**ROSE MEMORIAL LIBRARY ASSOCIATION**

**79 East Main Street, Stony Point, New York 10980**

**Regular Meeting of the Board of Trustees**

**Wednesday, October 18, 2017**

**6:30 pm**

**Agenda**

I. **Call to Order**

II. **Adoption of Minutes:**

 Regular Meeting September 20, 2017 \*

III. **Public Comment**

IV.. **Friends of the Library**

V. **Finance** – Report Narrative

 Approval of Disbursements: month ending September 30, 2017 \*

 Financial Reports for September 2017 \*

VI. **Reports**

1. **Director**
2. Report
3. **Board Committees** -
4. Building/Capital Projects – Report on Old School Project
5. Finance & Budget

3. Policy -

4. Planning –

5. Technology

VII. **Old Business**

VIII. **New Business**

 1. Auditor’s Report -

 2. Proposed change to Personnel Policy – Work Schedules \*

IX**. Executive Session** \* Legal Issues

X. **Adjournment** \*

 ***\*=motion required***

***Next Scheduled Meeting:***

***Wednesday, November 15, 2017 @ 6:30 P.M.***

***10.16.17***

**ROSE MEMORIAL LIBRARY ASSOCIATION**

**79 East Main Street, Stony Point, New York 10980**

**Regular Meeting of the Board of Trustees**

**Wednesday, October 18, 2017**

**6:30 pm**

**Minutes**

Attendees (5): Jennifer Lima, Terry Marsico, Christina Mandara, Theodore Needleman, Rebecca Sanders, James Mahoney (Director).

Absent (1): Michele Rinaldi

I. **Call to Order** by Jennifer Lima at 6:45pm

II. **Adoption of Minutes:**

 Regular Meeting September 20, 2017 – unavailable – approval pending until next Regular Board Meeting

III. **Public Comment** - None

IV.. **Friends of the Library** – no update

V. **Finance** – Report Narrative

Discussion of cash flow projections based on timing of receipt of school and town funds. Mr. Mahoney also explained the status of the Merrill Lynch account funds (See Financial Report). We need to plan on spending some of these funds due to timing of public funds and expenses due to legal fees and initial building projects.

Approval of Disbursements: month ending September 30, 2017 \*

 Financial Reports for September 2017 \*

Motion to approve the Disbursements and Financial reports for month ending September 30, 2017 made by Mr. Needleman, 2nd by Ms. Sanders. Motion passed unanimously (5/0)

VI. **Reports**

1. **Director**
2. Report

We are in need of technical support and routine maintenance on all of the computers. Mr. Mahoney is asking a new Tech Company to update the public computers and make sure they sync with the printers, etc.

1. **Board Committees** -
2. Building/Capital Projects – Report on Old School Project
3. Finance & Budget – A meeting time has been set for the committee to meet with the accounting firm on November 1st at 7pm. Goal to have the budget prepared in November so the Board will have time to review for the December Regular Board meeting.

3. Policy – no update

4. Planning – Mrs. Mandara discussed a plan by the Stony Point Taxpayers for a New Library and the Friends of the Library to develop a “Books to Broadway” fundraising initiative, led by a pair of tickets to a Broadway performance of “Hamilton”.

5. Technology - See Director Report

VII. **Old Business** - None

VIII. **New Business**

 1. Auditor’s Report – (See Finance and Budget Committee) – Mr. Mahoney submitted boilerplate descriptions of the functions and goals of the Library for the audit, but has not seen the final report yet. Presume it will be reviewed at the 11/1/17 committee meeting and presented to the Board on the 11/15/17 Regular Board meeting.

 2. Proposed change to Personnel Policy – Work Schedules \*

Auditors suggested expanding the policy (see attached) to detail the hours worked versus breaks, and lunches based on the total number of hours worked.

Motion made to accept the proposed changes to the Personnel Policy: “Work schedules” by Mrs. Mandara, 2nd by Ms. Sanders. Motion passed unanimously (5/0)

1. Plan to invite people who are interested in being a Trustee to the November Board meeting.
2. Hole in book drop needs to be repaired. Mr. Marsico knows someone who can fix it.
3. Review of letter to be sent to Town Supervisor and Town Council asking them to please not pass the Town Budget prior to Election Day just to prevent our receiving funding in 2018 if the vote passes in 2017. In the last 7 years the budget was not passed prior to Election Day, except in 2012.

IX**. Executive Session** \*

Motion made by Ms. Lima, 2nd by Mr. Needleman to enter into executive session for legal matters at 9:09pm. Motion passed unanimously (5/0)

Motion to close Executive session made by Ms. Lima, 2nd. By Mr. Needleman, at 9:17pm.

Re-enter regular meeting. Motion passed unanimously (5/0)

X. **Adjournment** \*

Motion to adjourn made by Mrs. Mandara, 2nd by Mr. Marsico. Motion passed unanimously (5/0)

 ***\*=motion required***

***Next Scheduled Meeting:***

***Wednesday, November 15, 2017 @ 6:30 P.M.***

***11.10.17***

**CHANGES TO PERSONNEL POLICY: “WORK SCHEDULES”**

The workweek, exclusive of unpaid lunch and dinner periods is thirty-five (35) hours in 8-hour days, assigned to employees as the Director may deem necessary. On Monday-Friday the opening shift for all staff who are interacting with the public shall begin 30-minutes before the opening time in order to prepare for the workday. The Saturday and Sunday shifts shall begin 15-minutes before the opening time.

There is a fifteen (15) minute paid break for full-time employees either in the morning **or** the afternoon.

Employees who work a minimum of four consecutive hours but less than six consecutive hours are entitled to a paid fifteen (15) minute break.

Employees who work six or more consecutive hours are entitled to a fifteen (15) minute paid break plus a compulsory “meal” break of a one-hour (unpaid).  Employees must remain on the premises during paid breaks.

It is not acceptable to decide not to take the unpaid break and leave early or arrive minutes late. Any schedule changes must be approved in advance by the supervisor.

An employee who works a full day on Saturday will be entitled to a 30 minute (paid) break in lieu of an unpaid lunch hour.  Employees must remain on the premises during this paid break.

*EXISTING POLICY*

**WORK SCHEDULES**

The Director will schedule employees so that the Library is adequately staffed.

At the time of employment, a staff member will be advised of the schedule he or she will work on a regular basis. On occasion, staffing needs may require that the Director change this schedule.

~~Staff members working for a period of four (4) continuous hours may take a paid fifteen-minute break. Staff members working for five (5) or more continuous hours are entitled to an unpaid, one-hour meal period. The Director will have final determination regarding when rest breaks and meals are taken.~~

~~Staff is not permitted to work more than forty (40) hours per week.~~

Draft 1 10.16.17 jm “WorkSchedules” Personnel Policy Rose Memorial Library

October 18, 2017

***Via Hand Delivery***

Supervisor Jim Monaghan

Town of Stony Point

74 East Main Street

Stony Point, New York 10980

 *Re: Rose Memorial Library Association*

*2018 Town Budget Adoption*

Dear Mr. Monaghan:

 Thank you for inviting the Library Trustees to the Town Board meeting last Tuesday evening. We appreciated hearing the Town Board’s perspective on the 117 West Main Street project. Although the Town Board expressed reservations about our project, we are hopeful that, if the voters decide to support the project on Election Day, the Town Board will work with us to bring it to fruition. We hope that our respective boards can find agreement around a mutual interest in enhancing our Town and the resources it offers its residents.

 In that vein, one of the issues that arose from the discussions at the Town Board meeting is the point that Education Law § 259(1)(b) contains the phrase “[a]n increase in library funding provided pursuant to this paragraph shall not apply to a municipal budget adopted prior to the date of such election.” It was suggested that, given this language, the Town Board could preemptively cut off the voters’ ability to direct funding for the project in 2018 by passing a Town Budget at its meeting on October 24th (or on any other date prior to Election Day). For the reasons set forth below, we respectfully ask that you and your fellow councilmembers wait until after November 7th to pass the Town Budget.

 We make this request primarily so that the Town Board will have the benefit of knowing the will of the voters when it considers the 2018 Town Budget. If the proposition passes, we believe it would be disrespectful to the Town’s voters to make them wait another year before the funding they approved for the project would be available. This is particularly true because, with only one exception in the last seven years, the Town Board has passed its budget after Election Day.[[1]](#footnote-1) This practice of passing the Town Budget after Election Day indicates that there would be no difficulty or harm in briefly pausing your process to await the voters’ decision on library funding. Indeed, a decision to expedite the passage of the budget would be inconsistent with the Town’s own process in all but one of the last seven years. Given this history, and that the voters will decide the question one way or the other on November 7th, passing a Town Budget before that date could be viewed as an effort to undermine the voters’ right to decide.

 Also, although our real estate contract with the owner of 117 W. Main St. was negotiated to account for the uncertain result of the November vote, it requires the Library to close by the end of the year if the voters approve the funding. If the Town Board took an action to prevent the funds from being available in January 2018, it could effectively eliminate the Library’s ability to finance the acquisition of the building, likely leading to a default on the purchase contract. The Library could potentially lose the building, and possibly its deposit, despite the voters’ decision to proceed with the project.

 For these reasons, we write in good faith to ask that the Town Board not pass its 2018 Town Budget until it has the results of the November 7th election. We believe that this will not prejudice your process in any way and that by sticking to your normal budget timetable, you will send a message to the voters that you respect their right to decide this important issue.

 Thank you for considering our concerns.

 Very truly yours,

 Jennifer E. Lima

 President

cc: Councilman Basile

 Councilman Javenes

 Councilman Puccio

 Councilman White

 Library Board of Trustees

1. Our research shows that the Town’s budget passage history is as follows: 2010, on November 22, at a Special Meeting (well after Election Day); 2011, on November 21, at a Special Meeting (well after Election Day); 2012, on October 23rd (before Election Day); 2013, on November 12th (the week after Election Day); 2014, on November 11th (the week after Election Day); 2015, on November 10th (the week after Election Day); and 2016, on November 9th (the week after Election Day). The only year with a pre-Election Day adoption was 2012 which, we have been told by a former councilman, involved a budget process that was driven by the first year of the effectiveness of the Governor’s tax-cap law. [↑](#footnote-ref-1)