regular meeting, and a public notice shall be posted in the Library and publicized in the news media. Minutes of the previously held regular meeting shall be mailed by the Secretary within a week of adjournment. The Annual Meeting shall be in June or as otherwise determined.
2. Special meetings may be called by the Secretary at the direction of the President, or at the request of at least one third of the Trustees, for the transaction of business as stated in the call for the special meeting.
3. A quorum for the transaction of business at any meeting shall consist of a majority of the entire Board who must be present. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined and written notice thereof sent to all Trustees as soon as possible after adjournment.
4. The order for 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 will permit:

- Roll call of members
- Discussion with public or employee visitors
- Disposition of minutes of previous meeting
- Treasurer's report
- Action upon bills received
- Report of the Director of the Library
- Committee reports

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Communications
Unfinished business
New business
Announcements and adjournment

5. The Director of the Library shall attend all meetings except those in which the Director's personal status is discussed, may participate in the discussion and offer professional advice, but is denied a vote upon any question.

ARTICLE V COMMITTEES

1. The President shall appoint a Building Committee, a Finance Committee, and a Planning Committee, and such other committees as the business of the Board may require from time to time. These committees shall consist of one or more members and shall be considered to be discharged upon completion of the term of office of the President.
2. The **Building Committee** shall periodically inspect the physical plant of the Library and report important matters to the Board with recommendations for improvements or corrections of any faults found and for any action relating to the maintenance of the physical plant.
3. The **Finance Committee** shall have general supervision over the financial affairs of the Library and shall make related policy recommendations to the Board. This committee shall prepare the Annual Budget for the maintenance and operation of the Library for review and approval by the Board at the time specified by the President.
4. The **Planning Committee** shall periodically formulate policy recommendations for review and approval by the Board relating to Library organization resources and services, shall submit to the Board an annual narrative report of its recommendations and relate results to date and shall be generally aware of Library developments and standards of service elsewhere which should be adopted by the Wead Library and by the Clinton-Essex-Franklin Library System.
5. All committees may make a progress report to the board at each of its meetings. No committee shall have other than advisory powers unless the Board has delegated specific power to act upon its behalf pending a subsequent meeting of the Board for confirmation.

ARTICLE VI DIRECTOR

1. The Director of the Library shall be the executive and chief administrative officer of the Library on behalf of the Board and shall function under its review and direction. The Director shall prepare and present to the Board for its approval monthly and annual reports on the status of the Library as well as the annual report required for transmittal to the State and Library System.
2. The Director shall recommend to the Board the appointment and specify the duties of the Library employees and no appointment, promotions, or dismissals shall be made without this recommendation. The Director shall have interim authority to appoint part-time or

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temporary employees without prior approval of the Board provided that such appointments are reported at the next regular Board meeting.

3. The Director is responsible for the proper direction, supervision and evaluation of the staff, for the care and maintenance of Library property, for an appropriate selection of Library material in keeping with the stated policy of the Board, for the determination of effective policy, for the efficiency of service to the public within the resources available, and for operation within available resources and other duties assigned. The Director shall recommend policies for Board approval and shall be aware of public relations.

ARTICLE VII INDEMNIFICATION

1. The Wead Library shall indemnify every trustee, officer, and employee of the Library to the fullest extent allowed under the terms and provisions of the Not-For-Profit Corporation Law of the State of New York. The foregoing right of indemnification shall not be diminished or reduced by virtue of any other right or rights to which any trustee, officer, or employee of the Library may be entitled.

ARTICLE VIII AMENDMENTS AND RULES OF ORDER

1. The Board may amend these bylaws by a majority vote of all members of the Board provided notice of the amendment has been sent or delivered to each member of the Board thirty days prior to the meeting.
2. Nothing in these bylaws shall be construed as being contrary to the Education Law of the State of New York or to the Regulations of the Commissioner of Education.

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3. Roberts "Rules of Order" shall otherwise prevail in all deliberations not specifically provided for either in these bylaws or the aforementioned official documents.

Date approved by Board

President, Board of Trustees
Wead Library, Malone, N.Y.

Collective Authority

Under New York State law, a library board has broad authority to manage the affairs of the library, but it is a collective authority. Individual trustees, regardless of their position on the board, do not have the power to command the services of a library staff member, nor to speak or act on behalf of the library, unless they have been specifically granted that authority by a vote of the board.

An important corollary to this concept of collective authority is the need for the board to speak with one voice once a decision has been made. Debate, discussion, and even disagreement over an issue are an important part of policy development and the decision making process. However, every trustee has an ethical obligation to publicly support an adopted board decision.

The First Amendment protects the rights of a trustee who disagrees so strongly with a board decision that he or she must speak out publicly against it. However, in such instances the individual must make it clear to all concerned that they do not represent the library and, indeed, may wish to seriously consider resigning from the board if such action interferes with their ability to effectively fulfill their responsibilities as a trustee.



Duties of Officers

The library's bylaws define the duties of the board officers, typically the President, Vice-President, Secretary and Treasurer/Finance Officer. Such officers are elected annually by the Board at an annual reorganization meeting and serve for a period of one year.

The **President** presides at all meetings of the Board, and is responsible for the proper conduct and effectiveness of such meetings. They authorize the call for any special meetings, appoints committees members, execute all documents authorized by the Board and generally perform all duties associated with that office. The Board President also serves as the primary liaison between the board and the director.

The **Vice President** assumes the duties of the President in their absence.

The **Secretary** is responsible for an accurate and timely record of all meetings of the Board, issues notice of all meetings, and performs other duties associated with that office.

The office of **Treasurer** varies greatly, depending upon the library's legal structure. **School district and many special legislative district libraries** must appoint (hire) an independent Treasurer who is not a member of the Board. Under the provisions of Education Law § 259 (1) (a) this independent officer reports to the board and is responsible for the receipt and disbursement of tax monies after Board approval.

Special legislative district libraries should refer to their enabling legislation for clarification. In the case of school district libraries, the school district treasurer is required to act in this capacity unless the library board appoints its own Treasurer. **Municipal libraries** that exercise their right under Education Law § 259 (1) (a) to request their tax appropriations be paid over to the library are strongly advised to appoint an independent Treasurer. In the case of municipal libraries where tax funds are held, and invoices are paid by the municipality, the Treasurer of the municipality serves in this capacity.

The State Comptroller has repeatedly opined that the doctrine of "incompatibility of office" applies to school district, municipal and special legislative district libraries (according to their enabling legislation). This is often applied to the appointment of a board member to the office of Treasurer. In such cases it is considered a best practice to appoint (hire) an independent Treasurer and appoint a trustee as the board's "Finance Officer" who would oversee the regular audit of claims, chair the board budget committee and otherwise serve in such a capacity. (Also see: *The Role of the Public Library Treasurer*; Appendix page 95.)

Many libraries, either by choice (School District Public Libraries) or legislation (Special District Public Libraries) appoint a **Library District Clerk**. The primary duty of the district clerk is to oversee the annual trustee and budget vote. Many district clerks also perform "secretarial" duties at Board meetings; taking minutes which they submit to the Board Secretary for review and submission to the Board.

This position is often filled by a library employee but is considered a separate appointment, answerable to the Board, with a stipend in addition to any other duties. As an “officer of the corporation” the district clerk must take an Oath of Office.

Neither the Library Treasurer nor District Clerk are part of the competitive class of civil service but, as part time Library employees, must still comply with local civil service rules.

Association libraries are not governed by these restrictions and may appoint a trustee as Treasurer to oversee the receipt and disbursement of library funds, report to the board and otherwise fulfill the duties of Treasurer.

Resources:

- Oaths of Office [New York State Library]
<http://www.nysl.nysed.gov/libdev/trustees/oath.htm>
- Sturgis, Alice. *The Standard Code of Parliamentary Procedure*. Fourth revised edition. New York: McGraw-Hill, 2001
- *Webinar: The Role of the Board President (Helping All Trustees Succeed Mini-Webinar Series)* <http://www.nysl.nysed.gov/libdev/trustees/webinars.htm>
- *Webinar: The Role of the Treasurer (Helping All Trustees Succeed Mini-Webinar Series)* <http://www.nysl.nysed.gov/libdev/trustees/webinars.htm>

Related Documents and Policies:

- Code of Ethics/Conduct
- Conflict of Interest Policy
- Library Board Bylaws
- Removal of a Trustee