

**Weedspport Free Library
Board Meeting Agenda
Thursday, December 9, 2021
6:30 PM in-person or zoom**

**If you prefer to attend by zoom, please let Wendy (315-289-3043) know,
so she can send you a zoom link.**

- **Call Meeting To Order** - Wendy Bannister
- **Secretary's Report** (November 2021 minutes) - Sarah Pickering (substitute will review)
- **Public Expression Opportunity**
- **Treasurer's Report** (November 2021) – Megan Quill
- **Directors' Report** (November 2021) – Linda Quinn, Samantha Black
 - COVID-19 related issues (HERO act)
 - Update on Samantha's new director training/tentative schedule for Dec/Jan.
 - Director's Meeting & Falcons Updates (routers)
 - Friends Holiday Raffle 2021 (due Dec. 17th) & Tribute Tree 2021 (due Dec. 22nd)
 - Sharon Hahn- Hope Faith Love, Joni Lincoln Maude the Dog
- **Team Assignments and Reports**
 - **Policy and Procedures/Personnel** Sarah, Kimberly, Chris, Wendy, Samantha
 - Minimum standard updates by end of 2021
 - Review Policies for Open Meetings Policy (Revised), Conflict of Interest Policy, Code of Ethics, Disaster Response, Purchasing and Petty Cash
 - Sexual Harassment Training 2021 (Monday Dec. 20th)
 - **Building and Grounds** Paul, Ted, Don
 - HVAC Project update- Thermostat covers installed, waiting on equalizers and drip pans
 - Carbon Monoxide Detectors
 - Estimate for ceiling/drywall repair
 - Rear door lock serviced
 - **Finance/Long Range Planning** Megan, Bob, Wendy, Samantha
 - 2022 budget- final approval
- **Status of board members for 2022?**
 - Completing 1st term-Kimberly (if serving second terms no new members needed)
 - Ted Ball completing first term will serve second term
- **Officers for 2022-** President, Vice-President, Secretary, Treasurer
- **Fundraising** –Bob
 - Library Lawn Signs (waiting for Spring to initiate)
- **Confirmation of next board meeting – Annual Meeting: Thursday, January 27th, 2021 at 6:00 PM (note earlier start time) followed by regular January meeting**
- **Adjourn**

Weedsport Free Library
Regular Board Meeting Minutes
Date: 11/11/2021

Present: Ted Ball, Wendy Bannister, Don Burdick, Chris James, Bob Kelley, Sarah Pickering, Megan Quill, Paul Reichhart, Cheryl Austin, Samantha Black and Linda Quinn

Absent: Kimberly Springer

-Meeting called to order by Wendy at 6:35 P.M.

-Secretaries Report: Sarah Pickering

*Motion to approve the October 2021 Board meeting minutes by Megan, 2nd by Paul, all in favor.

Public Expression: None

-Treasurer's Report: Megan Quill

*Income Statement Summary report – Revenue and Expense activity was reviewed for the period ending October 2021. October was a quiet month noting minimal activity. Invoices have not been received yet for the HVAC project. Don mentioned the project is mostly complete however, Woodcock & Armani is waiting on several parts to arrive.

Overall, the year-to-date budget to actual difference is within range, noting an increase in actual revenues compared to budget.

*Motion to approve the October 2021 Treasurer's reports by Sarah, 2nd by Chris, all in favor.

Director's report: Samantha Black, Cheryl Austin & Linda Quinn

- Patron visits, circulation and new cards issued were all up compared to the previous month, however, numbers remain relatively low compared to Pre-Covid times.
- Samantha is continuing the Director training with Cheryl and Linda. Samantha has attended Polaris trainings. Sarah Glogowski plans to visit with Samantha next week to go over the Library system and policies needed. Linda will go back to her normal hours next week. Cheryl has offered to stay on in January and February, working only 1 day a week, to help with the year-end reporting.
- As a COVID-19 update – NYS has reached the 75% vaccination threshold. COVID guidelines may change as the vaccination percentage continues to increase.
- Samantha, Linda & Wendy attended the Annual Meeting on October 15th via Zoom. The Open Meetings Policy was discussed at the meeting as well as changes to policies.
- Cheryl provided an update to the Friends Holiday raffle. Mailings are expected to go out next week. Notification of the raffle will be posted to the Library's Facebook page and website.
- Samantha asked Don if he could help bring down the tree from the attic for the Tribute Tree. Megan noted that she would be able to help set-up the tree during Thanksgiving week.

Children's Programs: Linda Quinn

- Linda noted there hasn't been a lot of interest in the programs. Lego Club and the Read to Koa program continue to be offered.
- Story Time sessions are going well, including the Toddler Rhyme Time and Preschool Story Time.

*Motion to approve the Director's report by Chris, 2nd by Don, all in favor.

Committees:

***Policy, Procedures, and Personnel:** Wendy Bannister, Chris James, Sarah Pickering, Cheryl Austin and Samantha Black

- Wendy passed around the Bookkeeper Job Description for review. The Job Description will be included in the Policy manual.

*After a motion was made by Paul, 2nd by Don, the Bookkeeper Job Description was approved as presented.

- Samantha provided a summary of the policies that are still needed to comply with the minimum standards policy update to be finalized by the end of the year. Samantha will e-mail the policies not yet reviewed before the next meeting.

- Wendy asked the Board to review the Bed Bugs Policy, the Confidentiality of Library Records Policy, the Unattended Children Policy, the Board Member Conflict of Interest Disclosure Form, the Circulation Policy, the Whistleblower Policy & the Open Meetings Policy. Discussions were held and the Board decided to hold off on approving the Open Meetings Policy until the next meeting.

*A motion was made to approve the Bed Bugs Policy, the Confidentiality of Library Records Policy, the Unattended Children Policy, the Board Member Conflict of Interest Disclosure Form, the Circulation Policy and the Whistleblower Policy by Paul, 2nd by Ted, all in favor.

***Buildings and Grounds:** Ted Ball, Don Burdick and Paul Reichhart

- The economizers have been installed. Joe from Woodcock & Armani will be sending in the rebates when the project is 100% complete. Don provided an invoice to Megan for payment.

*A motion was made to approve a transfer of \$6,295 from the restrictive account to the checking account for payment to Superior Insulation by Don, 2nd by Bob, all in favor.

- Don noted the Library doesn't have a Carbon Dioxide Detector. Chris recommended the committee contact the code inspector from the Town of Brutus for code information.

- The committee is interested in getting an estimate on drywall for the ceiling. Don will reach out to Mike Case for a quote.

***Finance/Long Range Planning:** Wendy Bannister, Bob Kelley, Megan Quill and Samantha Black

- The budget was presented for review. The Board decided to ask the school for an increase in funds compared to last year. The Library is expecting increased costs related to higher gas prices and NY Paid Sick Leave. The tax cap is set at \$2,228.

- Ted agreed to continue to be on the Board for a 2nd term. Wendy will confirm with Kim if she would like to continue for a 2nd term.

***Fundraising:** Bob Kelley

- Bob had suggested offering lawn signs to patrons for purchase as a fundraising idea. Bob is looking into pricing. The Board discussed timing and noted to wait until at least Spring.

The next meeting is **Thursday, December 9, 2021 at 6:30 PM.**

At 8:07 P.M., Paul moved to Adjourn, 2nd by Don. All in favor.

Respectfully submitted by Sarah

Weedsport Free Library
Balance Sheet
November 30, 2021

ASSETS

Current Assets		
Key - Checking #4047	\$	6,496.81
Key - Public Tax Money #2802		76,597.79
Key Restricted Svgs #0148		163,330.24
Cash on Hand		200.00
		<hr/>
Total Current Assets		246,624.84
Property and Equipment		
Building		476,402.11
Furniture and Fixtures		103,034.30
Office Equipment		8,965.91
Land		9,000.00
Accumulated Depreciation		(356,719.10)
		<hr/>
Total Property and Equipment		240,683.22
Other Assets		
Mobil Stock		6,775.16
		<hr/>
Total Other Assets		6,775.16
		<hr/>
Total Assets	\$	<u>494,083.22</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll Taxes	\$	(378.39)
Pension Payable		89.10
Restricted Funds - Friends		7,720.91
Restricted Funds-Jr. Friends		1,229.36
		<hr/>
Total Current Liabilities		8,660.98
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		8,660.98
Capital		
Surplus - Capital		448,937.76
Retained Earnings		37,522.88
Net Income		(1,038.40)
		<hr/>
Total Capital		485,422.24
		<hr/>
Total Liabilities & Capital	\$	<u>494,083.22</u>

Weedspport Free Library
Budget Income Statement
For the Eleven Months Ending November 30, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues						
Cayuga County	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,500.00	\$ 3,000.00	\$ 500.00
Town of Brutus	0.00	0.00	0.00	20,723.00	20,723.00	0.00
Village	0.00	0.00	0.00	16,950.00	17,289.00	(339.00)
School District	84,958.00	84,958.00	0.00	84,958.00	84,958.00	0.00
Local Aid	0.00	0.00	0.00	1,690.00	1,250.00	440.00
Other Cash Grants	0.00	0.00	0.00	0.00	0.00	0.00
Other State Aid	0.00	0.00	0.00	0.00	0.00	0.00
PPP Cares Program	0.00	0.00	0.00	0.00	0.00	0.00
Gifts/Endowments-OR	0.00	0.00	0.00	0.00	0.00	0.00
Donations-OR	83.60	0.00	83.60	5,158.41	1,000.00	4,158.41
Donations from Friends	0.00	0.00	0.00	0.00	3,000.00	(3,000.00)
Fund Raising-OR	275.00	0.00	275.00	275.00	0.00	275.00
Investments Interest-OR	1.65	0.00	1.65	7.59	0.00	7.59
Library Fines-OR	0.00	0.00	0.00	11.67	0.00	11.67
Copier & Fax Fees-OR	0.00	0.00	0.00	711.00	750.00	(39.00)
Lost Materials Income	29.00	0.00	29.00	72.95	0.00	72.95
Other Income-OR	0.00	0.00	0.00	2,181.07	500.00	1,681.07
Grant Income	0.00	0.00	0.00	0.00	0.00	0.00
Restricted Income	0.00	0.00	0.00	1,205.00	0.00	1,205.00
Total Revenues	85,347.25	84,958.00	389.25	137,443.69	132,470.00	4,973.69
Salaries/Benefits	8,113.20	7,977.66	135.54	88,871.27	87,754.26	1,117.01
Total Payroll/Expense	8,113.20	7,977.66	135.54	88,871.27	87,754.26	1,117.01
Expenses						
Building Repair	6,385.00	0.00	6,385.00	7,567.97	2,000.00	5,567.97
Serials	12.00	0.00	12.00	890.40	0.00	890.40
Books	636.30	583.33	52.97	5,204.60	6,416.63	(1,212.03)
Software/online databases	0.00	0.00	0.00	52.00	0.00	52.00
Audio/Video/DVD	158.71	0.00	158.71	248.40	0.00	248.40
Computer Lic	0.00	0.00	0.00	5,733.60	6,200.00	(466.40)
Contract Services	58.00	323.33	(265.33)	3,388.59	3,556.63	(168.04)
Copier - Lease	68.95	69.00	(0.05)	758.45	759.00	(0.55)
Custodial Support	450.00	483.33	(33.33)	4,851.27	5,316.63	(465.36)
Equipment Repair/Upgrades	0.00	208.33	(208.33)	2,430.01	2,291.63	138.38
Insurance - Property/Liability	1,120.00	907.50	212.50	3,897.20	3,630.00	267.20
Insurance - D & O	0.00	0.00	0.00	100.00	100.00	0.00
Library Supplies	27.97	58.33	(30.36)	600.90	641.63	(40.73)
Outside Services	1,860.00	1,860.00	0.00	1,860.00	1,860.00	0.00
Other Expenses	211.90	0.00	211.90	2,228.29	200.00	2,028.29

Weedspport Free Library
Budget Income Statement
For the Eleven Months Ending November 30, 2021

	Current Month Actual	Current Month Budget	Current Month Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance
Outdoor Maintenance	0.00	157.50	(157.50)	1,628.00	1,732.50	(104.50)
Postage	0.00	25.00	(25.00)	284.40	275.00	9.40
Professional Services	0.00	154.17	(154.17)	1,909.42	1,695.87	213.55
Publicity	0.00	0.00	0.00	0.00	0.00	0.00
Telephone	134.51	128.33	6.18	1,485.90	1,411.63	74.27
Travel & Seminars	0.00	0.00	0.00	60.00	750.00	(690.00)
Utilities	460.90	458.33	2.57	4,431.42	5,041.63	(610.21)
Total Expenses	11,584.24	5,416.48	6,167.76	49,610.82	43,878.78	5,732.04
Net Operating Income	65,649.81	71,563.86	(5,914.05)	(1,038.40)	836.96	(1,875.36)
Mobil Unrealized Gain Investmte	0.00	0.00	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	\$ 65,649.81	\$ 71,563.86	(5,914.05)	\$ (1,038.40)	\$ 836.96	(1,875.36)

Weedsport Free Library
Cash change report
As of: November 30, 2021

<u>Account Number</u>	<u>Account Description</u>	<u>Beginning Balance</u>	<u>Debit Change</u>	<u>Credit Change</u>	<u>Net Change</u>	<u>Ending Balance</u>
10000	Key - Checking #4047	7,959.66	\$ 12,387.60	\$ (13,850.45)	\$ (1,462.85)	\$ 6,496.81
10500	Key - Public Tax Money #	3,639.54	84,958.25	(12,000.00)	72,958.25	76,597.79
10900	Key Restricted Svgs #014	169,326.69	401.40	(6,397.85)	(5,996.45)	163,330.24
11000	Cash on Hand	200.00	0.00	0.00	0.00	200.00
	Totals	<u>181,125.89</u>	<u>\$ 97,747.25</u>	<u>\$ (32,248.30)</u>	<u>\$ 65,498.95</u>	<u>\$ 246,624.84</u>

Weedsport Free Library
 Gl Account Summary Report
 As of: November 30, 2021

<u>Account Number</u>	<u>Account Description</u>	<u>Beginning Balance</u>	<u>Debit Change</u>	<u>Credit Change</u>	<u>Net Change</u>	<u>Ending Balance</u>
24000	Restricted Funds - Friends	(7,320.91)	\$ 0.00	\$ (400.00)	\$ (400.00)	\$ (7,720.91)
24200	Restricted Funds-Jr. Frien	(1,229.36)	0.00	0.00	0.00	(1,229.36)
	Totals	<u>(8,550.27)</u>	<u>\$ 0.00</u>	<u>\$ (400.00)</u>	<u>\$ (400.00)</u>	<u>\$ (8,950.27)</u>

Weedsport Free Library
Summary Restricted Savings Account
For the Period From Jan 1, 2021 to Nov 30, 2021

Filter Criteria includes: 1) IDs: Restricted Monies. Report order is by ID. Report is printed excluding Balance Forward and Summarized by Job, Phase, Cost Code.

Job ID	Phase ID	Cost Code ID	Actual Rev.	Actual Exp.	Net DR/CR	Remaining
Restricted			233.99	100.00	-133.99	
			233.99	100.00	-133.99	
Book Purchases	Book		535.00		-535.00	
			100.00	102.85	2.85	
			635.00	102.85	-532.15	
Building Maintenance				6,295.00	6,295.00	
				6,295.00	6,295.00	
Community Foundation				534.98	534.98	
				534.98	534.98	
Family Literacy			231.41	231.41		
			231.41	231.41		
Friends Restricted	Book			16.42	16.42	
	Membership		135.00		-135.00	
	Other Expense			3,012.40	3,012.40	
	Other Income		819.31		-819.31	
	Postage/Publi			55.00	55.00	
	Sale of Books		1,887.78		-1,887.78	
	Summer Read			1,714.05	1,714.05	
			2,842.09	4,797.87	1,955.78	
Gazebo			900.00	1,200.00	300.00	
			900.00	1,200.00	300.00	
Interest			1.69		-1.69	
			1.69		-1.69	

Directors' Report
Weedspport Free Library
Library information for October 2021 – Board Meeting 120921

Patron Visits Jan. Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Yr. To Date

Note: 2020 shutdown and restrictions impact mid-March and beyond

2017	1621	1366	1673	1483	1875	1816	1778	1335	1475	2017	1563	1173	18,002
2018	1382	1486	1709	1500	2061	1856	1719	1803	1323	1649	1143	1042	17,631
2019	1137	1195	1231	1469	1692	1755	1802	1650	1379	1637	1309	1150	16,256
2020	1372	1304	718	0	0	88	330	625	660	802	616	630	6,515
2021	526	627	822	749	735	994	1224	928	783	834	895		9,117

Circulation

2017	1902	1757	1713	1761	1745	1965	2119	1950	1703	1775	1621	1281	20,011
2018	1391	1174	1444	1478	1588	1474	1863	1835	1408	1571	1378	1182	16,604
2019	1317	1352	1465	1402	1471	1416	1925	1800	1469	1598	1207	1207	16,422
2020	1457	1427	935	111	88	240	814	1070	1217	1355	1064	992	8,714
2021	1048	1125	1286	1398	1031	1256	1432	1198	1074	1127	1064		13,039

New Cards Issued

2017	15	8	12	16	29	18	21	17	24	15	11	4	186
2018	12	14	11	17	10	30	21	19	23	18	9	11	184
2019	11	14	17	9	17	17	31	17	16	15	8	10	172
2020	15	13	8	0	0	3	9	6	10	14	7	10	85
2021	5	11	10	9	8	13	17	9	5	13	9		109

**Digital Downloads
(OverDrive)**

2017	118	96	130	123	123	136	143	132	112	130	109	105	1352
2018	114	105	118	136	118	120	140	135	161	111	131	104	1389
2019	150	109	140	123	178	158	161	161	119	124	153	148	1576
2020	160	165	190	245	247	251	239	230	226	236	252	226	2441
2021	190	184	207	200	184	258	218	182	177	187	159		2146

**Total circ.
including digital**

2019	1528	1532	1686	1617	1722	1641	2134	2019	1644	1766	1435	1410	18,724
2020	1678	1649	1184	385	351	505	1053	1300	1443	1591	1316	1218	12,455
2021	1268	1309	1493	1598	1215	1514	1650	1380	1251	1314	1223		15,215

Meeting Room Use:

- Library Adult Book Club
- Girl Scout meetings
- Beekeepers Group
- Insurance signups
- Charity knitting group
- NAMI
- American Legion Auxiliary
- After Prom Committee
- Tutoring

November 2021

- Linda resumed role and regularly scheduled hours as Assistant Director as of 11/15 and Cheryl Austin continues to come in at least one day/week for support/assistance. Samantha started continues as Director.
- Samantha attended the Directors Support zoom meeting on Tuesday, 11/9.
- Samantha attended the Directors zoom meeting on Wednesday, 11/17.
- Samantha and Cheryl attended quarterly Falcons Meeting by zoom on Thursday, 11/18.
- Construction nearly completed on the HVAC project.
- Samantha and Debbie attended virtual Polaris trainings on Tuesday 11/17.
- Samantha and Cheryl facilitated Book Club on Tuesday, 11/9.
- Passive Program- Gratitude tree had 27 participants.

Children's Programs November, 2021 (by Samantha on behalf of Linda)

- Toddler Rhyme Time: 6
- Preschool Story Hour:15
- Story Time sessions continued through December. Preschool Story Time grew from October to November.
- The Read to Koa program was postponed to December due to illness.
- Lego Club in the Library was held on November 18. There were 7 who attended.

Weedsport Free Library

Disaster Response Policy

The purpose of the Disaster Response Policy is to create action guidelines and systems of prevention and recovery to deal with potential threats to the Library.

Planning and Prevention

1. Keep the Disaster Response Policy available in appropriate locations, including an outside location such as the home of the Library Director and/or President of Board of Trustees. The Contact List will be available for use in the Libaray.
2. The staff and director need to be aware of its location and contents.
3. The Library Director will review and update the Operations Continuity Contact list as needed.
4. Maintain fire alarms, fire extinguishers, and smoke detectors.
5. Keep access to exits, fire equipment, electrical panels and plumbing valves clear.
6. Store valuable records/materials in the most fire/waterproof area available.
7. Maintain a disaster kit and update the emergency supply inventory twice a year. It should include:
 - First Aid kit
 - Rubber/latex gloves
 - Battery-powered radio
 - Flashlights
 - Extra batteries
 - Tape
 - Scissors
 - Blanket, zip-loc bags, snacks, water

Advice for Specific Conditions

The building should be evacuated whenever remaining in the building becomes dangerous or upon the request of government authorities. Staff will clear the building, checking the bathroom, and leave the building. Close the doors and windows if it can be done safely. Prepare for power outage. Turn off computers.

Severe Thunderstorms – Close all exterior doors and windows. Stay inside away from windows.

Tornadoes – If there is a tornado warning and definite indication of an oncoming tornado, encourage patrons and staff to stay in the building. Take refuge in an interior room away from windows.

Floods – Listen to flood warnings and excuse staff if there is a danger of closed roads. Call the Library Director and Board President.

Hurricanes – Any time that a hurricane is predicted, excuse staff in a timely manner. If staff aren't able to leave safely stay in the building. Use contents of the disaster kit and prepare for a power outage.

Fire – The Library has a fire and smoke detection alarm. If the alarm sounds, a staff member will call 911 and quickly search the building for smoke or fire. Staff will wait outside for the Fire

Department to arrive. Call the Library Director. When and if the Fire Department says the condition is all clear, the staff will return to the building.

Health Emergencies* – If anyone's health is in question, call 911 for evaluation. Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. No medication, including aspirin, should ever be dispensed to the public. Call the Library Director. If person is a minor, call parent/guardian.

Bomb Threats – If the bomb threat is by phone, remain calm and keep the caller on the line as long as possible. Pass a note to another employee to call 911 and evacuate the building. Do not hang up even if the caller does. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation ask for this information. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds that may indicate the location from which the call is originating. Listen closely to the voice (male/female), voice quality (calm, excited), accents and speech impediments. The Police will handle the actual bomb search. If the bomb threat is delivered in person: evacuate the building. Call 911.

Discovery of a Biohazard

Leave the suspicious substance where it was found. Do not take any action that might spread it to another area. Evacuate the building. Call 911.

Active Shooter

EVACUATE – Run: If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.

- Help patrons and staff evacuate, if possible but evacuate regardless of whether others agree to follow.

- Call 911 when you are safe.

SHELTER-IN-PLACE – Hide: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door).

- Not trap you or restrict your options for movement.

- To prevent an active shooter from entering your hiding place:

- a. Lock the door.

- b. Blockade the door with heavy furniture.

- If the active shooter is nearby:

- a. Lock the door.

- b. Silence your cell phone

- c. Hide behind large items (i.e. cabinets, desks).

PROTECT YOURSELF – Fight: As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- a. Acting as aggressively as possible against him/her.

- b. Throwing items and improvising weapons.

- c. Yelling.

Oversight and Management

The Library Director is responsible for reporting an emergency to the appropriate authorities (calling 911). In the event the library director is not present, a staff member should contact appropriate authorities and notify the library director and president of board of trustees. If an emergency occurs when the library is closed, the Library Director and Board President are responsible for overseeing the management of the situation.

Contact List

Director: Samantha Black, (315) 514-8721

Board President: Wendy Bannister, (315) 289-3043

Police: 911

Village Police: (non-emergency to leave a message): (315) 834-9110

Cayuga County Sheriff non-emergency: (315) 253-1222

Fire: 911 or (315) 834-9754

Ambulance: 911

Weedsport Free Library

Open Meeting Policy

The Weedsport Free Library Public Library Board of Trustees adheres to the New York State's Open Meetings Law, as well as Education Law Title 1, Article 5, Section 260a. Text of both follows this summary. The Weedsport Free Library follows any NY State guidance on any suspensions or amendments to Open Meetings Law that is directed by NY State.

These laws require that board meetings must be properly posted and advertised and open to the public. The minutes of the open meeting are compiled and distributed to members of the Board of Trustees and are also available upon request. The minutes of the open meeting consist of a record or summary of all motions, proposals, resolutions and any matter formally voted upon and the vote thereon. In addition, working sessions of the board (even if they are not formal meetings) must be advertised and open if a quorum of the board is expected to attend. Notice of all board meetings must be sent to the news media and posted in a public place such as the library. Executive sessions, meetings from which the public and the news media may be excluded, may be convened during an open meeting for a limited number of specific purposes:

- Discussions regarding proposed, pending or current litigation;
- Collective [bargaining] negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law);
- The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

An executive session is convened only as part of a public board meeting. The board must vote to enter executive session and state the general nature of the session for its minutes. The board may take formal action and vote on any matter in executive session except the appropriation of public monies. Minutes of executive sessions are required only if the board took formal action in the executive session. If no vote or other action is taken, no minutes are required. Otherwise, the minutes of an executive session must provide "a record or summary of the final determination" or action the board took in the session.

EDUCATION LAW TITLE 1, ARTICLE 5, SECTION 260a § 260-a. Meetings of board of trustees. Every meeting, including a special district meeting, of a board of trustees of a public library system, cooperative library system, public library or free association library, including every committee meeting and subcommittee meeting of any board of trustees in cities having a population of one million or more, shall be open to the general public. Such meeting shall be

held in conformity with and in pursuance to the provisions of Article seven of the Public Officer's Law. Provided, however, and notwithstanding the provisions of subdivision one of section ninety-nine of the Public Officer's Law, public notice of the time and place of a meeting scheduled at least two weeks prior hereto shall be given to the public and news media at least one week before such meeting.

PUBLIC OFFICERS LAW, ARTICLE 7

OPEN MEETINGS LAW

Section 100. Legislative declaration.

101. Short title.

102. Definitions.

103. Open meetings and executive sessions.

104. Public notice.

105. Conduct of executive sessions.

106. Minutes

107. Enforcement.

108. Exemptions

109. Committee on open government.

110. Construction with other laws.

111. Severability.

§100. Legislative declaration. It is essential to the maintenance of a democratic society that the public business be performed in an open and public manner and that the citizens of this state be fully aware of and able to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy. The people must be able to remain informed if they are to retain control over those who are their public servants. It is the only climate under which the commonwealth will prosper and enable the governmental process to operate for the benefit of those who created it.

§101. Short title. This article shall be known and may be cited as "Open Meetings Law".

§102. Definitions. As used in this article: 1. "Meeting" means the official convening of a public body for the purpose of conducting public business, including the use of videoconferencing for attendance and participation by the members of the public body. 2. "Public body" means any entity, for which a quorum is required in order to conduct public business and which consists of two or more members, performing a governmental function for the state or for an agency or department thereof, or for a public corporation as defined in section sixty-six of the general

construction law, or committee or subcommittee or other similar body of such public body. 3. "Executive session" means that portion of a meeting not open to the general public.

§103. Open meetings and executive sessions. (a) Every meeting of a public body shall be open to the general public, except that an executive session of such body may be called and business transacted thereat in accordance with section one hundred five of this article. (b) Public bodies shall make or cause to be made all reasonable efforts to ensure that meetings are held in facilities that permit barrier-free physical access to the physically handicapped, as defined in subdivision five of section fifty of the public buildings law. (c) A public body that uses videoconferencing to conduct its meetings shall provide an opportunity to attend, listen and observe at any site at which a member participates.

§104. Public notice. 1. Public notice of the time and place of a meeting scheduled at least one week prior thereto shall be given to the news media and shall be conspicuously posted in one or more designated public locations at least seventy-two hours before such meeting. 2. Public notice of the time and place of every other meeting shall be given, to the extent practicable, to the news media and shall be conspicuously posted in one or more designated public locations at a reasonable time prior thereto. 3. The public notice provided for by this section shall not be construed to require publication as a legal notice. 2. If videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, identify the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations.

§105. Conduct of executive sessions. 1. Upon a majority vote of its total membership, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys: a. matters which will imperil the public safety if disclosed; b. any matter which may disclose the identity of a law enforcement agent or informer; c. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed; d. discussions regarding proposed, pending or current litigation; e. collective negotiations pursuant to article fourteen of the civil service law; f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; g. the preparation, grading or administration of examinations; and h. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof. 2. Attendance at an executive session shall be permitted to any member of the public body and any other persons authorized by the public body.

§106. Minutes. 1. Minutes shall be taken at all open meetings of a public body which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. 2. Minutes shall be taken at executive sessions of any action that is taken by formal vote which shall consist of a record or summary of the final

determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the freedom of information law as added by article six of this chapter. 3. Minutes of meetings of all public bodies shall be available to the public in accordance with the provisions of the freedom of information law within two weeks from the date of such meeting except that minutes taken pursuant to subdivision two hereof shall be available to the public within one week from the date of the executive session.

§107. Enforcement. 1. Any aggrieved person shall have standing to enforce the provisions of this article against a public body by the commencement of a proceeding pursuant to article seventy-eight of the civil practice law and rules, and/or an action for declaratory judgment and injunctive relief. In any such action or proceeding, the court shall have the power, in its discretion, upon good cause shown, to declare any action or part thereof taken in violation of this article void in whole or in part. An unintentional failure to fully comply with the notice provisions required by this article shall not alone be grounds for invalidating any action taken at a meeting of a public body. The provisions of this article shall not affect the validity of the authorization, acquisition, execution or disposition of a bond issue or notes. 2. In any proceeding brought pursuant to this section, costs and reasonable attorney fees may be awarded by the court, in its discretion, to the successful party. If a court determines that a vote was taken in material violation of this article, or that substantial deliberations relating thereto occurred in private prior to such vote, the court shall award costs and reasonable attorney's fees to the successful petitioner, unless there was a reasonable basis for a public body to believe that a closed session could properly have been held. 3. The statute of limitations in an article seventy-eight proceeding with respect to an action taken at executive session shall commence to run from the date the minutes of such executive session have been made available to the public.

§108. Exemptions. Nothing contained in this article shall be construed as extending the provisions hereof to: 1. judicial or quasi-judicial proceedings, except proceedings of the public service commission and zoning boards of appeals; 2. a. deliberations of political committees, conferences and caucuses. b. for purposes of this section, the deliberations of political committees, conferences and caucuses means a private meeting of members of the senate or assembly of the state of New York, or of the legislative body of a county, city, town or village, who are members or adherents of the same political party, without regard to (i) the subject matter under discussion, including discussions of public business, (ii) the majority or minority status of such political committees, conferences and caucuses or (iii) whether such political committees, conferences and caucuses invite staff or guests to participate in their deliberations; and 3. Any matter made confidential by federal or state law.

§109. Committee on open government. The committee on open government, created by paragraph (a) of subdivision one of section eighty-nine of this chapter, shall issue advisory opinions from time to time as, in its discretion may be required to inform public bodies and persons of the interpretations of the provisions of the open meetings law.

§110. Construction with other laws. 1. Any provision of a charter, administrative code, local law, ordinance, or rule or regulation affecting a public body which is more restrictive with respect to

public access than this article shall be deemed superseded hereby to the extent that such provision is more restrictive than this article. 2. Any provision of general, special or local law or charter, administrative code, ordinance, or rule or regulation less restrictive with respect to public access than this article shall not be deemed superseded hereby. 3. Notwithstanding any provision of this article to the contrary, a public body may adopt provisions less restrictive with respect to public access than this article.

§111. Severability. If any provision of this article or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction such judgment shall not affect or impair the validity of the other provisions of the article or the application thereof to other persons and circumstances.

Weedsport Free Library

Conflict of Interest Policy

I. Purpose

The purpose of this Conflict of Interest policy is to protect the Weedsport Free Library's interests when it is considering any transaction or arrangement that might benefit the private interests of any Weedsport Free Library Trustee, Committee Member, or employee. This policy is intended to supplement any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

II. Definitions

Covered Person: any member of the Weedsport Free Library Board of Trustees, Weedsport Free Library Board Committees and any Weedsport Free Library employee.

Interested person: any member of the Weedsport Free Library Board of Trustees, Weedsport Free Library Board Committees or any Weedsport Free Library employee having a direct or indirect financial interest, as defined below.

Financial interest: a covered person has a financial interest if the person has, through business, investment, or family:

- a. An ownership or investment interest in any entity with which UHLS has a transaction or arrangement;
- b. A compensation arrangement with UHLS or with any entity or individual with which UHLS has a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors.
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which UHLS is negotiating a transaction or arrangement.

III. Procedures

Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose that interest and present all material facts to the Weedsport Free Library Board of Trustees.

Recusal: Any covered person may recuse at any time from involvement in any decision or discussion in which he/she believes that there may be a conflict of interest, without going through the process for determining whether a conflict of interest actually exists.

Procedures for Addressing the Conflict of Interest:

- a. After disclosure of all material facts, and after any discussion with the Weedsport Free Library Board of Trustees, the covered person shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon.
- b. The Board President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board of Trustees shall determine whether the library can obtain with reasonable efforts an equal or more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If an equal or more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Trustees shall determine by a majority vote of the disinterested trustees, whether the transaction or arrangement is in the best interests of Weedsport Free Library and whether it is fair and reasonable. Pursuant to that determination, the covered person shall be free to enter into the proposed arrangement or transaction.

Violations of the Conflicts of Interest Policy

- a. If the Board of Trustees has reasonable cause to believe a covered person has failed to disclose actual or possible conflicts of interest, it shall inform the covered person of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the covered person's response and after making further investigation as warranted by the circumstances, the Board of Trustees determines the covered person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action, up to and including removal and/or termination.

IV. Records of Proceedings

The Minutes of the Board and all Board committees must contain:

- a. the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest;
- b. the nature of the financial interest;
- c. any action taken to determine whether a conflict of interest was present;
- d. the Board's decision as to whether a conflict of interest in fact existed;
- e. the names of the persons who were present for discussions and votes relating to the transaction or arrangement;
- f. the content of the discussion, including any alternatives to the proposed transaction or arrangement.

V. Compensation

A covered or interested person who receives compensation, directly or indirectly, from Weedsport Free Library is precluded from voting on matters pertaining to the compensation.

VI. Annual Conflict of Interest Disclosure Form

Each covered person shall annually sign a statement which certifies:

- a. that they have received a copy of this policy and have read and understand this policy;
- b. that during the previous year they were not an interested person.

Weedsport Free Library

Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

Weedspport Free Library Purchasing Policy & Petty Cash Policy

Purchasing Policy

Purpose: This policy sets forth procedures for Library purchases of supplies, equipment and services.

Procedure:

- Purchases of items less than \$500 may be made by the Library Director or with the Library Director's prior approval.
- The Library Director can make purchases over \$500 following notification and approval by the Board of Trustees. Competing quotes should be obtained when possible.
- The Friends of the Library may make purchases of items less than \$250.
- The Friends of the Library can make purchases of items over \$250 following notification and approval by the Board of Trustees.

Petty Cash Policy

Purpose: It is the policy of The Weedspport Free Library to create a petty cash fund for the purpose of providing either cash advances or reimbursements for minor expenses.

Policy Interpretation and Implementation:

The following procedures will be followed in the management of a petty cash fund:

- A. Petty cash fund shall be kept in a locked safe in a secure area.
- B. The amount in the petty cash funds should be maintained at approximately \$200 and shall be replenished at the end of the month.
- C. The Director must approve all advances and reimbursements.
- D. When money is added to the petty cash fund, this addition is to be noted stating the date and amount.
- E. Receipts are required for reimbursements and for cash advances. When money is paid out of the petty cash fund for advances and reimbursements, receipts must be kept in the petty cash envelope with the date, to whom the payment is made, purpose of the payment, and account to be charged.
- F. The Bookkeeper and Director will review the purchases each month.

Revenues	2020 Actual	2021 Actual*	2021 Budget	2022 Budget	Notes
Cayuga County	\$ 3,500.00	\$ 3,500.00	\$ 3,000.00	\$ 3,000.00	
Town of Brutus	\$ 20,317.00	\$ 20,723.00	\$ 20,723.00	\$ 20,723.00	
Village of Weedsport	\$ 16,950.00	\$ 16,950.00	\$ 17,289.00	\$ 16,950.00	
WCS District	\$ 83,096.00		\$ 84,958.00	\$ 87,186.00	
Local Aid	\$ 1,031.00	\$ 1,690.00	\$ 1,400.00	\$ 1,400.00	From NYS 98%/2%
Other Cash Grants	\$ -	\$ -	\$ -	\$ -	
Other State Aid	\$ -	\$ -	\$ -	\$ -	
Gifts/Endowments	\$ -	\$ -	\$ -	\$ -	
Donations	\$ 1,898.69	\$ 5,042.21	\$ 1,000.00	\$ 1,000.00	
Donations from Friends	\$ 2,500.00	\$ -	\$ 3,000.00	\$ 2,500.00	
Fundraising	\$ 226.00	\$ -	\$ -	\$ -	
Income from Investments	\$ 1,310.80	\$ 4.37	\$ -	\$ -	
Library Fines	\$ 208.54	\$ 11.67	\$ -	\$ -	
Copier/Fax Fees	\$ 615.50	\$ 647.50	\$ 750.00	\$ 750.00	
Lost Materials Income	\$ 68.00	\$ 27.00	\$ -	\$ -	
Other Income	\$ 873.21	\$ 1,715.02	\$ 500.00	\$ 500.00	Insurance Dividend, Amazon Smile, Used Equipment
Grant Income	\$ 2,005.00	\$ 1,205.00	\$ -	\$ -	
Restricted Income	\$ 1,417.10	\$ -	\$ -	\$ -	
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	
Total Revenues	\$ 136,016.84	\$ 51,515.77	\$ 132,620.00	\$ 134,009.00	

Expenses	2020 Actual	2021 Actual	2021 Budget	2022 Budget	Notes
~ Payroll					
Payroll Expense	\$ 77,127.66	\$ 69,397.84	\$ 82,566.40	\$ 76,141.00	
Fica/Med Expense	\$ 5,900.27	\$ 5,308.97	\$ 6,316.33	\$ 5,825.00	7.65%
Sui/Futa Expense	\$ 277.19	\$ 1,132.35	\$ 550.00	\$ 983.00	1.29%
Workers Comp	\$ 736.00	\$ 867.00	\$ 865.00	\$ 870.00	
Disability Insurance/PFL	\$ 524.49	\$ 543.31	\$ 770.00	\$ 770.00	Will not change
Pension Contribution	\$ 1,533.22	\$ 1,038.61	\$ 1,244.60	\$ 1,375.00	3%
Payroll Service	\$ 1,170.00	\$ 945.00	\$ 1,170.00	\$ 1,170.00	
HRA	\$ 3,000.00	\$ 1,250.00	\$ 2,250.00	\$ 2,250.00	
Total Payroll Expense	\$ 90,268.83	\$ 80,483.08	\$ 95,732.33	\$ 89,384.00	

~ Operating Expenses					
Building Repair	\$ 2,165.14	\$ 1,182.97	\$ 2,000.00	\$ 2,000.00	
Serials	\$ 1,023.90	\$ 878.40			
Books	\$ 4,421.74	\$ 4,538.36	\$ 7,000.00	\$ 7,000.00	
Software/Online Databases	\$ -	\$ 52.00			
Audio/Video/DVD	\$ 340.84	\$ 89.69			
Computer Licenses	\$ 6,184.66	\$ 5,733.60	\$ 6,200.00	\$ 6,200.00	Polaris \$5900 Lib Data \$250
Contract Services	\$ 3,260.04	\$ 3,330.59	\$ 3,880.00	\$ 2,632.00	Johnson Controls in June \$2,010 and Copier at \$51.00 per month. No PM cost due to new installation
Copier Lease	\$ 827.40	\$ 689.50	\$ 827.40	\$ 828.00	\$68.95 per month
Custodial Support	\$ 4,832.88	\$ 4,355.62	\$ 5,800.00	\$ 5,500.00	C&L plus supplies
Equipment/Repair/Upgrades	\$ 146.57	\$ 2,430.01	\$ 2,500.00	\$ 1,100.00	(1) computer plus misc
Insurance~Property/Liability	\$ 3,631.05	\$ 2,777.20	\$ 3,630.00	\$ 3,630.00	
Insurance~D&O	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	

