FLOWER MEMORIAL LIBRARY
BOARD OF TRUSTEES
4:00 pm, Tuesday, October 8, 2024
AGENDA

ITEM	ACTION	
Call to Order & Introduction of Guests	Greetings	Mrs. Evans
Privilege of the Floor		
Approval of Minutes: September 10	Official Action	Trustees
Approval of Consolidated Expenses	Official Action	Trustees
President's Report		Mrs. Evans
Treasurer's Reports	Official Action	Mr. DiFabion
Director's Report		Mrs. Renzi-Falge
Committee Reports		
Building & Grounds		Mr. Caughlin
Finance/Investment		Mr. DiFabion
Friends of the Library		Ms. Gorman
Liaison Report		Mrs. Evans
Policy		Mrs. Weldon

Old Business
- 120th Anniversary Update
- Update from Matt Corey regarding funding
- Woodruff Account
- Bylaws final review

New Business

Review of Tasks and Projects		Trustees
Motion for Adjournment		Trustees

Consolidated Expenses
September, 2024

	Board	City	Total Expenses
Salaries	$ -	$ 53,763.33	$ 53,763.33
Overtime	$ -	$ 240.93	$ 240.93
Other Employee Expenses	$ -	$ 4,764.99	$ 4,764.99
Total	**$ -**	**$ 58,769.25**	**$ 58,769.25**
Adult Fiction	$ 288.19	$ -	$ 288.19
Adult Graphic Novels	$ 9.60	$ -	$ 9.60
Adult Nonfiction	$ 919.04	$ -	$ 919.04
Adult Audio Books	$ 39.98	$ -	$ 39.98
Adult DVD's	$ 236.79	$ -	$ 236.79
Adult Programs	$ -	$ -	$ -
Teen Books	$ -	$ -	$ -
Teen Audio Books	$ -	$ -	$ -
Program Supplies	$ 593.78	$ -	$ 593.78
Music CD's	$ 37.93	$ -	$ 37.93
Large Print	$ 95.39	$ -	$ 95.39
Children's Books	$ -	$ 764.53	$ 764.53
Children's DVD's	$ -	$ -	$ -
Promotional Materials	$ -	$ -	$ -
Magazines/Newspapers	$ 1,437.54	$ -	$ 1,437.54
Lost & Damaged Replacements	$ -	$ -	$ -
Event Expenses	$ -	$ -	$ -
Office & Library Materials	$ 81.86	$ 110.67	$ 192.53
Computer Expenses/Online Database	$ 1,470.49	$ -	$ 1,470.49
Membership Dues	$ -	$ -	$ -
Accounting/Professional Fees	$ -	$ -	$ -
Grant/Donation Expenditures	$ 563.02	$ -	$ 563.02
NNYLN Tech Grant	$ -	$ -	$ -
Ebooks	$ -	$ -	$ -
Bank & Credit Card Charges	$ -	$ -	$ -
Contracted Services	$ 417.24	$ 6,718.35	$ 7,135.59
Security	$ -	$ 10,571.79	$ 10,571.79
Contracted Expenses/NCLS	$ 133.74	$ -	$ 133.74
Furniture/Furnishings	$ -	$ -	$ -
Maintenance Expenses	$ -	$ 114.35	$ 114.35
Postage	$ -	$ -	$ -
Miscellaneous	$ -	$ -	$ -
Insurance	$ -	$ 6,629.13	$ 6,629.13
Utilities	$ -	$ 178.80	$ 178.80
Travel/Training	$ -	$ 136.07	$ 136.07
ATTAIN Lab	$ -	$ -	$ -
Genealogy Expenses (Including Schobel)	$ 437.40	$ -	$ 437.40
Depreciation	$ -	$ -	$ -
Total	**$ 6,761.99**	**$ 25,223.69**	**$ 31,985.68**
		$ -	
Grand Total Expenses	**$ 6,761.99**	**$ 83,992.94**	**$ 90,754.93**

Roswell P. Flower Memorial Library
Bank Account Listing
October 2, 2024

Account	Balance Total	Description
1020 · Statement Savings WSB	102,008.92	Board of Trustees Statement Savings Account
1030 · Checking Account WSB	55,763.40	Board of Trustees Checking Account
1035 · Checking - Paypal WSB	5.00	Paypal Deposit Account
1069 · Carthage S&L - Schobel Checking	380.56	Genealogy Dept. Checking
1099 · Schobel CD 12/28/24	52,419.81	Genealogy Dept. CD
1330 · Otis Woodruff MM Savings WSB	40,388.95	Paintings
1450 · Emma Flower Taylor Bequest	381.04	Certificate of Deposit
1451 · Carthage CD 3/30/26	25,000.34	Certificate of Deposit - Emma Flower Taylor Estate
1490 · Carthage CD 2/28/25	34,697.69	Certificate of Deposit
1491 · Carthage CD 7/29/25	75,000.00	Certificate of Deposit - Library Savings

Roswell P. Flower Memorial Library
Grants & Donations Report (by Class) - All
All Transactions

	Board Designated Funds	Grants	Restricted Donations	Unrestricted Donations	TOTAL
Ordinary Income/Expense					
Income					
6000 · Unrestricted Donations	2,500.00	0.00	0.00	41,637.79	44,137.79
6005 · Restricted Donations	1,070.00	0.00	222,905.14	15,075.00	239,050.14
6010 · Grants	0.00	244,784.59	0.32	0.00	244,784.91
6020 · NCLS CBA Funds	0.00	0.00	10,000.00	0.00	10,000.00
6247 · Returnable Deposits/Refunds	0.00	0.00	0.00	315.00	315.00
Total Income	3,570.00	244,784.59	232,905.46	57,027.79	538,287.84
Gross Profit	3,570.00	244,784.59	232,905.46	57,027.79	538,287.84
Expense					
7010 · Adult Fiction Books	16.03	23.64	71,581.23	0.00	71,620.90
7015 · Adult Graphic Novels	0.00	0.00	5,060.61	0.00	5,060.61
7020 · Adult Audio Books	0.00	0.00	139.79	524.14	663.93
7030 · Adult DVD's & DVD Supplies	0.00	0.00	495.68	0.00	495.68
7035 · Large Print/Smith Fund	0.00	29,113.01	5,834.77	0.00	34,947.78
7040 · Teen Books	0.00	0.00	20.58	0.00	20.58
7060 · Children's Books	0.00	17.58	140.01	0.00	157.59
7240 · Children's Programs	0.00	1,277.97	0.00	0.00	1,277.97
7250 · Program Supplies	0.00	300.00	25,174.78	0.00	25,474.78
7260 · Adult Programs	0.00	218.85	0.00	0.00	218.85
7520 · Computer Exp/Supplies - LLSA	0.00	34,277.95	780.14	0.00	35,058.09
7521 · Office & Library Materials	0.00	94.95	0.00	395.70	490.65
7610 · Grant/Donation Expenditures	999.18	112,579.68	81,379.92	9,939.77	204,898.55
7620 · Construction Grant Expenses	0.00	29,678.10	0.00	0.00	29,678.10
7755 · NCLS Contractual Expenses	0.00	40.00	0.00	0.00	40.00
7760 · Contracted Services	0.00	0.00	0.00	3,476.75	3,476.75
7790 · Building & Grounds	0.00	0.00	0.00	1,951.38	1,951.38
9000 · Contingencies	0.00	0.00	0.00	280.87	280.87
Total Expense	1,015.21	207,621.73	190,607.51	16,568.61	415,813.06
Net Ordinary Income	2,554.79	37,162.86	42,297.95	40,459.18	122,474.78
Net Income	**2,554.79**	**37,162.86**	**42,297.95**	**40,459.18**	**122,474.78**

Roswell P. Flower Memorial Library
Grants & Donations Report (by Class) -Fiscal YTD
July through September 2024

	Grants	Restricted Donations	Unrestricted Donations	TOTAL
Ordinary Income/Expense				
Income				
6000 · Unrestricted Donations	0.00	0.00	14,900.00	14,900.00
6005 · Restricted Donations	0.00	1,169.14	0.00	1,169.14
6010 · Grants	9,082.00	0.00	0.00	9,082.00
Total Income	9,082.00	1,169.14	14,900.00	25,151.14
Gross Profit	9,082.00	1,169.14	14,900.00	25,151.14
Expense				
7035 · Large Print/Smith Fund	1,202.24	0.00	0.00	1,202.24
7250 · Program Supplies	0.00	820.17	0.00	820.17
7520 · Computer Exp/Supplies - LLSA	2,266.49	0.00	0.00	2,266.49
7610 · Grant/Donation Expenditures	267.99	1,358.90	56.18	1,683.07
Total Expense	3,736.72	2,179.07	56.18	5,971.97
Net Ordinary Income	5,345.28	-1,009.93	14,843.82	19,179.17
Net Income	**5,345.28**	**-1,009.93**	**14,843.82**	**19,179.17**

Roswell P. Flower Memorial Library
Grants & Donations Report (by Class) - Month
September 2024

	Grants	Restricted Donations	Unrestricted Donations	TOTAL
Ordinary Income/Expense				
Income				
6000 · Unrestricted Donations	0.00	0.00	200.00	200.00
6005 · Restricted Donations	0.00	734.14	0.00	734.14
6010 · Grants	9,082.00	0.00	0.00	9,082.00
Total Income	9,082.00	734.14	200.00	10,016.14
Gross Profit	9,082.00	734.14	200.00	10,016.14
Expense				
7035 · Large Print/Smith Fund	95.39	0.00	0.00	95.39
7250 · Program Supplies	0.00	593.78	0.00	593.78
7520 · Computer Exp/Supplies - LLSA	1,470.49	0.00	0.00	1,470.49
7610 · Grant/Donation Expenditures	267.99	238.85	56.18	563.02
Total Expense	1,833.87	832.63	56.18	2,722.68
Net Ordinary Income	7,248.13	-98.49	143.82	7,293.46
Net Income	**7,248.13**	**-98.49**	**143.82**	**7,293.46**

Roswell P. Flower Memorial Library
Profit Loss Budget vs. Actual
September 2024

	Sept 24	Budget	% of Budget	Sept 23	Budget	% of Budget
Ordinary Income/Expense						
Income						
6000 · Unrestricted Donations	15,015.33	12,000.00	125.13%	501.55	4,000.00	12.54%
6005 · Restricted Donations	1,169.14	11,000.00	10.63%	17,676.35	21,000.00	84.17%
6010 · Grants	9,082.00	13,000.00	69.86%	8,739.00	13,000.00	67.22%
6015 · School Ballot Funds	2,367.64	75,000.00	3.16%	293.12	75,000.00	0.39%
6020 · NCLS CBA Funds	20,000.00	50,000.00	40.0%	10,000.00	50,000.00	20.0%
6151 · Book Sales	4,535.56	12,000.00	37.8%	5,405.83	12,000.00	45.05%
6240 · Miscellaneous Income	-37.98	500.00	-7.6%	13.01	500.00	2.6%
6241 · Internet Copies	908.01	4,500.00	20.18%	832.46	4,500.00	18.5%
6242 · Photocopier/Microprinters	91.40	400.00	22.85%	315.78	400.00	78.95%
6244 · Headsets/Thumb Drives	28.00	100.00	28.0%	47.00	100.00	47.0%
6245 · Lost & Damaged Materials	545.81	1,000.00	54.58%	226.77	1,000.00	22.68%
6247 · Returnable Deposits/Refunds	50.00	0.00	100.0%	-25.00	0.00	100.0%
6250 · Library Promotions	1.00	0.00	100.0%	13.00	0.00	100.0%
6260 · Interest Income	6.95	100.00	6.95%	42.78	100.00	42.78%
6262 · Library Cards	79.20	300.00	26.4%	64.20	300.00	21.4%
6280 · Genealogy Income	0.00	300.00	0.0%	0.00	300.00	0.0%
6998 · Appropriated Fund Balance	0.00	7,900.00	0.0%	0.00	20,900.00	0.0%
Total Income	53,842.06	188,100.00	28.62%	44,145.85	203,100.00	21.74%
Gross Profit	53,842.06	188,100.00	28.62%	44,145.85	203,100.00	21.74%
Expense						
7010 · Adult Fiction Books	1,988.69	12,500.00	15.91%	2,336.32	12,500.00	18.69%
7015 · Adult Graphic Novels	373.58	2,500.00	14.94%	699.87	2,000.00	34.99%
7017 · Non-Fiction CBA	5,699.75	50,000.00	11.4%	3,892.86	50,000.00	7.79%
7020 · Adult Audio Books	164.70	3,250.00	5.07%	495.79	3,250.00	15.26%
7030 · Adult DVD's & Supplies	236.79	3,500.00	6.77%	383.79	3,500.00	10.97%
7035 · Large Print/Smith Fund	1,202.24	4,750.00	25.31%	414.60	4,750.00	8.73%
7040 · Teen Books	393.65	5,000.00	7.87%	1,129.68	5,000.00	22.59%
7050 · Music CD's	37.93	900.00	4.21%	21.97	900.00	2.44%
7060 · Children's Books	319.55	2,500.00	12.78%	346.93	2,500.00	13.88%
7092 · Children's DVD's	0.00	900.00	0.0%	47.79	900.00	5.31%
7200 · Newspapers & Magazines	1,437.54	2,000.00	71.88%	394.16	2,000.00	19.71%
7250 · Programs Supplies	820.17	10,000.00	8.2%	440.74	8,000.00	5.51%
7300 · E-Books/NCLS Contractural	0.00	13,000.00	0.0%	0.00	13,000.00	0.0%
7410 · Promotional Materials	0.00	1,000.00	0.0%	0.00	3,000.00	0.0%
7450 · Event Expenses	0.00	1,500.00	0.0%	63.82	1,500.00	4.26%
7520 · Computer Expenses/Supplies-LLSA	2,266.49	12,500.00	18.13%	0.00	12,500.00	0.0%
7521 · Office & Library Materials	81.86	3,000.00	2.73%	706.24	2,000.00	35.31%
7532 · Membership Dues	308.00	2,500.00	12.32%	52.50	1,000.00	5.25%
7610 · Grant/Donation Expenditures	1,683.07	20,000.00	8.42%	3,236.12	20,000.00	16.18%
7640 · Accounting/Professional Fees	572.50	20,000.00	2.86%	0.00	30,000.00	0.0%
7650 · Bank & Credit Card Charges	0.00	300.00	0.0%	10.00	300.00	3.33%
7755 · NCLS Contractual Expenses	401.22	2,000.00	20.06%	267.48	2,000.00	13.37%
7760 · Contracted Services	1,541.40	8,500.00	18.13%	265.96	8,500.00	3.13%
7800 · Furniture/Furnishings	0.00	1,000.00	0.0%	625.00	1,000.00	62.5%
8058 · Genealogy/Schobel Expenses	1,405.98	5,000.00	28.12%	11,871.15	13,000.00	91.32%
6999 - Uncategorized Expenses (Per Audit)	0.00	0.00	0.0%	0.00	0.00	0.0%
9000 - Contingencies	0.00	0.00	0.0%	0.00	0.00	0.0%
9998 - Depreciation	0.00	0.00	0.0%	0.00	0.00	0.0%
Total Expense	20,935.11	188,100.00	11.13%	27,702.77	203,100.00	13.64%
Net Ordinary Income	32,906.95	0.00	100.0%	16,443.08	0.00	100.0%
Net Income	**32,906.95**	**0.00**	**100.0%**	**16,443.08**	**0.00**	**100.0%**

Directors Report October '24:

Building & Grounds

The engineering department finally got back a quote to fix the fountains-$50K- which the city does not plan to anything with this year. I asked about making it a capital project for the next fiscal year, so that will be included in our budget proposal. Since it is a hot button issue with the public, I see no reason why the city would not approve this. The engineering department also stated that they are looking into a historic preservation grant on our behalf to fix and clean the marble fence.

Programming/Department Highlights

From Jamie LaPlaca: On Tuesday, September 10th, I held a Back-to-School Bluey Party for all ages and abilities. Bluey is a very popular children's television show on Disney Plus; so popular to the point where I cannot keep Bluey library materials on the shelf. Patrons of all ages have expressed their love for Bluey, so I felt hosting a Bluey-themed party would be a great program—and I was right! The goal of this program was to bring those with a common interest together regardless of their age, gender, race, or other demographics. I also wanted to make going back to school a positive experience for everyone by hosting a fun, popular event like this. This program had many components so all ages and abilities can be included. Each component related to the show in general or a specific episode. The first thing I included was crafts. I had a total of three crafts: A Bluey mask, a crown to color, and a restaurant menu to fill out. The crafts were designed for school-aged children as they had to write out a menu and color within the lines to replicate Bluey on a mask. Next, I used the Community Room as a dance party and "Keepy Uppy" area. Keepy Uppy involves tossing a balloon in the air and preventing it from touching the floor. This station was designed for the younger participants, as they were free to dance and play with dance floor props. Then, we had a scavenger hunt. Patrons had to look for and count all the "long dogs" hidden, then provide me with the correct number to win a prize. This part was designed for teens and adults as the participants had to provide me with an exact number (40) and be able to keep track mentally. Finally, there was a snack station and photo booth area for everyone. The purpose of the crafts was to highlight a specific Bluey episode and allow patrons to insert themselves into the episode by creating their own version of things Bluey did. For instance, Bluey made festive crowns for Christmas, and patrons were able to make their own with the paper crowns provided. The purpose of the dance party and Keepy Uppy area was to allow patrons to freely dance, play, and wiggle around without direction or interruption. It also forced patrons to work together and communicate in order to prevent the balloon from touching the floor. The purpose of the scavenger hunt was to give patrons a fun challenge, have them work together, and have them explore the main floor to hunt for long dogs. With all of the components mixed together, this event was a huge success and gave everyone something to do regardless if they were a child, teen, or adult. My favorite part of the event was watching patrons interact with one another to show each other their crafts and to team-up to find all the long dogs. A total of 327 people attended this event.

From Ashley Pickett: On September 21st, I held a morning event that was new for me - Tea and Trivia. Because it was forecasted to be one of the last summer-like Saturdays for quite a while (and it was coincidentally the same day as the Cream Cheese Festival in Lowville), I wasn't sure how attendance would go. I was pleasantly surprised when four 20-something adults not only arrived for the program, but told me how much fun they had playing library-themed "Jeopardy" trivia! All of the trivia used related to the library in some way in honor of our 120th Anniversary celebration. Categories included Our Namesake, Our Benefactor, Library Through the Ages, Historic Artwork, and Current Library Services. As we worked our way through the questions, I was able to explain the stories behind how Roswell ended up in NYC and started the networking necessary for a career in politics to why Emma was considered the Patron Saint of Watertown, and even some of the history behind the structure erected around the New Orleans in Sackets Harbor. This program will absolutely make a reappearance in the years to come!

Miscellaneous

We received another $100 grant from RENY (Retired Teachers Organization). We are so thankful for their continuous support.

Respectfully Submitted by *Suzie Renzi-Falge*

Monthly Statistic Comparison Report

	September, 2024	September, 2023
ADULT BOOK CIRCULATION		
Fiction (Adult & YA)	2,507	2,619
Non-Fiction (Adult & YA)	1,327	1,255
Total	**3,834**	**3,874**
JUVENILE BOOK CIRCULATION		
Fiction	2,230	2,769
Non-Fiction	644	656
Total	**2,874**	**3,425**
TOTAL BOOK CIRCULATION	**6,708**	**7,299**
OTHER MATERIALS CIRCULATION		
Adult & YA Magazines	27	62
Juvenile Magazines	10	9
Adult & YA Talking Books/Audios	77	148
Juvenile Talking Books/Audios	16	14
Adult DVD's/BluRay's	893	676
Juvenile DVD's/BluRay's	235	206
Multimedia	66	64
Music CD's	153	100
TOTAL OTHER MATERIALS	**1,477**	**1,279**
*Other Items\Empire Passes	15	23
IN-HOUSE TALLY (Kathy)		
Read & Return Paperbacks	**42**	**38**
Circulation Desk Reference Titles		
Magazines	0	0
Newspapers	9	13
Serials/Reference Books	0	4
Total Circulation Desk	**9**	**17**
GRAND TOTAL CIRCULATION	**8,251**	**8,656**
REFERENCE QUESTIONS		
Adult/Teen/Juvenile	169	172
Genealogy	36	40
Total	**205**	**212**
DUENORTH (Favorites)		
Borrowed (Received) 4.16	0	0
Loaned (Sent) 4.17	11	0
OCLC (Lisa)		
Borrowed (Loaned) 4.16	0	0
PROCTORING EXAMS	2	2
MEETING ROOM RESERVATIONS		
Library	23	27
Non-Library	38	67
Total	**61**	**94**
DOOR COUNT	7,698	9,815
COMPUTER SESSIONS 5.6	644	0
NEW BORROWERS	140	159

Programs		
Adult		
Sessions	17	22
Attendance	225	285
Young Adult		
Sessions	11	9
Attendance	112	88
Juvenile/Tween		
Sessions	22	23
Attendance	993	717
Total Sessions	**50**	**54**
Total Attendance	**1,330**	**1,090**
Ancestry.com		
Sessions	265	510
Website Visits 5.4	0	78,562
Wireless Sessions	0	6,867
EBOOK Checkouts	744	768
Audio Book Downloads	761	579
ArtistWorks, LawDepot & Universal Class	3	15

2024 SUMMER READING

EYES ON THE PRIZE

This summer we noticed a lot of attention and motivation due to the prizes we offered.

Many adults mentioned they were so excited to participate because they could win a prize as if they were kids again.

Teens were beyond excited to have a chance to win a Nintendo Switch, but by and large, were most interested in winning a gift card to Walmart. By the end of summer, there were 1,500 tickets in the Walmart drawing.

For children, many new families mentioned how cool the prizes were and one winning family said they couldn't have afforded the item on their own.

EVENTS

TOTAL PROGRAMS BY AGE

0-11: 43

12-17: 23

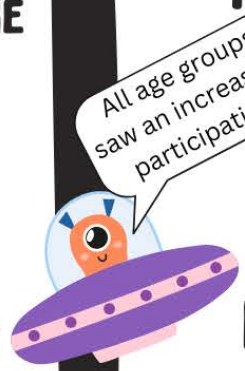
18+: 15

PARTICIPATION BY AGE

0-11: 1,810

12-17: 151

18+: 152



READING PROGRAM

PARTICIPANTS BY AGE

0-11: 174

12-17: 39

18+: 85

HOURS READ BY AGE

0-11: 3,970

12-17: 2,551

18+: 7,947

Flower Memorial Library School District Funding Data Sheet
October 2024

Population Analysis

City Population: 24,685 (2020 Census)
School District Population: 29,914
21.18% increase in population

Current Tax Rates

School Total Levy: $17,497,637.13

- *$10.94 per $1,000 of assessed property*

Library Total Levy: $75,000

- *$.047 per $1,000 of assessed property*

LIBRARY TAX RATES for $75,000

- City of Watertown (2024 tax bill source): $.046893 *per $1,000 assessed property*
- Town of Leray (2023 tax rate source): $.042772 *per $1,000 assessed property*
- *Other municipalities?*

Scenarios for "Full Funding" from the School District

LIBRARY TAX RATES for $1,575,000 *(21x)*

- City of Watertown (based on 2024 tax rate): $0.984753
- Town of Leray (based on 2023 tax rate): $0.898212
- *Other municipalities?*

LIBRARY TAX RATE for $1,650,000 *(22x)*

- City of Watertown (based on 2024 tax rate): $1.031646
- Town of Leray (based on 2023 tax rate): $0.940984
- *Other municipalities?*

LIBRARY TAX RATE for $1,725,000 *(23x)*

- City of Watertown (based on 2024 tax rate): $1.078539
- Town of Leray (based on 2023 tax rate): $0.983756
- *Other municipalities?*

BYLAWS OF
THE ROSWELL P. FLOWER MEMORIAL LIBRARY

1. NAME AND AUTHORITY

The Roswell P. Flower Memorial Library was incorporated by a Special Act of the New York State Legislature in 1901. The name of this board is the Board of Trustees of the Roswell P. Flower Memorial Library.

2. BOARD COMPOSITION

The Board is comprised of eleven trustees all of whom must reside within the Library's chartered service area.

2.1. Term of Service:

The term of a trustee is eleven years. Board trustees may not serve more than two consecutive terms.

3. RESIGNATIONS, REMOVALS, ABSENCES, AND VACANCIES

3.1. Resignations:

Any trustee may resign at any time upon written notice or by electronic transmission to the Board. Resignation is effective immediately upon receipt of such notice.

3.2. Removals:

Any trustee duly elected or appointed may be removed on examination and due proof of the truth of a written complaint by any trustee, of misconduct, incapacity or neglect of duty; provided, that at least one week's previous notice of the proposed action shall have been given to the accused and to each trustee. [NY State Education law 226.8]

3.3. Attendance at Meetings:

Any trustee who fails to attend three consecutive meetings without satisfactory excuse shall be deemed to have resigned; such resignation shall be noted in the minutes and the Board shall elect a replacement to fill the vacancy for the remainder of the term. [NY State Education Law 226.4., and Chapter 620 Laws of 1901]

3.4. Vacancies:

The Library Board reviews potential candidates to fill vacancies and then makes recommendations to the City Mayor. The Mayor, by and with a majority vote of the full Common Council, appoints the trustee.

4. MEETINGS

Regular meetings of the Board shall be established by a resolution by the Board and posted on the library website. The date and time may be changed by the President in order to ensure a quorum or to meet special situations, but as required by the Education Law, notice shall be sent to trustees no less than five days and no more than ten days before a meeting. Public notice is given of every meeting of the Board in accordance to New York State Open Meetings Law and Education Law 260-a. A staff member designated by the Director will assist the Secretary with generating the minutes.

4.1. Special Meetings:

Special meetings of the Board may be called by the President of the Board or upon written request by five or more trustees of the Board. Notice of the time and place of a special meeting shall be telephoned or emailed to each trustee, sent to the media, posted in the library, and published on the library website.

4.2. Open Meetings:

All meetings of the Board, including Special Meetings, are subject to the New York State Open Meetings Law.

4.3. Quorum:

Six trustees of the Board constitute a quorum at each Board meeting. When a quorum is present at any meeting, unless otherwise required by law, the vote of a majority of the trustees in attendance will decide any question brought before such meeting.

4.4. Rules of Order:

The latest revision of Robert's Rules of Order shall be used to conduct Board meetings, however unless the Board votes to so annul an action, failure to use such procedure shall not void action by the Board.

5. OFFICERS

Officers of The Board are President, Vice-President, Secretary, Treasurer, and Assistant Treasurer.

5.1. Election of Officers:

The President shall hold office for no more than two consecutive years. The election of officers will be every two years.

5.2. Duties of President:

The President presides at all Board meetings and appoints committees, except the Executive Committee, the members of which shall be confirmed by a resolution.

5.3. Duties of Vice-President:

The Vice-President presides over meetings in the absence of the President and shall become President should a vacancy occur in that office between elections.

5.4. Duties of Treasurer:

The Treasurer signs all documents requiring the Treasurer's signature, monitors the budget, financial records, reports, audits, and investments.

5.5. Duties of Assistant Treasurer:

The Assistant Treasurer will assist the Treasurer and perform the Treasurer's duties in the absence of the Treasurer.

5.6. ***Duties of Secretary:***

The Secretary shall ensure the minutes are taken; shall ensure that board packets, draft minutes, and approved minutes are posted as required by the Open Meetings Law; shall note excused and unexcused absences in the minutes; shall note the determination of disclosures and recusals per the Conflict of Interest Policy; and shall certify board records as needed.

6. COMMITTEES.

Advisory committees are appointed as needed by the President. Advisory committees include, but are not limited to, Officers Committee, Buildings & Grounds, Finance/Investment, and Policy.

The Board may elect and empower by resolution, from time to time, an Executive Committee of not less than five trustees who between meetings may take such action as set forth in the resolution.

7. FINANCES.

The Board has all financial powers and responsibilities as provided by statute, establishes funds for the safekeeping of the Library's finances, and invests the Library's funds in accordance with New York State law and regulations.

8. LIBRARY DIRECTOR

The Board shall select, appoint, evaluate, and terminate a properly certified library director.

9. ORDER OF BUSINESS.

The President, in consultation with the Officers, shall set forth the order of business in the agenda prepared for a regular meeting.

10. AMENDMENTS

These bylaws may be amended by a majority vote of the trustees of the Board at any regular meeting, providing that notice of the amendment was given at the preceding regular meeting of the Board.