



ROCKWELL FALLS
PUBLIC LIBRARY

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 6:00 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	

I. Pledge of Allegiance

II. Adoption of agenda*

***Motion & vote to adopt agenda**

III. Approval of prior meeting minutes*

- A. 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*

- A. Receipt of the September reports be acknowledged and filed for audit.
- B. Warrants
- C. Presentation of Cash Flow

***Motion and vote to approve the warrants**

VIII. Director's Report

- A. Review summary of prior survey results
- B. Attorney response regarding Trustee Oath of Office
- C. Bylaws revisions
- D. Update on Strategic Plan waiver
- E. NYSERDA summary

IX. Old Business (unresolved)

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

X. New Business:

1. Insulation/Weatherization
2. Budget
 - A. Review current budget
 - B. Budget Amendments
3. Strategic Planning
 - A. Review list of invitees
 - B. Draft letter invitation from Erica @ SALS
 - C. Review & continue development of timeline:
Invitation & mailing list complete by 9/20
Mail invitation by 9/26
 - D. RSVP's by 10/10 to Pat
 - E. 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)
 - F. 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 revisions**

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

A. Civil Service requirements for new hire

B. Clerk position update by Courtney (Justin current 20 hours/week)

C. 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

A. Review Resumes

XV. Adjournment*

***Motion to end Board Meeting**