



# Western Sullivan Public Library

## REORGANIZATIONAL MEETING AGENDA

Delaware Free Branch

July 11, 2016

- I. Call to order
- II. Swearing in new Board members
- III. Nominating Committee Report and Election of Officers
  - A. President
  - B. Vice President
  - C. Treasurer
  - D. Secretary
- IV. Financial Matters
  - A. Checking account signatures
- V. Appointments
  - A. Official Bank
  - B. Official Newspapers
  - C. Bookkeeper
  - D. Other
- VI. Committee appointments
  1. Executive committee
  2. Finance committee
  3. Personnel committee
  4. Building committee
  5. By-Law committee
  6. Donations
  7. T-C Historical Committee liaison
  8. Other
- VII. Board Conflict of Interest
- VIII. Meeting Dates: set October 2016 meeting date
- IX. Adjournment



# Western Sullivan Public Library

## BOARD MEETING AGENDA

Delaware Free Branch

July 11, 2016

- I. Call to order
- II. Public Comment Period
- III. Minutes                      June 2016
- IV. Financial Report      no report due to end of fiscal year
- V. Director's Report
- VI. New Business: see report on page 3
  - a. Code of Conduct Policy Update
  - b. Library Property Policy
  - c. Rules of Governance Update
  - d. Staff Restructuring
  - e. Budget Transfers 2016-2017
- VII. Unfinished Business: see report on page 3
  - a. Native American Artifacts donation
- VIII. Committee Reports
  - ◆ Building: looked at Procurement Policy. No updates needed
  - ◆ Personnel:
  - ◆ Donations:
  - ◆ Finance:
  - ◆ By Laws:
  - ◆ Nominating:
  - ◆ Executive:
- IX. Friends of the Library Report: See report on page 3
- X. Dates to Remember
  - a. See WSPL Calendar
- XI. Correspondence
- XII. Adjournment

Next Meeting    August 8, 2016, at 5PM, Jeffersonville



# Western Sullivan Public Library

## **New Business:**

**a. Code of Conduct Policy Update:** the By Laws committee is recommending two updates to the Code of Conduct Policy. The first update is to allow food and drinks in the library as long as they are not near the library's electronic equipment. The second update is to strike the sentence: *Movies will be limited to six per household, including weekends.* This statement is no longer valid and is found in a different policy.

**b. Library Property Policy:** the By Laws committee is recommending this new policy for staff. This policy will ensure that no library property is taken, deleted, or damaged by library staff. All staff members will agree to and sign the form upon hire and separation from the library.

**c. Rules of Governance Update:** the By Laws committee is recommending we change the title of "Treasurer" to "Financial Officer" in Article IV-Officers of the Board. This name change was overlooked when the committee previously updated the Rules of Governance.

**d. Staff Restructuring:** in light of the programmers both leaving, we have decided now is a good time to restructure the staff. We also want to look at our goals from the Strategic Plan. After numerous conversations at the management level and also with RCLS, we have decided the best way to move forward is to separate out the Assistant Director and JEF Branch Manager position. These are the five areas of the strategic plan that we will be focusing on:

1. Outreach planning and process
2. Staffing and staff restructuring
3. Staff salaries and benefits including new minimum wage requirements
4. Program evaluation process
5. Building hours

Audra has accepted the position of Assistant Director. We will start the hiring process for a new manager for JEF and then hire the program positions. Our goal is to have the new staff in place by September. The branches will have a lot more input when it comes to the programs.

The Assistant Director will be in charge of the library's day-to-day operations, including staff. This will allow the Director to focus on the 'bigger picture' items and also to work on outreach at a higher level.

These changes will not affect our budget at this time. We are requesting to have money transferred from different line items in order to make these changes work best for the library (please see e. Budget Transfers 2016-2017)

**e. Budget Transfers 2016-2017:** in light of the staff restructuring process, we will need \$20,000 from the PCC line item to be transferred to the Staff line item. We will leave \$10,000 in the PCC line item for special projects. We would like to request the line item name be changed to "Special Projects".

## **Unfinished Business:**

**a. Native American Artifacts donation:** program is currently being scheduled between the library and Giles Ebert. More information to come.

**Friends of the Library Report:** the FOL group's next project is the August Fire House book sale. More details to follow.



# Western Sullivan Public Library

## DIRECTOR'S REPORT

Delaware Free Branch

July 11, 2016

### **Building:**

1. The repointing project at the Delaware Free Branch is eligible for a NYS Construction Grant. The construction grant is due to RCLS by September 1<sup>st</sup>.
2. Our insurance company has sent an adjustor out to inspect all three buildings for liability insurance purposes. We have a few minor things that need to be addressed. Kristin and the managers will be addressing these minor issues over the next few weeks.

### **Personnel:**

1. The search for Branch Manager for the Jeffersonville branch is underway.

### **Professional Development:**

1. Kristin attended a Director's Association meeting on July 6<sup>th</sup>.
2. Kristin and Cindy Menges attended a SUPLA meeting at Monticello on June 17<sup>th</sup>. The main focus of this meeting was about digitizing our local history and newspaper collections. This is a project that has been in the works for WSPL for some time now.

### **Programs/Grants:**

1. We are gearing up for our Summer Reading Program that is running from June 27<sup>th</sup>-July 28<sup>th</sup>.
2. Teen Tech Time is gearing up for its third summer. This year Abram will lead the participants through taking apart and rebuilding a Xbox 360, designing and printing with the #D printer on loan from SUPLA, and creating and editing music and videos.
3. We will have limited programming until we hire new program staff. This process might be longer than anticipated due to the staff restructuring project.

### **Finance:**

1. Abram VanHassel has been working on a technology plan over the past few months. He recently completed that plan and has made several recommendations on updating/upgrading the library's technology using money from our line item and also from the bullet aid money from Senator Bonacic. One great recommendation was using chromebooks for the PCC and also an upgraded calendar system for our website.
2. The new Blue Cloud Commerce cash drawer system is working out at the Jeffersonville Branch. We intend to implement this system at the other two branches as time allows.

### **Other: no report**



# Western Sullivan Public Library

## Minutes of Board of Trustees Meeting June 13, 2016 Tusten-Cochecton Branch

**Attendees:** M. Brown, D. Hartz, K. McDonough, C. Peacock, L. Pomes (5:10)  
P. Reinhardt, S. Ruiz, B. Winfield                      Excused Absence: M. Solomon

**Staff:** Kristin White, Director

**Call to Order:** The meeting was called to order at 5:01 p.m. by Acting President Kevin McDonough, followed by the Pledge of Allegiance.

**Approval of Minutes:** Marge Brown moved for, and Chris Peacock seconded, approval of the May minutes. The motion passed unanimously.

**Financial Report:** Upon motion by Pam Reinhardt, seconded by Barbara Winfield, May's financial report was unanimously approved.

**Director's Report:** See attached.

### **New Business:**

#### **Equipment and Computer Use Policy**

#### **Personnel Policy-Health Insurance Buyouts**

Marge Brown moved for, and Sue Ruiz seconded, approval of amendments to the two above named policies as presented by the By-laws Committee. Motion passed unanimously.

#### **Cleaning Contract**

Upon motion by Linda Pomes, seconded by Barbara Winfield, a renewal of contract for the 2016-17 fiscal year with Double Clean was unanimously approved.

#### **Executive Session**

Marge Brown moved for, and Sue Ruiz seconded, the opening of an Executive Session for the purpose of discussing a Personnel matter. Motion passed unanimously. The session opened at 5:27 and closed at 5:35.

#### **Unfinished Business:**

**Native American Artifacts Donation:** Kevin suggested that the library offer a program featuring Giles Ebert's collection and an interview with him as a means of gauging public interest for eventual acquisition. Methods for generating financial support were also discussed. The committee will plan with Cindy Menges, who has expressed interest in assisting with programming.

#### **Committee Reports:**



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**Building:** The committee will be involved with issues identified during the insurance adjustor's inspection, i.e. addition of more ground fault interrupters (GFIs) and mold in the Del Free basement.

**Personnel:** Will meet with Director on Wednesday, July 15, to conclude her evaluation process.

**By-laws:** Will present 3 policies for approval/amendment at the July BOT meeting. Will meet again prior to the August BOT.

**Friends of the Library Report:**

Kristin is working with the FOL Board to organize the general membership.

**Dates to Remember:**

See WSPL calendar.

**Adjournment:** The meeting was adjourned at 5:57 upon motion of Marge Brown, seconded by Barbara Winfield. Motion passed unanimously.

Next meeting will be in Callicoon, July 11, at 5 p.m.

Dorothy Hartz  
Secretary



# Western Sullivan Public Library

## DIRECTOR'S REPORT

Tusten-Cochecton Branch

June 13, 2016

### Building:

1. JIT Construction was able to make emergency repairs to the side stairs in Callicoon.
2. The repointing project at the Delaware Free Branch is eligible for a NYS Construction Grant. The painting project is not however.
3. We received notification that the Callicoon Downtown Historic District is being placed on the State Register of Historic Places. The next step is to forward the nomination to the Keeper of the National Register in Washington, D.C.
4. Our insurance company has sent an adjustor out to inspect all three buildings for liability insurance purposes. We have a few minor things that need to be addressed. Kristin and the managers will be addressing these minor issues over the next few weeks.

### Personnel:

1. We have hired Charlotte Peters as a temporary Library Assistant to lead the Summer Reading Program for us.
2. Walida Lorde, Library Assistant/Adult Services, has resigned her position. Her last day should have been May 31, 2016, but due to lack of work, we released her from her commitment on May 23, 2016. She has requested a refund of the arears owed to the NYS Retirement System in the amount of \$52.92. She signed an agreement that she will be responsible for paying those arears and will not hold the library liable.
3. We are starting to look at our Strategic Plan goals and objectives and now is a good time to start restructuring staff. We will start with dividing out the Assistant Director/Branch Manager position in Jeffersonville. Once this has been completed, we will start looking at other staff needs and structure.
4. Staff evaluations are underway and should be completed by June 30<sup>th</sup>.

### Professional Development:

1. Kristin attended a Director's Executive Committee meeting on June 1<sup>st</sup>.
2. Kristin, Pam Reinhardt, and Dorothy Hartz attended the SUPLA Legislative Brunch on May 19<sup>th</sup> at the library in Monticello.

### Programs/Grants:

1. We are gearing up for our Summer Reading Program that is running from June 27<sup>th</sup>-July 28<sup>th</sup>.
2. We will have limited programming until we hire new program staff. This process might be longer than anticipated due to the staff restructuring project mentioned under 'Personnel'.

### Finance: no report

### Other:

1. Kristin wrote a letter of support for the Tusten Heritage Community Garden plans for a pergola. She submitted it to the Town of Tusten Code Enforcement Officer.
2. We were unable to accommodate Pearl Gluck and her film crew due to scheduling conflicts.



# Western Sullivan Public Library

## Unapproved Minutes of Board of Trustees Meeting June 13, 2016 Tusten-Cochecton Branch

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Kristin is working with the FOL Board to organize the general membership.

### **Dates to Remember:**

See WSPL calendar.

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Dorothy Hartz  
Secretary



# Western Sullivan Public Library

## DIRECTOR'S REPORT

Tusten-Cochecton Branch

June 13, 2016

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### **Finance: no report**

### **Other:**

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# Western Sullivan Public Library

## CODE OF CONDUCT POLICY

To allow all patrons of the Western Sullivan Public Library to use its facilities and resources to the fullest extent during the regularly scheduled hours, the Library Board of Trustees had adopted the following rules and regulations:

1. Patrons shall engage in activities associated with the use of the library such as reading, studying, using library materials or participating in scheduled events. Those loitering will be asked to leave the premises.
2. Patrons shall respect the rights of other patrons. Patrons shall not harass or seriously annoy others through noisy or boisterous activities or by displaying print or non-print materials of an offensive nature to others, or by behaving in a manner which could reasonably be expected to disturb, frighten or embarrass other patrons, volunteers or staff. Those exhibiting these types of behavior will be asked to leave, if the behavior warrants the patron will not be allowed to return. (See #16).
3. Patrons who consume food or beverages in the library are responsible for any spills, litter, or damages. Patrons shall not consume food or beverages near any library electronic equipment. Smoking and the use of tobacco are not allowed in the library.
4. Patrons shall not be under the influence of alcohol or drugs in the library.
5. Patrons shall not engage in illegal activity in the library. This includes any activity deemed illegal in regard to the use of computers.
6. Patrons shall not carry a weapon into the library unless authorized by law. Any patron authorized by law to carry a weapon must notify library staff that they are carrying a weapon.
7. Patrons that possess cell phones will be asked to silence the ringer and refrain from talking on their phones during their time at the library. Patrons who do not abide by this rule will be asked to leave the building.
8. Patrons shall not interfere with the use of the library by other patrons, or interfere with the library employees' or volunteers' performance of their duties.
9. Patrons shall not deface or mar any library materials. Nor shall they deface, mar or in any way destroy library furnishings, walls, machines or other library property. Patrons shall not place their feet on tables or chairs.
10. Patrons are required to wear a shirt and shoes in the library. Inline skates, rollers skates or skateboards are not allowed inside the building or in the respective library owned parking areas. Parking lots are strictly for the use of visiting patron vehicles and employees of the library. There shall be no bike riding, skateboarding or loitering on library owned property.



## Western Sullivan Public Library

11. Patrons may not leave a child unattended in the library. See *Unattended Children Policy*.
12. Patrons of all ages are not permitted to run, rough house, climb on library furniture or behave in a manner that could pose a danger to themselves or others on library property. Library furniture shall be used according to accepted standards, the library does not allow laying down, sharing chairs or sleeping. Patrons engaged in such activities will be asked to change their behavior or leave the premises.
13. Patrons shall not bring pets or animals into the library except those that are required to assist a patron with a disability.
14. Each patron shall be responsible for any fines, fees or other charges incurred on their card in accordance with the library's standard schedules. Failure to pay these fines will result in the suspension of borrowing privileges.
15. Any material removed from the library must be checked out on a valid library card or through other standard library procedures. ~~Movies will be limited to six per household, including weekends.~~
16. Any patron not abiding by these rules or regulations of the library may be required to leave the premises and may forfeit their library privileges. Library employees will contact area law enforcement officials if deemed necessary.
17. The Library Board of Trustees, on the recommendation of the Library Director, may deny any patron who violates these rules and regulations the privilege of access to the library. A patron whose privileges have been denied may have the decision reviewed by the Board of Trustees.



# Western Sullivan Public Library

DELAWARE FREE BRANCH ■ JEFFERSONVILLE BRANCH ■ TUSTEN-COCHECTON BRANCH

## Library Property Use Policy

### Purpose

The purpose of this policy is to ensure that all property maintained by Western Sullivan Public Library (WSPL) is kept in the best possible working condition, to ensure proper use of such property and WSPL networks, and to ensure all property is returned upon the departure of any staff member from the organization.

“Property” is defined in this document as any piece of equipment, software, office supplies, logins, passwords, physical and electronic files, emails, or any other WSPL property.

No WSPL employee should expect any privacy on WSPL premises or when using WSPL property or networks except that which is required by law.

### General Guidelines on the Use of Library Property

Any WSPL employee must maintain his or her work environment in an orderly fashion and follow all WSPL rules to ensure its proper use and maintenance.

Any employee who is found to willfully have neglected or misused WSPL property will be subject to disciplinary action up to and including termination. If an employee’s misuse of WSPL property damages the property, WSPL reserves the right to require the employee to pay all or part of the cost to repair or replace the property. Misappropriation of WSPL property is grounds for termination and possible criminal action.

Employees who are assigned WSPL equipment/property and use WSPL property outside of WSPL may use the equipment for personal use. The employee will be responsible for the care and return of the loaned property. Special care should be taken to identify any concerns regarding its condition before the property is removed or used by the employee for personal use. **Any personal files should be stored in a single folder on the desktop and shall be considered the personal property of the employee.**

**Personal eMail accounts are not to be used for library business purposes. Only those eMail accounts assigned to an employee by the Ramapo Catskill Library System (RCLS) or WSPL are authorized to be used for library purposes.**

### Use and Dissemination of Library Information

“Information” includes without limitation any information owned or used by WSPL, such as:

- Any library employee, member or patron lists.
- Any library database information including personnel files, addresses, and telephone numbers.
- Any physical or electronic files including photographs, videotapes, and sound clips of any WSPL events or work activities.

Only those employees who are authorized by WSPL’s Board of Trustees or the Library Director, or whose job description permits them to do so, may speak on behalf of WSPL.

No employee may knowingly dispense confidential WSPL information to any outside party unless



# Western Sullivan Public Library

DELAWARE FREE BRANCH ■ JEFFERSONVILLE BRANCH ■ TUSTEN-COCHECTON BRANCH

authorization has been granted. This could include other employees, members, law enforcement or patrons who do not have the right to know such information. Any breach will be considered a violation of WSPL policy concerning confidentiality, and it may constitute a violation of state or federal law.

## **Monitoring of Library Property Use and Network Communications**

WSPL reserves the right to monitor at any time any communications that use WSPL networks in any way, including data, voice mail, email, telephone logs, internet use, and network traffic to determine proper use.

WSPL may review network communications activity and analyze use patterns to ensure that library resources in these areas are being used according to this policy.

No employee may knowingly disable any network software or system identified as a monitoring tool.

## **Agreement with Library Property and Use Policy**

I am in agreement that all WSPL property is on loan to me for the duration of my time at WSPL. Upon resignation or termination I agree to surrender all property including but not limited to

- Laptop
- Tablet
- Camera
- Video camera
- Recording device
- Software
- Files
- Documentation
- eMails
- Flashdrives
- Office supplies
- Press/logo materials
- Other \_\_\_\_\_

**Signature at time of employment**

\_\_\_\_\_

Date: \_\_\_\_\_

**Signature at time of release**

I acknowledge that I have turned over all library property

\_\_\_\_\_

Date: \_\_\_\_\_



# Western Sullivan Public Library

## **RULES OF GOVERNANCE for the BOARD OF TRUSTEES of WESTERN SULLIVAN PUBLIC LIBRARY**

**ADOPTED: 14 AUGUST 2000**

**REVISED: 9 JUNE 2014**

### **ARTICLE I – NAME**

The corporate name of this Library shall be Western Sullivan Public Library hereinafter referred to as the Library; branches shall be located in Callicoon, Jeffersonville, and Narrowsburg, Sullivan County, New York.

### **ARTICLE II – PURPOSE**

The fundamental objective of the Library shall be to provide free access to books and other media for the residents of the Sullivan West Central School District. The library is dedicated to providing materials, programs and other services to promote the education, knowledge and creativity in the communities it serves, as well as to provide materials and information representing diverse points of view on current and historical issues, carry out all aspects of its operations in accordance with the laws and regulations of the United States of America and the State of New York, and shall not deny or abridge any person's rights to use the Library because of origin, gender, age, background, or beliefs.

### **ARTICLE III – BOARD OF TRUSTEES**

SECTION 1. The Board of Trustees, hereinafter referred to as the Board, shall be empowered to act for and in behalf of the Library in setting up policies and procedures, regulating any matter not fully covered by its bylaws and policies, enforce all the objectives of the Library, direct the transaction of its business which shall be consistent with current or established policies of the Library and the laws and regulations of the State of New York and the United States of America, and shall have the power to hear and determine all protests or disputes arising from or because of misconception of the terms or conditions of its bylaws or policies.

SECTION 2. The Board shall consist of nine members each of whom shall be elected by the qualified voters of the Sullivan West Central School District.

SECTION 3. Voting members of the Board shall be at least 18 years of age and residents of the Sullivan West Central School District.

SECTION 4. The term of office for all trustees shall be for five years.

SECTION 5. Vacancies that occur for reasons other than the expiration of a term shall be filled by appointment by the Board within sixty days. Such an appointed trustee shall serve until the next annual vote at which time an election shall be held for the remainder of the unexpired term. A trustee's change in residence out of the district or resignation shall automatically create a vacancy for library trustee.



## Western Sullivan Public Library

SECTION 6. Any trustee who fails to attend three consecutive regular meetings of the Board without notifying the Director or the Board President shall be considered resigned; the Secretary is obliged to inform the Board of the foregoing so that this vacancy may be filled as provided in Section 5 above. The Secretary shall inform the vacated trustee of such action by the Board.

SECTION 7 The Board shall have full power to appropriate funds in order to carry out the work of the Library, and to make all proper provisions and regulations for the management, direction, preservation, and security of the building, its grounds, and its contents; and conduct the affairs of the Library in a manner which it deems to be for the public good.

SECTION 8. No salaried employee of the Library or any volunteer who is involved with the daily operations of the Library shall be eligible for election or appointment as a Library trustee;

### ARTICLE IV – OFFICERS OF THE BOARD

SECTION 1. The officers of the Board shall be President, Vice-President, Secretary, ~~Treasurer~~ **Financial Officer**, and such others as may be determined by the Board.

SECTION 2. **Terms:** All officers shall be elected for a one-year term by the Board from among its members at its Reorganizational Meeting to serve until the next Reorganizational Meeting. No member of the Board may serve in the same office for more than three consecutive terms.

SECTION 3. **Removal or Replacement:** An officer may be removed from office for just cause and after fair hearing by a two-thirds majority vote of the Board.

SECTION 4 5. Should an office become vacant, the President shall be empowered to appoint a trustee with the approval of the Board to that vacant office.

### ARTICLE V – DUTIES OF OFFICERS

SECTION 1. The **President** shall preside over all Board meetings, carry out all its decisions, maintain order, create and appoint all necessary committees and coordinate their activities, act as ex-officio member of all committees, call special meetings when deemed advisable with one week's notice, and, in general, do everything in his/her power to expedite the business of the Library and general welfare of its trustees, staff, and members.

SECTION 2. The **Vice-President**, in the absence or disability of the President or a vacancy in that office, shall act with full power and authority in the absence of the President and shall perform such other duties as the Board of Trustees shall prescribe.

SECTION 3. The **Secretary** shall carry on all routine correspondence of the Board, read all important correspondence at all meetings as directed by the President, keep accurate minutes of all proceedings of the Board, maintain a roster of names and addresses of the Library trustees, keep a roll of attendance of each meeting, and keep such records and documents of the Library as may accrue.

SECTION 4. The **Financial Officer** shall maintain communication with the Director and Bookkeeper to assure that accurate records are being kept.



## **Western Sullivan Public Library**

### **ARTICLE VI: LIBRARY DIRECTOR**

The Library Director, appointed by the Board, shall serve as advisor to the Board; be responsible for the administration of the Library and its staff under the general policies approved by the Board; be directly responsible to the Board and through the Board to the community; attend all meetings of the Board but have no vote; submit monthly reports to the Board concerning activities, condition, and affairs of the Library and its staff; prepare such regular reports, papers, and statistics as may be periodically required by the laws and regulations of the State of New York; notify the Board of appointments, dismissals, and specific duties of other staff and be responsible for the proper direction and supervision of such staff; be responsible for the care and maintenance of library property and for an adequate and proper selection of books, other media, and furnishings in keeping with the stated policy of the Board for the efficiency of library service to the public.

### **ARTICLE VII – COMMITTEES**

SECTION 1. The President shall appoint all standing committees and such others as the business of the Board may require from time to time.

SECTION 2. Each standing committee shall consist of at least one trustee who shall be chairman.

SECTION 3. All committees shall serve at the pleasure of the President and shall be considered discharged upon the termination of their charge or upon the completion of the chairman's term of office.

SECTION 4. Some suggested standing committees may be as follows: building, finance, bylaws and policies, and personnel; and, their duties shall be such as are associated with the name or as shall be assigned to them by action of the Board; the Library Director may serve as consultant to these committees.

SECTION 5. All standing committees shall meet as necessary to carry out their functions; and, each committee chairman shall report the committee's actions to the Board.

SECTION 6. The Executive committee shall consist of the Board officers, shall serve as a planning committee for the Board, and shall act on behalf of the Board in emergencies between regular meetings in a manner consistent with existing Board policies and subject to the review of the Board at the next regular meeting.

### **ARTICLE VIII – FINANCE**

SECTION 1. The fiscal year for the Library shall be July 1 to June 30.

SECTION 2. All receipts and disbursements are subject to a monthly review by and approval of the Board. The funds of the Library shall be deposited in a bank or other financial institution to be selected by the Board. All financial obligations of the Library shall be discharged by check and signed by any Board member so designated. Financial institutions and designated signers shall be chosen annually at the Reorg meeting. All receipts and disbursements are subject to a monthly review by and approval of the Board.



## Western Sullivan Public Library

SECTION 3. All financial records and accounts may be audited either by an independent accountant or by a committee appointed by the Board. The Board shall determine the appropriate procedure for conducting such an audit.

SECTION 4. The Library shall have the power to accept any grant, gift, or donation of money from any source deemed advisable by the Board. This money will be used to aid the Library to carry out its objectives. Existing and future gifts can be designated for a specific branch of the Library.

### ARTICLE IX – MEETINGS

SECTION 1. **Regular meetings** of the Board shall be held monthly at dates, times, and places to be established by the Board at the Reorganizational Meeting.

SECTION 2. A **special meeting** of the Board may be called at any time either by the President with the consent of three trustees, or by a two-thirds majority of the Board, or by petition to the Board which shall contain at least twenty-five signatures of qualified voters; such a call for a special meeting shall indicate the specific order of business in an agenda and no other may be transacted; and, no less than five days nor more than ten days' notice must be given to all trustees of such a special meeting.

SECTION 3. The **Reorganizational Meeting** of the Board shall be held immediately prior to the regular meeting in July for the purpose of electing officers, swearing in of new members and officers, setting the annual calendar, and making appropriate appointments.

SECTION 4. The **Annual Vote** will be held in April at a date to be determined by the Board. The purpose of the Annual Vote will be election of trustees and a vote on the tax appropriation.

SECTION 5. A **Quorum** is necessary to conduct and transact the business of this Library at a regular or special meeting of the Board. A quorum shall consist of five trustees, at least one of whom must be an officer. A majority of the entire Board, not simply of that present, is required for the Board to take any official action.

SECTION 6. In order to facilitate the orderly conduct of business of all meetings, Robert's Rules of Order shall be the parliamentary guide, the edition of which shall be determined by the Board.

SECTION 7. To decide any motion or election at any meeting of the Board, no vote by proxy and/or absentee ballot shall be recognized. A trustee may vote by being physically present or by prearranged video conferencing.

SECTION 8. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:

- i. Call to Order
- ii. Approval of prior meeting minutes
- iii. Financial report
- iv. Director's report



## Western Sullivan Public Library

- v. New business
- vi. Unfinished Business
- vii. Committee reports
- viii. Friends of the Library report
- ix. Dates to Remember
- x. Correspondence
- xi. Open Public Comments
- xii. Adjournment

### ARTICLE X – AMENDMENTS

SECTION 1: These rules of governance for the Board may be amended at any regular meeting by two-thirds vote of all trustees provided that a written notice of the proposed amendment be contained in the call for that meeting and such notice be given to all trustees at least one week prior.

SECTION 2: Any rule or resolution of the Board, whether contained in these By-Laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

# Monthly Circulation Report

## Western Sullivan Public Library

Branch: Delaware Free  
 Month/Year: June 2016

### Total Circulation

Adult Fiction  
 Adult Non-Fiction  
 Young Adult Fiction/Non-Fiction  
 Juvenile Fiction/Non-Fiction  
 Periodicals  
 Videos  
 Audiobooks  
 Digital Downloads  
 Other- Music CDs

Current Year	Increase/ Decrease	Previous Year
1884	-159	2043
526	-39	565
239	34	205
53	22	31
182	-45	227
14	-18	32
704	-127	831
84	-24	108
80	37	43
2	1	1

Patron Count 1405

In-House Use 129

Internet Count 234

Wireless Usage 2819

### Interlibrary Loan

ILL Received 409

ILL Loaned 484

### Reference Questions

Adult 140

Juvenile 14



# Monthly Circulation Report

## Western Sullivan Public Library

Branch: Jeffersonville  
 Month/Year: June 2016

### Total Circulation

Adult Fiction  
 Adult Non-Fiction  
 Young Adult Fiction/Non-Fiction  
 Juvenile Fiction/Non-Fiction  
 Periodicals  
 Videos  
 Audiobooks  
 Digital Downloads  
 Other (music CDs)

Current Year	Increase/Decrease	Previous Year
2400	-213	2613
600	-112	712
273	27	246
65	16	49
352	-23	375
38	-21	59
742	-113	855
128	9	119
155	22	133
47	-18	65

Patron Count 1925

In-House Use 147

Internet Count 216

Wireless Usage 1314

### Interlibrary Loan

ILL Received 507

ILL Loaned 593

### Reference Questions

Adult 37

Juvenile 8



# Monthly Circulation Report

## Western Sullivan Public Library

Branch: Tusten-Cochecton  
 Month/Year: June 2016

### Total Circulation

Adult Fiction

Adult Non-Fiction

Young Adult Fiction/Non-Fiction

Juvenile Fiction/Non-Fiction

Periodicals

Videos

Audiobooks

Digital Downloads

Other

Current Year	Increase/ Decrease	Previous Year
1436	-355	1791
436	-152	588
156	-34	190
23	-42	65
394	-19	413
15	8	7
303	-123	426
59	-5	64
50	12	38
0	0	0

Patron Count 1333

In-House Use 87

Internet Count 204

Wireless Usage 680

### Interlibrary Loan

ILL Received 302

ILL Loaned 539

### Reference Questions

Adult 97

Juvenile 20



# The Future is NOW @your library®

A 3D printer will be available for public use at the Delaware Free Branch of the Western Sullivan Public Library from July 11-22

## 3D Printing for Adults, with Bill Bodell

Learn how to design and print objects in 3D  
*Wednesday, July 20th 12-2pm*

## 3D printing at Teen Tech Time, with Bill Bodell

Design: *Thursday July 14th 2-4 pm*  
Print: *Thursday July 21st 2-4pm*

#Librarythat



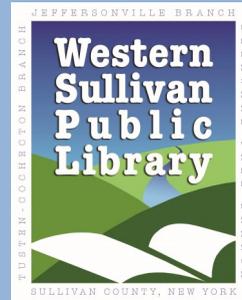
**Delaware Free Branch**  
45 Lower Main St., Callicoon  
(845) 887-4040

**Jeffersonville Branch**  
19 Center St., Jeffersonville  
(845) 482-4350

**Tusten-Cochecton Branch**  
198 Bridge St., Narrowsburg  
(845) 252-3360

[www.WSPLonline.org](http://www.WSPLonline.org)

@westernsullivan



LIBRARY CLOSED

July 4, 2016

## Hours of Operation

### Delaware Free Branch

Mon, Wed-Fri:  
10am-5pm  
Tuesday: 5pm-8pm  
Saturday: 1pm-4pm

### Jeffersonville Branch

Tues, Wed: 10am-8pm  
Thurs, Fri: 10am-5pm  
Saturday: 10am-2pm

### Tusten-Cochecton Branch

Mon, Wed, Fri:  
10am-8pm  
Tuesday: 10am-1pm

# THE IDEA!

THE NEWSLETTER FOR WESTERN SULLIVAN PUBLIC LIBRARY

Volume 7

July 2016

## First Graders Visit the Library

The weather was perfect for the Sullivan West first graders to walk down the hill to the Jeffersonville Branch of the Western Sullivan Public Library. Six classes made the trek to explore the library and select books they could check out, when they visit the library again with their new library card.

During the visit the kids not only got to see all the library has to offer, but also learned some of the rules of the library and how to care for library materials. "It was great to see that many of the students already had library cards and have visited one of our three branches," said Assistant Director Audra Everett. Many of the first graders perused nature and wildlife books, chapter books, and easy readers. Goosebumps, Lego, and Star Wars



One of the Sullivan West First Grade classes heading back to the school after visiting the Children's Room at the Jeffersonville Branch.

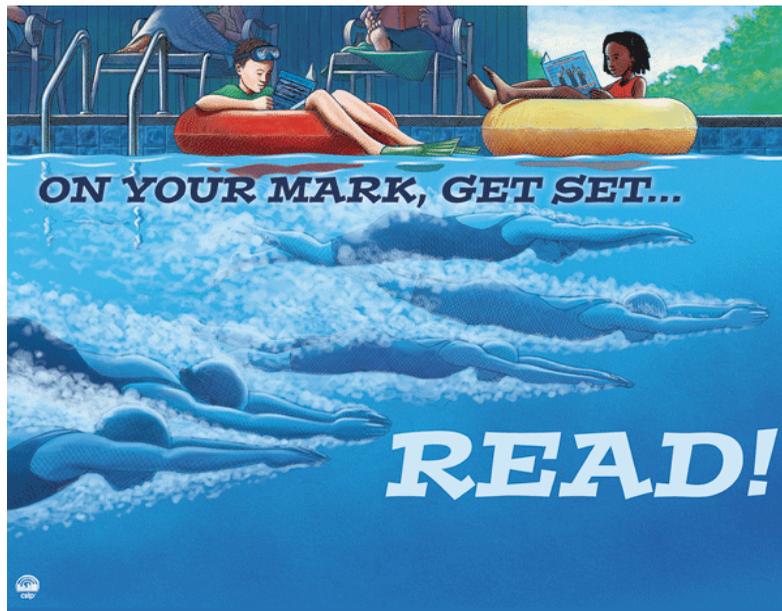
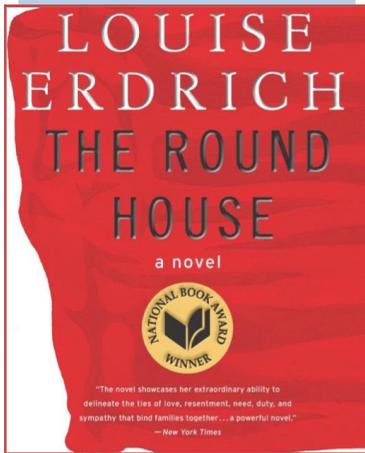
# Pages & Pints Book Group

Meets the fourth  
Thursday of the  
month @ 7pm at  
the Callicoon  
Brewing Company

Thurs, July 27th

The Round House

by Louise Erdrich



## Summer Reading Program Storytime Schedule

**Tuesdays 11:15am-12pm**

@ *DYC in Callicoon*

**Wednesdays 10:30am-12pm**

*in Narrowsburg*

**Thursdays 12:30-2pm**

*in Jeffersonville*

Visit [WSPLonline.org](http://WSPLonline.org)  
for the full schedule.

## Ongoing Programs

### Business Group

Callicoon - 1st Wednesday 10:30am-  
12:30pm

### Career Counseling

Contact [cmenges@rcls.org](mailto:cmenges@rcls.org) for class  
schedule or to make an appointment

### Computer Support

Callicoon - Mondays, 1-5pm  
Narrowsburg - Wednesdays, 4-8pm  
Jeffersonville - Fridays, 10am-2pm;  
"Amateur Hour" 1-2pm

### Genealogy Help

Callicoon - 2nd Tuesday 6-8pm  
Callicoon - 4th Wednesday  
10:15-11:15am

### Get Creative Groups

Narrowsburg "Knitters" Mondays  
6-8pm  
Jeffersonville "Knitwitz" 1st & 3rd  
Tuesday 6:30-8pm  
Callicoon "Craft Lovers" 2nd & 4th  
Friday 2:30-4:30pm

### Pages & Pints Book Group

Callicoon - 4th Thursday 7pm at  
Callicoon Brewing Co.

### TASC Prep

Jeffersonville - Every other  
Wednesday 11am

# HELP WANTED

The Friends of the  
Library is looking for  
a few good men and  
women to join the  
team. Needed: Board  
Member; Book Sale  
help; and help  
planning social  
events. Contact  
Kristin White, Library  
Director.

The  
Narrowsburg  
cactus still  
needs a home.  
Call the Tusten-  
Cochecton  
Branch for  
details.

845-252-3360



## “First Graders Visit the Library” Continued from page 1

books were also a big draw for the children. The smiles on the students’ faces as they found the books they were searching for were priceless.

The benefits of reading have been proven over and over and introducing children to the library at an early age will give them access to thousands of books, audiobooks, digital books, and so much more. The library hopes to continue this school visit program and develop other programs to encourage children to use the library and take advantage of the many services, materials, and programs Western Sullivan Public Library offers the community.

## IT'S TEEN TECH TIME

Thursdays, 2-4pm

Starts July 7th.

Examine technology, play with electronics, work with video games, learn 3D printing.

Have fun.

Explore a possible career.

## TEEN YOGA

Tuesdays

4-5pm

Callicoon



## Summer Reading Program

FOR ADULTS

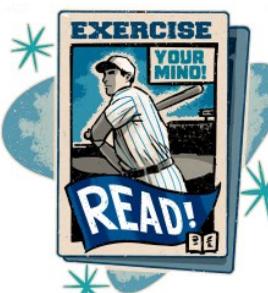
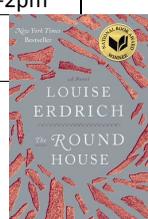
How many books can you read in one month?

1. Read or listen to a book checked out at one of our branches or through our website.
2. Complete an entry form for each book you read.
3. Return the form to any of our branches to be entered into a drawing to win prizes like gift certificates from a local business and library swag.

It's simple. Win prizes for reading.

# July 2016 @your library®

Sun Mon Tue Wed Thu Fri Sat

	 <p>All branches closed in observance of Independence Day</p>	<p>5 Summer Reading Program Storytime at the Delaware Youth Center 11:15am-12pm</p> <p>Teen Yoga Callicoon, 4-5pm</p> <p>Knitwitz Jeffersonville, 6:30pm</p>	<p>6 Summer Reading Program Storytime Narrowsburg, 10:30am-12pm</p> <p>Business Group Special guest Dr. Janus Adams Callicoon, 10:30am-12:30pm</p> <p>Computer Support Narrowsburg, 4-8pm</p>	<p>7 Summer Reading Program Storytime Jeffersonville, 12:30-2pm</p> <p>Teen Tech Time Callicoon, 2-4pm</p>	<p>1 Computer Support Jeffersonville, 10am-2pm</p> <p>8 Computer Support Jeffersonville, 10am-2pm</p> <p>Craft Lovers Callicoon, 2:30-4:30pm</p>	<p>2</p> <p>9</p>
<p>10</p>	<p>11 Computer Support Callicoon, 1-5pm</p> <p>Board of Trustees Meeting Callicoon, 5pm</p> <p>Narrowsburg Knitters Narrowsburg, 6pm</p>	<p>12 Summer Reading Program Storytime at the Delaware Youth Center 11:15am-12pm</p> <p>Teen Yoga Callicoon, 4-5pm</p> <p>Summer Lego Club Callicoon, 5:30-7:30pm</p> <p>Genealogy Help Session Callicoon, 6-8pm</p>	<p>13 Summer Reading Program Storytime Narrowsburg, 10:30am-12pm</p> <p>TASC (formerly GED) Jeffersonville, 11am</p> <p>Computer Support Narrowsburg, 4-8pm</p>	<p>14 Summer Reading Program Storytime Jeffersonville, 12:30-2pm</p> <p>Teen Tech Time Callicoon, 2-4pm</p>	<p>15 Computer Support Jeffersonville, 10am-2pm</p>	<p>16 International Games @ your library Celebrate Italy! Make your own soccer finger puppets Jeffersonville 10am-12pm</p> 
<p>17</p>	<p>18 Computer Support Callicoon, 1-5pm</p> <p>Narrowsburg Knitters Narrowsburg, 6pm</p>	<p>19 Summer Reading Program Storytime at the Delaware Youth Center 11:15am-12pm</p> <p>Teen Yoga Callicoon, 4-5pm</p> <p>Knitwitz Jeffersonville, 6:30pm</p>	<p>20 Summer Reading Program Storytime Narrowsburg, 10:30am-12pm</p> <p>Computer Support Narrowsburg, 4-8pm</p>	<p>21 Summer Reading Program Storytime Jeffersonville, 12:30-2pm</p> <p>Teen Tech Time Callicoon, 2-4pm</p>	<p>22 Computer Support Jeffersonville, 10am-2pm</p> <p>Craft Lovers Callicoon, 2:30-4:30pm</p>	<p>23</p>
<p>24</p>	<p>25 Computer Support Callicoon, 1-5pm</p> <p>Narrowsburg Knitters Narrowsburg, 6pm</p>	<p>26 Summer Reading Program Storytime at the Delaware Youth Center 11:15am-12pm</p> <p>Teen Yoga Callicoon, 4-5pm</p>	<p>27 Genealogy Help Session Callicoon, 10:15-11:15am</p> <p>Summer Reading Program Storytime Narrowsburg, 10:30am-12pm</p> <p>TASC (formerly GED) Jeffersonville, 11am</p> <p>Computer Support Narrowsburg, 4-8pm</p>	<p>28 Family Story Time Jeffersonville, 12:30-2pm</p> <p>Teen Tech Time Callicoon, 2-4pm</p> <p>Pages and Pints: A Brewtastic Book Club Callicoon Brewing Co., 7pm</p> 	<p>29 Computer Support Jeffersonville 10am-2pm</p>	<p>30</p> <p>Please register for programs. Programs without five people pre-registered may be cancelled.</p>

**Summer Reading Program**  
 Visit our website for a complete list of events.

**NEW! Adult Summer Reading Program**  
 Throughout the month of July. Stop by any of the branches or visit our website for details.

**Career Counseling Services**  
 Need help with your job search? Or your resume? Career counseling, assistance, and training are available at the Western Sullivan Public Library. For additional information, to schedule an appointment, or sign up for a course, contact Cindy Menges at [cmenges@rcls.org](mailto:cmenges@rcls.org) or at 845-887-4040.

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