



January 24, 2023

7:00 pm

Committee Members: Suzanne Dugan, Chair; Megan Brown; Steve Meyer;
Purushothaman Srinivasan

Staff: Jim Foster; Alex Gutelius

1. Policy Review Chart
2. Purchasing Policy and Procedures Manual
3. Policy 7.1 Generally Accepted Accounting Principles
4. Policy 7.3 Check Signing Procedures
5. Policy 7.7 Audit
6. Other

Clifton Park-Halfmoon Public Library
2023 Operational Policies Review Chart

Policy No.	Policy Title	Latest Revision Date	Summary	Scheduled for Revision	2023 Target Month	Completed
Policies						
1.1	Content and Issuance of Policies	Dec-21		2026		
General						
2.1	Mission Statement	Feb-17		2023	Retreat / October?	
2.2	Release of Public Statements	Dec-21		2026		
2.3	Policy of the Clifton Park-Halfmoon Public Library With Regard to the Freedom of Information Law	Jun-22	reviewed; no changes	2027		
2.4	Conflicts of Interest	Jun-22	reviewed; no changes	2027		
2.5	Whistleblower Policy	Nov-20		2025		
2.6	Display of Flage	Nov-22	New	2027		
Public						
3.1	Rules of Conduct for Library Users	Jun-22	removed hot beverage ban in Children's Library	2027		
3.2	Issuance of Library Cards	Mar-22	added the outside MVLS/SALS category	2027		
3.3	Library Service to Non-Residents	Mar-22	updated restrictions	2027		
3.4	Hours Open and Holiday Schedule	Nov-21	added three additional closed days	2026		
3.5	Use of Facilities and Materials	Mar-22	added information about access to special collections	2027		
3.6	Use of the Program Rooms by the Public	Jun-22	revised number of times rooms can be booked	2027		
3.7	Use of the Library By Tutors	Feb-18	modified to remove suggestion to use study rooms	2023		
3.8	Unattended Children	Dec-21	reviewed; no changes	2026		
3.9	Sales and Fundraising at the Library	Dec-20	Policy removed; incorporated into Solicitation Policy	2025		
3.10	Appropriate use of the Children's Room	Dec-21	revised	2026		
3.11	Privacy and Confidentiality	Nov-22	update to filming section of policy	2027		
3.12	Suspension Policy	Feb-19	revised	2024		
3.13	Automated External Defibrillator Policy	Feb-19	revised	2024		
3.14	Solicitation Policy	Dec-20	changed policy title; removed reference to policy 3.9	2025		
3.15	Filming Policy	Nov-22	added wording about who allowed to film	2027		
3.16	Programming Policy	Nov-20	new policy	2025		
3.17	Prevention of Abuse and Molestation Policy	May-21	new policy	2026		

Policy No.	Policy Title	Latest Revision Date	Summary	Scheduled for Revision	2023 Target Month	Completed
Materials						
4.1	Key and Building Access	Apr-22	reviewed; no changes	2027		
4.2	Materials Selection Policy	Nov-20		2025		
4.3	Circulation of Materials	Nov-20	updated loan periods	2025		
4.4	Library Charges and Fees	Nov-21		2026		
4.5	Computer and Internet Use	Oct-18	updated	2023		
4.6	Wireless Internet Use	Oct-18	updated (title changed)	2023		
4.7	Technology Device Lending Policy	May-21	updated from laptop lending - applies to all devices	2026		
4.8	Social Media	Mar-21	new	2026		
Trustee						
5.1	Role of the Board of Trustees: Powers and Duties	Nov-22	added annual trustee training requirement	2027		
5.2	Committees of the Board of Trustees	Nov-22	minor wording changes	2027		
5.3	Standing Committee Functions and Responsibilities	Nov-22	modified wording for greater clarity	2027		
5.4	Calendar for Board of Trustees	Nov-22	added need to submit trustee training form	Annually in January		
5.5	Criteria for Holding Executive Session by the Board of Trustees	Nov-21		2026		
5.6	The Election and Interim Appointment of a Trustee in Event of a Vacancy on the Board of Trustees	Nov-21		2026		
5.7	Indemnification of Trustees and Employees	Nov-21		2026		
Director						
6.1	Powers and Duties of the Library Director	Nov-22	reviewed; no changes	2027		
6.2	Annual Evaluation of the Library Director and Determination of Director's Compensation	Nov-22	reviewed; no changes	2027		
Fiscal						
7.1	Generally Accepted Accounting Principles	Nov-17		2023		
7.2	Budget Development and Review	Nov-11	revised to add in budget adjustments	2023		
7.3	Check Signing Procedures	Nov-17		2023		
7.4	Financing Travel and Dues for Staff and Trustees	Dec-19	additional detail regarding approval process; listing of travel expenses typically reimbursable	2024		
7.5	Antifraud Programs and Controls	Sep-09		2023		
7.6	Investments	Sep-09		2023		

Policy No.	Policy Title	Latest Revision Date	Summary	Scheduled for Revision	2023 Target Month	Completed
7.7	Audit	Jun-15	added specific note of Finance and Audit Committee responsibilities	2023		
7.8	Fixed Asset Capitalization Policy	Feb-12		2023		
7.9	Surplus Books, Furniture and Equipment Policy	Nov-20		2025		
7.10	Fund Balance Policy	Feb-12		2023		
Other						
8.1	Cooperation with Other Libraries and Schools	Sep-16		2023		
8.2	Acceptance of Gifts to the Library	Feb-18		2023		

Minimum Standards require that policies are reviewed and updated at least once every five years or earlier if required by law

POLICY 7.2 BUDGET DEVELOPMENT REVIEW and ADJUSTMENT

Need for this Policy:

Methods for budget development and review and adjustments are necessary to ensure the budget is prepared, reviewed and adjusted in a timely fashion and that the lines of responsibility are established.

Policy:

1. Budget Development

- a. All standing committees shall meet by April in order to submit by May recommendations for next year's budget. The Director will combine them with the operational needs and submit a tentative budget to the Finance and Audit Committee for approval and/or modification. The Finance and Audit Committee will prepare a proposed budget that will be submitted to the Board by its June meeting for final approval and subsequent presentation for public vote.
- b. Budget Development Responsibilities:
 - (1) The Director shall prepare the budget recommendations with input from all Board Committees.
 - (2) The Finance and Audit Committee, with the Treasurer of the Board as chairperson, is responsible for proposing all budgets to the Board.
 - (3) The Board is responsible for submitting the budget to the voters for approval.

2. Budget Review and Adjustments

- a. The Finance and Audit Committee, working with the Director, shall review the current year's budget no later than in June, forecast the year-end performance, and make suggested adjustments for approval by the Board.
- b. Whenever there is a needed change in one or more budgetary line items of \$5000 or more, the Finance and Audit Committee, working with the Director, shall make suggested adjustments for approval by the Board.
- c. Budget Review and Adjustments Responsibilities
 - (1) The Director shall advise the chairperson of the Finance and Audit Committee whenever there is a needed change in one or more budgetary line items of \$5000 or more.
 - (2) The Finance and Audit Committee, with the Treasurer of the Board as chairperson, is responsible for proposing all budget adjustments to the Board.
 - (3) The Board is responsible for approving all adjustments to the budget.

Initial Adoption Date: 3/13/85

POLICY 7.3 CHECK SIGNING PROCEDURES

Need for this Policy:

A policy is needed to achieve a ~~more effective~~ system of internal fiscal control and stipulate counter-signature requirements.

Policy:

Disbursement checks written for \$15,000 or more will require the signature of the President and Treasurer of the Board.

Responsibilities:

The President, Treasurer, and Business Manager will ensure that two signatures appear on all disbursement checks which are written for \$15,000 or more.

Initial Adoption Date: 9/19/2005

Modified Date	Description of Modification
11/20/2017	Changed position title
12/19/2022 /27/2023	Reviewed, made minor wording change.

Modified Date	Description of Modification
12/17/86	
7/18/94	
5/4/01	
9/19/05	
11/21/11	Revised to add in budget adjustments
1/23/2023 1/27/2023	Revised title of Finance and Audit Committee

POLICY 7.7 AUDIT

Need for This Policy:

To ensure external oversight of the management of the Library’s fiscal procedures

Policy:

1. Each year the Library will have a full audit of its financial activities performed by a certified public accountant individual or firm authorized to do business in the State of New York. The annual audit will be overseen and reviewed by the Finance and Audit Committee of the Board of Trustees.

2. It shall be the practice of the Library to have such audit performed by the same auditing firm or individual for no more than five consecutive years. ~~This practice will take effect with a new certified public accountant individual or firm auditing the financial activities of the year 2010.~~

Initial Adoption Date: 10/19/2009

Modified Date	Description of Modification
6/15/2015	Added specific not of Finance and Audit Committee responsibilities.
12/19/2022 /27/2023	Reviewed and deleted sentence under item 2 indicating that changing auditors every 5 years would begin in 2010.