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**Rockwell Falls Library Board Meeting**

**AGENDA**

**September 20, 2022**

**Call to order**

Stephanie Lansburg called to order the regular meeting of the Rockwell Falls Public Library at 6: 30 p.m. on **September 20, 2022** at Rockwell Falls Public Library

**Roll call**

The following persons were present:

Stephanie Lansburg P

Loretta Mulson A

Pat Lewandowski P

Janet Silburn P

Kathleen Mitchell P

Courtney Keir P

**I. Pledge of Allegiance**

**II. Adoption of agenda\***

\*Motion & vote to adopt agenda

**III. Approval of prior meeting minutes\***

1. Amend the following amounts from the August 16, 2022 minutes:

Programming $2,450.42; SALS $263.75 TOTAL $2,714.17 & include in amended minutes

\*Motion and vote to approve the minutes

**IV. Period for public comments**

**V. Correspondence**

**VI. Personnel Action Report**

**VII. Treasurer/Finance Officer\***

1. Receipt of the September reports be acknowledged and filed for audit.

1. Warrants
2. Presentation of Cash Flow

\*Motion and vote to approve the warrants

**VIII. Director’s Report**

1. Review summary of prior survey results
2. Attorney response regarding Trustee Oath of Office
3. Bylaws revisions
4. Update on Strategic Plan waiver
5. NYSERDA summary

**IX. Old Business (unresolved)**

1. Update on Hadley Luzerne school library collaboration.
2. Handyman

**X. New Business:**

1. Insulation/Weatherization
2. Budget
3. Review current budget
4. Budget Amendments

3. Strategic Planning

1. Review list of invitees
2. Draft letter invitation from Erica @ SALS
3. Review & continue development of timeline:

Invitation & mailing list complete by 9/20

Mail invitation by 9/26

1. RSVP’s by 10/10 to Pat
2. Review open house meeting dates

Wednesday, October 12, 2022 6:30 pm community dessert gathering

\*\*Saturday, October 29, 2022 12:30 pm community luncheon (Janet & Loretta’s approval)

1. Develop survey- information to collect from community

(EXAMPLE: What kind of community do you want to live in?

Why is that important to you?

How is that different from how you see things now?

What are some of the things that need to happen to create that kind of change?

Who do you trust to take action on these issues?)

5. Policies\*

A. Whistleblower

B. Harassment

C. Internet Use

D. Open Meeting Amendments

E. Anti Harassment Amended

F. Pre-Approved Payables document

G. Purchasing Policy

H. Petty Cash Policy

I. Donation Policy

J. Library Closing/Cash out Policy

K. Abstract of Claims Policy document

L. Bank Statement examination Policy document

M. Financial Policy

N. Bill Paying Policy

**\*Motion & vote to approve Policies**

6. Bylaws revisions\*

**\*Motion & vote to approve Bylaws revision**s

7. AC quotes-Update-Action needed

8. New Equipment\*

A. Laptop

B. New PC for Director

**\*Motion to purchase new Laptop & PC for Director**

9. Job openings

1. Civil Service requirements for new hire
2. Clerk position update by Courtney (Justin current 20 hours/week)
3. Need to continue advertising in Chronicle

10. Tammy Priest-Bookkeeper/Treasurer-Warrant list process/procedure

11. Jean Cizlak-Summary of Youth Program information

12. Discuss Security Lights for exterior of building

13. Quotes for shelving

**XI. Period for public expression**

**XII. Dates of future board meeting: October 18, 2022**

**XIII. Other Business**

**XIV. Executive Session**

1. Review Resumes

**XV. Adjournment\***

**\*Motion to end Board Meeting**