



**ROCKWELL FALLS  
PUBLIC LIBRARY**

***Board Meeting Agenda***

***July 18, 2023***

Call to order

Roll call

The following persons were present:

I. Pledge of Allegiance

II. Adoption of agenda\*

\*Motion & vote to adopt agenda

III. Approval of prior meeting minutes\*

\*Motion and vote to approve the minutes

IV. Period for public comments - 15 minutes/2 per individual

A. Review abridged Privilege of the Floor

i. Stand, move to the front of the room, address the board as a whole

ii. Questions may be asked. If the answer to the question is not immediately available, research will be undertaken and a written response provided at the earliest opportunity

iii. Priority will be given to residents of the Hadley-Luzerne Central School District

V. Treasurer/Finance Officer

A. Election of Vice President for Finance

a. Job description from bylaws

B. Tammy Priest – Library Treasurer

- a. Her job description
- b. Liaison between Treasurer/Library Manager, Treasurer/VP of Finance
- c. Preparation for Audit

**C. July**

- a. Receipt of May reports acknowledged and filed for audit
- b. Review of spreadsheet

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

**C. Signatures registered with the bank**

**VI. Director's Report**

**VII. Old Business (unresolved)**

**A Disability Insurance NYSI**

- a. Update on penalty – report on Courtney's phone call to insurance company

**B. Posting construction projects on library website and social media. asking local entities to submit quotes.**

**C. Northeast insulation quote and price-break**

**D. Purchasing policy**

- a. Review policy as vetted and amended by attorney
- b. Library as tax-exempt entity

**E. Code of Conduct Policy edit**

**F. Other policies**

- a. Collection Building Policy
- b. RFP for Audit
  - i. Sara's list of qualified firms

**G. Holding next election at the library – report from Josh Jacquard**

**VIII. New Business**

**A. Accepting the resignation of Pat Lewandowski**

**B. Election of Board Officers**

- a. President
- b. Vice President
- c. Secretary
- d. Vice President of Finance

- C. Plan for seating new board member**
- D. Resolution Against Book Bans**
- E. Library hosting ideas**
- F. Green Jobs Green NY Energy Study Report Recommendations**
  - a. Lighting retrofit (\$3,735)**
  - b. Insulation of Domestic Hot Water Pipes (\$171.00)**
  - c. Painting touch-up**
  - d. List these with insulation project on website**
- G. Library security**
  - a. Interior CCTV monitors**
  - b. Links to security system (Mahoney?)**

**IX. Date of future Board Meeting: Tuesday, August 22, 6:30 p.m.**

**X. Other business**

**A. Upcoming policies**

- a. Credit Card Policy**
- b. Patron Code of Conduct Policy**
- c. Correspondence Policy**
- d. Records Retention Policy**
- e. Meeting Room Usage Policy**

**B. Review of existing policies**

- a. Harassment Policy**
- b. Technology Usage (Equipment, Internet, Wireless)**

**C. Strategic Plan**

- a. Interested individuals contacted and invited to August Board**

**Meeting**

- b. Board members for Strategic Plan Committee**

**XI. Period for Public Comment (15 minutes)**

**XII. Executive Session**

**XIII. Adjournment**