



February 27, 2023 7:15 PM

Board Meeting

1. *Agenda: Approval or Changes
2. *Minutes of the January 23, 2023 meeting for approval.
3. Public Comment
4. Board Comment
5. Treasurer's Report
 - A. Presentation of the 2022 Audit
 - B. December 2022 and January 2023 Financial Statements
 - C. *Warrants
 - #2023-02 January 25, 2023 \$ 612,589.22
 - #2023-03 February 8, 2023 \$ 139,037.72
6. Friends' Report
7. Director's Report
 - A. Public Service -Jim Foster
 - B. Planning / Communication -Lou Ann Stewart
 - C. General Updates -Alex Gutelius
 - 2022 End of Year Goals Report
 - 2023 Goals
8. Committee Reports
 - A. *Policy Committee
 - *Purchasing Policy and Procedures Manual
 - *Policy 7.2 Budget Development Review and Adjustment
 - *Policy 7.3 Check Signing Procedures
 - *Policy 7.7 Audit
9. Old Business
10. New Business
 - A. *Amendment to By-Laws
11. Executive Session

* Items so marked are action items



January 23, 2023

7:15 PM

Present: Brown, Megan; Cantore, Mathew; Dugan, Suzanne; McMunn, Maria; Meyer, Stephen; Srinivasan, Purushothaman; Wise, Russell. Also present were Alex Gutelius, Jim Foster, Lou Ann Stewart, and Joe Gaug, Attorney.

Videoconference: Dave Golden

Absent: Jason DiGianni, Tom Madison, and Ed Rodger

The meeting was called to order at 7:19 PM by Ms. McMunn.

AGENDA: Ms. McMunn presented the January 23, 2023 agenda for approval. A **Motion** was made by Ms. Brown, seconded by Mr. Cantore to approve the agenda with two additions. Item 10B. Town Park Path Connection and Item 10C. Oath of Office. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Mr. Cantore, seconded by Mr. Wise, to accept the December 19, 2022 minutes as sent. The **Motion** passed unanimously by those present.

A **Motion** was made by Mr. Meyer, seconded by Ms. Dugan, to accept the January 5, 2023 minutes as sent. The **Motion** passed unanimously by those present. Mr. Cantore chose to abstain.

PUBLIC COMMENT: None

BOARD COMMENT:

Board members commented on National Popcorn Day and Ready, Set, Code library events. Both events were well received.

TREASURER'S REPORT:

Mr. Cantore noted that due to the work on the 2022 audit this month there is no Treasurer's Report. The December 2022 and the January 2023 reports will be presented at the February meeting.

The December 22, 2022 warrant for \$300,343.87 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Mr. Wise to approve the December 22, 2022 warrant. The **Motion** passed unanimously by those present. The reviewer for the December warrant was Ms.



Brown. It was noted this warrant included two payrolls and payments to Synthesis Architects and Insurance.

The January 9, 2023 warrant for \$150,645.40 was presented for approval. A **Motion** was made by Mr. Cantore, seconded by Ms. Brown to approve the January 9, 2023 warrant. The **Motion** passed unanimously by those present. The reviewer for the January warrant was Ms. McMunn.

Mr. Cantore reported the Library received \$1,200 in general fund donations and \$20 in anonymous donations.

THE FRIENDS: Mr. Foster gave the following report:

1. The TTOB kickoff on January 22, 2023 featuring Jerry Peppers had approximately 120 attendees.
2. The Used Book Sale is scheduled for January 27-29. The FOL are going back to a three day sale format.
3. Trivia Night is on February 8 at 6:30pm and will feature Lincoln Highway trivia.
4. The next FOL board meeting is Wednesday, January 25, 2023.

DIRECTOR'S REPORT: Mr. Foster gave the following report on Public Service:

1. The Not So Common Players were here for six performances of Guys and Dolls over two weekends in January. The performances were very popular and had a very large turnout. The Sunday matinees draw a big crowd and some people had to be turned away. Staff will see if NSCP will consider adding additional matinees, as this time seems to have the biggest draw.
2. We received 13 boxes of 1040 instructions and no forms. The forms are usually delayed. The NYS forms have not arrived yet.
3. AARP will be here on Mondays and Saturdays through April 15. Library staff will be scheduling the appointments beginning on Monday, January 30, 2023.
4. The screening of clips from the Ken Burns documentary, *The U.S. and the Holocaust* had to be rescheduled due to the weather. The event will take place on Tuesday, February 7, 2023 at 6:30pm.
5. Mr. Foster has been gathering information about EV Charging Stations.
6. The new security company, Allied Universal, started this month.

DIRECTOR'S REPORT: Ms. Stewart gave the following report on Communications:

1. The PR department modified the Program Brochure this month to make it easier for patrons to find events they are looking for.



2. A 2022 “Year in Review” was created by staff and was posted on our website and on social media.
3. Our Lego program received some media attention in December and January on local news stations.

DIRECTOR'S REPORT: Ms. Gutelius gave the following report:

1. Board members are asked to sign and return the Conflict of Interest forms and return them to Alex as soon as possible.
2. The Director's Goals for 2023 will be emailed to the Board by the end of the month.
3. The State has changed the way we report our numbers. For the website in 2021 we were reporting page views. We will now be reporting sessions. Programming statistics will also change to include the total number of items distributed for Grab and Go programs.
4. Our foot traffic continues to increase as well as attendance at our indoor programs.
5. Overall circulation has increased by 6.6%. Circulation of print materials was up by 8.9%, while AV and digital materials remained fairly flat.
6. The Library will be providing a new technology training service called Tech Talk. It will provide patrons access to technology and communications skills training programs.
7. The Library is participating in a new program through SALS called Older Adults Technology Services (OATS), which will provide technology classes for older adults. The Board approved the MOU with SALS to participate in this program.
8. The ELL program continues to grow and is very successful.
9. The Benefits Committee met in January to discuss health insurance and library contributions. Information and recommendations will be forthcoming to the Personnel and Finance Committees.
10. Staff will be making a recommendation for the \$5,000 SALS construction grant to the Board by the March meeting. The grant application is due to SALS by April 1, 2023.
11. Advocacy Day is scheduled for February 28 and is planned as a virtual event.
12. Trustees are required to take two hours of training each year. Please plan to meet this requirement.
13. The Workers Compensation review was completed and submitted last week. The Library will codify more information about physical safety. Physical safety tips will be included at the monthly staff meetings.
14. The Library website was down on Saturday, January 21, 2023. Red Rokk was not responsive and we were unable to reach anyone to resolve the problem. Staff will be reviewing options for other web site hosts.

COMMITTEE REPORTS:

POLICY COMMITTEE: No Report

PUBLIC RELATIONS: No Report.



LONG RANGE PLANNING: No Report.

PERSONNEL COMMITTEE: No Report.

BUILDINGS AND GROUNDS: Ms. Brown gave the following report:

Ms. Brown presented the Janitorial Services Contract Recommendation. The current Janitorial Services contract with K&P Facilities Management expires on February 28, 2023. A request for bids was issued and bids were due on January 5, 2023. We received bids from K&P Facilities Maintenance and Vanguard. The K&P bid was significantly lower.

Ms. Brown made the **Motion** on behalf of the Building and Grounds Committee to contract with K&P Facilities Maintenance at an annual cost of \$75,600 beginning March 1, 2023 through February 28, 2026. The **Motion** passed unanimously by those present.

FINANCE: No Report.

LEGISLATION: No Report.

OLD BUSINESS:

Mr. Wise noted that the October Board retreat is a successful model and he is sharing that information with other library boards.

NEW BUSINESS:

- A. Ms. McMunn reviewed the role of the MVLS/SALS Joint Automation Project (JA) in supporting member libraries. The Board is required to review and approve this agreement annually. Mr. Wise made the **Motion**, seconded by Mr. Srinivasan to approve the agreement between MVLS/SALS Joint Automation Project and the Clifton Park-Halfmoon Public Library. The **Motion** passed unanimously by those present.
- B. Town Park Path Connection. The Board discussed the potential for a connecting path from the Town Center Park to the Library. This was a preliminary discussion and no decisions have been made.
- C. Oath of Office. All public library trustees are to take and file an oath of office within 30 days of beginning their term. The Oaths of Office were distributed to all trustees present at the meeting and given to Mr. Gaug.



CLIFTON PARK
HALFMOON
PUBLIC
LIBRARY

Board of Trustees Minutes

There being no further business, Ms. Brown made the **Motion**, seconded by Mr. Srinivasan to adjourn the meeting. The **Motion** passed unanimously by those present and the meeting adjourned at 8:18 PM.

The next scheduled Board Meeting is Monday, February 27, 2023 at 7:15pm.



CONNECT AND COLLABORATE

Website & Social Media

- Posts related to new monthly program brochures and Instagram reels highlighting the Library's collection are getting a good following on social media.
- The upper right quadrant of the home page will change every two weeks to feature a new part of the Library's collection.

Communications

- New binders have been created with emergency sheets and placed at all service desks. This information was available to staff prior to the new binders, but now is conveniently available for quick access. The binders include safety procedures and copies of some policies that are often discussed with patrons such as the Code of Conduct.

MAXIMIZE LIBRARY ACCESS: INSIDE, OUTSIDE AND VIRTUAL

Outreach

- Tax appointments began in February and the volunteers are here most of the day every Monday and Saturday completing returns. Tax forms arrived the week of February 13.
- We will be a polling station again this year for early voting both in June for the primary, and in late October/early November for the general election.
- The Library's Outreach Librarian coordinates the delivery of books and other materials for patrons who are not able to come to the Library in person, and the materials are delivered by volunteers. Alison, our Outreach Librarian shared this story last month:

One of our outreach patrons, Anna (Ukrainian) just stopped receiving outreach deliveries due to declining abilities to see and hear. She is 98 and has been receiving outreach from the library for 15 years.



Her daughter Christine called me to let me know that Bishop Hubbard celebrated her birthday last Monday on the 16th of January and three of her daughters attended, and a very touching thing happened.

When Stephen Meyer, our board member and delivery person, arrived, he brought homemade cookies with one particular cookie that was decorated with the words "Happy Birthday! (in Ukranian)" on it.

Everyone was touched and her daughters are putting together a picture album for her of the event with a picture of that cookie too!

Winterfest

- The Library participated in the Town of Clifton Park's Winterfest celebration on February 11, with an information table at the mall and also an outdoor story time under the overhang at the front of the Library.

Visitors

- There were over 22,000 people who visited the Library in January, a 50% increase when compared with January 2022. Some of that traffic is due to the Not So Common Players productions, which attracted audiences of a total of just over 700 people for the six performances.

CREATE AND DELIVER COLLECTIONS, PROGRAMS AND SERVCIES

Programs

- The Library offered 121 programs in January including:
 - Zoom Keep Yourself Safe on the Internet
 - Not So Common Players – Guys and Dolls
 - Zoom Mindfulness Meditation
 - Reading Therapy Dogs
 - Family Story Time
 - Famous Bears Book Club
 - Battle of the Books
 - Beginner Python
 - Read-Set-Code



One-On-One Tech Help

- Each month librarians provide one-on-one tech help for patrons that need more assistance than can be provided at the reference desk. These sessions are scheduled in advance and typically last 15-30 minutes. We received this lovely comment from a patron who utilized this service.

I so enjoyed yesterday's class. So much was covered at the rate my brain could follow the I actually feel more and more comfortable in the tech world. I actually feel that I can learn what I need to know. You are making that possible for me and others. Thank you, thank you.

Statistics

- Print Circulation was relatively flat compared to 2022, as was the use of digital ebooks and downloadable audio books.
- Database usage increased significantly, likely driven by the access to the full image Times Union and Daily Gazette.

DEVELOP PEOPLE AND THE ORGANIZATION

Phishing Training

- JA has launched online phishing and security training. This training is required for all employees who have computer access. Each employee is required to take a 15 minute introduction Security Awareness Training and an additional 3 minute Mouseovers training. The company that produces the training is called KnowBe4. There will be "test" emails that will be sent out periodically, and if an employee clicks on something they shouldn't, additional training will be recommended. There will also be quarterly trainings on other computer security related topics.

Facilities

- Staff have been having ongoing conversations with Synthesis and Accent Furniture about modifications to the Children's Library and hope to have choices finalized this month, after which items will be ordered and the project can move forward.
- At the suggestion of the Safety Committee and the local sheriff, options for window film coverings for internal office windows and a rescue window for the north east corner of the first floor are being investigated.



Safety

- The Sheriff's Department and the Safety Committee recommended "building safety checklists and walk-throughs" as an effective way to help train staff in the even of an emergency. Each department is conducting a building safety walk-through, and every staff member is signing off on a checklist of exits, safe spaces, emergency notes, etc.

Prepared by: Alex Gutelius
Library Director

**Clifton Park - Halfmoon Public Library
Program Statistics - January 2023**

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
HYBRID: Daytime Book Group	January 19 2023	Adults	14	4			10
Mysteries & More Book Group	January 10 2023	Adults	5	5			
Tech Tutoring	Various	Adults	6	6			
One-on-One Tech Help	Various	Adults	3	3			
ZOOM: Keep Yourself Safe on the Internet	January 11 2023	Adults	13	13			
ZOOM: 10+ Techniques to Increase your Excel/G-Suite Skills	January 25 2023	Adults	3				3
Adult Craft: Valentine's Library Catalog Card	January 23 2023	Adults					
English Language Learning (ELL) Evening Class	January 23 2023	Adults	5	5			
English Language Learning (ELL) Evening Class	January 30 2023	Adults	9	9			
ZOOM: Intermediate English Language Learning (ELL)	January 12 2023	Adults					
ZOOM: Intermediate English Language Learning (ELL)	January 19 2023	Adults	14	14			
ZOOM: Intermediate English Language Learning (ELL)	January 26 2023	Adults	11	11			
Beginner English Language Learning (ELL)	January 10 2023	Adults	32	32			
Beginner English Language Learning (ELL)	January 17 2023	Adults	29	29			
Beginner English Language Learning (ELL)	January 24 2023	Adults	26	26			
Beginner English Language Learning (ELL)	January 31 2023	Adults	26	26			
Beginner English Language Learning (ELL)	January 11 2023	Adults	25	25			
Beginner English Language Learning (ELL)	January 18 2023	Adults	26	26			
Beginner English Language Learning (ELL)	January 25 2023	Adults	23	23			
Citizenship Volunteer Training	January 26 2023	Adults	8	8			
ZOOM: ELL Civics Conversation Group	January 04 2023	Adults	9	9			
ZOOM: ELL Civics Conversation Group	January 11 2023	Adults	6	6			
ZOOM: ELL Civics Conversation Group	January 18 2023	Adults	7	7			
ZOOM: ELL Civics Conversation Group	January 25 2023	Adults	7	7			
Jigsaw Puzzle Swap	January 14 2023	Adults	65	65			
Genealogy Assistance	January 05 2023	Adults	5	5			
Not So Common Players Present: Guys and Dolls	January 06 2023	Adults	85	85			
Not So Common Players Present: Guys and Dolls	January 13 2023	Adults	100	100			
Not So Common Players Present: Guys and Dolls	January 07 2023	Adults	125	125			
Not So Common Players Present: Guys and Dolls	January 14 2023	Adults	110	110			
Not So Common Players Present: Guys and Dolls	January 08 2023	Adults	140	140			
Not So Common Players Present: Guys and Dolls	January 15 2023	Adults	140	140			
HYBRID: Funding Options for Long Term Care	January 17 2023	Adults	10	8			2
Journaling for Adults	January 18 2023	Adults	21	5			16
ZOOM: Mindfulness Meditation	January 06 2023	Adults	30				30
ZOOM: Mindfulness Meditation	January 20 2023	Adults	28				28
ZOOM: Mindfulness Meditation	January 27 2023	Adults	26				26
Foreign Film: The Weasel's Tale (2019)	January 12 2023	Adults	11	11			
AARP Tax Volunteer Training	January 13 2023	Outreach	20	20			
AARP Tax Volunteer Training	January 09 2023	Outreach	20	20			
AARP Tax Volunteer Training	January 12 2023	Outreach	20	20			
AARP Tax Volunteer Training	January 10 2023	Outreach	20	20			
AARP Tax Volunteer Training	January 11 2023	Outreach	20	20			
AARP Tax Volunteer Meeting	January 18 2023	Outreach	20	20			

**Clifton Park - Halfmoon Public Library
Program Statistics - January 2023**

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Adult Grab & Go: Embroidery Project	January 07 2023	Grab & Go	30	30			
Cookies & Milk Family Story Time	January 12 2023	Children	50	22		28	
Reading Therapy Dogs	January 18 2023	Children	2	1		1	
Reading Therapy Dogs	January 18 2023	Children	1			1	
Reading Therapy Dogs	January 18 2023	Children	2	1		1	
Reading Therapy Dogs	January 18 2023	Children	2	1		1	
Reading Therapy Dogs	January 10 2023	Children	2	1		1	
Reading Therapy Dogs	January 10 2023	Children	2	1		1	
Reading Therapy Dogs	January 10 2023	Children	2	1		1	
Reading Therapy Dogs	January 10 2023	Children	4		4		
Music & Motion	January 20 2023	Children	46	20		26	
Helping Hands Outreach	January 13 2023	Children	84	22		62	
Baby Story Time	January 20 2023	Children	31	18		13	
Family Story Time	January 09 2023	Children	55	26		29	
Family Story Time	January 30 2023	Children	48	21		27	
Family Story Time	January 19 2023	Children	75	29		46	
Family Story Time	January 26 2023	Children	63	25		38	
Famous Bears Book Club: Happy Birthday, Winnie the Pooh!	January 17 2023	Children	13	2		11	
Make Your Own Snow Globes	January 30 2023	Children	21	5		16	
Battle of the Books: First Battle!	January 17 2023	Children	14	6	2	6	
Battle of the Books: Team Meeting	January 31 2023	Children	6	2		4	
Beginner Python Programming	January 19 2023	Children	4	1		3	
Beginner Python Programming	January 26 2023	Children	4	1		3	
Beginner Python Programming	January 17 2023	Children	4	1		3	
Beginner Python Programming	January 24 2023	Children	2			2	
Ready-Set-Code for Early Learners	January 11 2023	Children	13	4		9	
Ready-Set-Code for Early Learners	January 18 2023	Children	16	6		10	
Ready-Set-Code for Early Learners	January 25 2023	Children	13	4		9	
Battle of the Books: Team Meeting	January 03 2023	Children	6	2		4	
January LEGO Challenge	January 29 2023	Children	75			75	
Guess the number of LEGOs!	January 29 2023	Children	472			472	
ZOOM: PJ Story Time	January 10 2023	Children	15	5		10	
Teen Book Box	January 13 2023	Teens					
Beginner Python Programming	January 30 2023	Teens	10		10		
Teen Video Games Night	January 05 2023	Teens	7		7		
Teen Video Games Night	January 05 2023	Teens	0		0		
Beginner Python Programming	January 31 2023	Teens	9		9		
Positivity Post-Its	January 08 2023	Teens	85		85		
Teen Take & Make: Indoor Snowballs	January 03 2023	Teens	38		38		
Teen Craft: Bead Bonanza	January 18 2023	Teens	4	1	3		
Teen Game Time: High School	January 19 2023	Teens	0		0		
Teen Game Time: Middle School	January 19 2023	Teens					
Therapy Dogs for Teens	January 26 2023	Teens	11	3	6	2	
Therapy Dogs for Teens	January 25 2023	Teens	15	8	7		
Saturday Scrabble Meetup	January 28 2023	General Interest					

Clifton Park - Halfmoon Public Library
Program Statistics - January 2023

Title	Date	Primary Event Type	Attendance	Adults	Teens	Children	Online Views
Family LEGO Build!	January 24 2023	General Interest	22	8	1	13	
Game Night: Honey Heist	January 23 2023	General Interest	3	2	1		
Social Media Test Drive-Parent/Child Workshop	January 17 2023	General Interest	2	1	1		
Celebrate National Popcorn Day!	January 19 2023	General Interest	51	24	11	16	

Clifton Park-Halfmoon Public Library 2023 Activity Report

[illegible]

[illegible]



Update on the progress made toward Director's goals approved by the Board of Trustees in February 2022.

Duties of the Library Director

The following goals have been set for the director according to Policy 6.1 and reflect the director's responsibility for all aspects of the library's operation in accordance with the mission and strategic vision of the library and include but are not limited to:

- Determining the annual priorities and goals of the Library in conjunction with the Board.
- Determining staffing needs, hiring, supervising, and appraising staff.
- Setting the overall programs and services of the Library.
- Proposing and monitoring annual budgets.
- Overseeing the care and maintenance of library facilities.
- Coordinating beneficial partnerships and associations with other libraries and library groups, community organizations, and schools.
- Providing the Board with necessary information, data and support for its activities.

Operational Goals

1. Work with the Library Board committees and administration team to develop a 2023 budget that supports the Board vision, mission, and goals, and is supported by the tax district voters.
 - A draft 2023 budget was developed and approved by the Library Board at the June meeting. The draft budget supports the goals of the Strategic Plan and is tax cap compliant. It was approved by the voters in September.
 - The 2021 audit was completed with Cusack & Co. and presented to the Board in February. Recommendations from the auditors include reviewing purchases carefully to ensure compliance with the Library's purchasing policy, and monitoring employee time off accruals. Staff have been reminded of the purchasing policy requirements and the Business Office is being diligent in ensuring compliance. Due to the pandemic employees were allowed to carry over more vacation time than officially allowed in the Employee Handbook. Employees have been reminded that they are allowed to carry over no more than two weeks of vacation time into 2023, and the HR Coordinator is monitoring accruals.



2. Oversee the bid/RFP process for the Grounds Maintenance Contract, (November 1).
 - The Grounds Maintenance RFP was issued in August. Proposals were due early in September and three proposals were received. A recommendation was made to the Board at the September meeting to award the contract to Northside Services. The new contract began on November 1.
3. Begin the bid/RFP process for the Cleaning Contract (expires Feb 2023)
 - The Cleaning Contract RFP was issued in November. Bids were due in early January, and a recommendation was made to the Board at the January meeting to award the contract to K&P Facilities Maintenance. The contract begins March 1, 2023.
4. Oversee the implementation of a new public internet contract and service contract for the phone system (current phone lease complete in September of 2022; Library owns phones and expansion modules at end of lease, but will require a service contract for support).
 - A new contract for public internet has been signed with First Light for three years.
 - The phone lease expires in the fall of 2023.
5. Investigate the cost of re-surfacing the parking lot.
 - It has been determined that the Library can piggy-back on the Saratoga County paving contract. New contracts will be issued at the County beginning in January, after which we will work with the county contracts to proceed with the paving project in 2023.
6. Assess and adjust staff priorities and assignments in keeping with the goals outlined in the Strategic Plan and supporting the reintroduction of services.
 - Rose Christopher was hired as the HR Coordinator/Accounting Assistant.
 - Kim Nemeth was hired as the new Technology Librarian.
 - The Head of Access Services resigned in the fall. The first round of recruitment was not successful, but a second round of interviews have been scheduled.
7. Work with Board committee chairs and staff liaisons to ensure committees are provided with the information and support required. Support the planning and implementation of the fall Board Retreat.
 - Information and reports are provided to the various board committees as needed.



- The fall retreat took place at Grooms Tavern, focusing on Crisis Communications. An Ad Hoc Crisis Communications committee will be formed to look at other areas of communication concern.
 - Trustees will be required to participate in two hours of trustee education per year beginning in 2023. Policy 5.1 Role of the Board of Trustees: Duties and Responsibilities has been updated to add wording for trustee training requirements and reporting procedures.
8. Ensure that the Library is meeting the new NY State minimum public library standards by implementing the Technology Training Plan for staff.
- Technology training for staff is an ongoing process, and quarterly training will be provided at staff meetings. The plan for this training will be coordinated by the new Technology Librarian.
9. Make recommendations to the Board for space planning priority projects, including funding sources such fund balance and grant opportunities. Include maintenance projects in the list of priorities.
- A State Construction Grant application was submitted in August, and approved by SALS for 25/75% funding. The application is currently being reviewed by the Division of Library Development.
 - The Board approved Phases 1 & 2 of the Children's Library renovations based on the estimates from Synthesis. The project will take 5-6 months.
10. Review services as they are reintroduced, and provide a combination of the best in traditional services along with virtual or hybrid services to create a new service model that best meets the needs of the community. Coordinate with the Safety Committee when re-introducing services.
- Information is regularly posted on the Library's website about service updates.
 - The Safety Committee updated the Continuation of Services Plan in April, following the CDC guidance for low, medium and high community transmission rates.



Strategic Plan Goals

Outlined below are the goals from the Strategic Plan and some of the activities that will be directly led or supported by the director.

Connect and Collaborate

- Expand opportunities for the community to engage with Library collections, services and programs, through promotions such as shelf talkers, patron comments.
 - Shelf talkers appear to attract patron attention and the “staff picks” table is well used.
 - Social media posts are garnering attention. PR staff are boosting promotions programs and events, which is increasing interactions.
 - PR staff are looking for opportunities to promote library programs and events. iHeart radio has developed public service announcement for several of the Library’s high profile programs.
 - The Library has a regular column in the glossy monthly publication called *Clifton Park Neighbors* that is distributed in Clifton Park. Ads for the Library have also been included in the Halfmoon Navigator and the Clifton Park Park & Recreation brochure.
- Continue to explore opportunities for developing new partnerships for the Library.
 - Staff made outreach visits to local pools to promote the Summer Reading program.
 - The Library continues to provide space for the Saratoga County Board of Elections to provide space for Early Voting. In 2022, there are two sessions of primary early voting and the general election in November, resulting in the BOE using the Library for 33 days of voting.
 - Outreach visits to Cheryl’s Lodge resumed during the summer, offering a Summer Reading program to the children living in Halfmoon Heights.

Maximize Library Access: Inside, Outside and Virtual

- Work with Safety Committee to evaluate what permanent changes will be required for building safety/cleanliness because of the pandemic.
 - See above under item #10



- Increase foot traffic at the Library by offering events and programming that can't be accessed online, and encouraging the use of the Library as the "new office" for people working from home.
 - In-person programming increased over the year. Programs in the summer were very popular, particularly those offered outdoors.
 - Foot traffic for 2022 increased by 63% compared to 2021, with an average of 20,000 visitors each month.
- Update the costs for implementing RFID.
 - This project will begin in spring 2023.
- Apply for any state construction grants that would be applicable as a result of the space planning priorities.
 - See #9 above.

Pandemic Response Hour/Services

- The Library operated at 70 hours per week throughout 2022.
- The Continuation of Service Plan was updated to reflect the CDC's changing metrics.
- Safety Committee met regularly to review pandemic related service concerns as well as other safety issues at the Library.

Create and Deliver Collections, Programs and Services

- Support the post-pandemic re-introduction of in-person services.
 - The Library offered 933 programs in 2022 and provided 3,101 Grab & Go program bags. 19,856 people participated in the programs.
 - Opportunities for volunteer hours for teens was re-introduced during the summer to support the Summer Reading program.
 - Teen are also able to gain volunteer hours by working on book reviews or preparing Grab & Go crafts.
 - Passive programming is also very popular. Scavenger hunts in the Children's Library have hundreds of participants each month.
- Continue to provide programming virtually or in a hybrid model when appropriate.
 - The majority of programs are now offered in person, but hybrid programs are offered when appropriate such as for Demystifying Shakespeare and computer training programs.



- Continue to add new non-traditional collections as appropriate for the community and that can be supported by current staff.
 - There are now 20 hotspots that are circulating to the public. They are loaned for two weeks. Staff are being diligent about turning off the service to overdue hotspots, which has resulted in them being returned in a more timely fashion.
 - New board games are regularly added to the collection and circulate well.

Collection Use and Management

- Overall circulation increased by 6.6% in 2022.
 - Print use was up by 8.9%
 - AV and digital materials remained flat
 - Use of “other” materials such as board games, hotspots and other non-traditional items increased by 26%.
 - Digital material use was flat from 2021 to 2022.

Contactless Services

- The self-check machines are popular with approximately 15-20% of circulation done on the machines. The machine in the Children's Library is the most used of the three machines.
- Curbside pickup continues to be offered as a service, with approximately 2-5 pickups per week.

Programs/Partnerships/Outreach

- 933 programs were offered in 2022 along with 3,101 Grab & Go program bags.
- 19,856 people attended the programs
- Most programs were offered in person, but hybrid and online programs are also available.
- Organizations such as the Not So Common Players are returning to the Library as the public is more comfortable with indoor in-person programming.
- Indoor and scavenger hunts continue to be a very popular activity for families, highlighting different areas of the Library.



Develop People and the Organization

- Work with the Executive Committee to implement regular trustee training (required effective January 1, 2023).
 - See #7 above.

Human Resources

- Turnover returned to pre-pandemic rates. Several student pages left for college and were replaced and several new part-time clerks were hired. In addition the following new salaried staff were hired in 2022:
 - Rose Christopher was hired mid-year as the HR Coordinator/Accounting Assistant.
 - Susan Flint was hired as Head of Youth Services in January.
 - Kim Nemeth was hired as our new Technology Librarian in September.

Annual Reports

- NY State Annual Report for Public Libraries 2021
- Public Library Association – Public Library Data Service Report for 2021
- NY State Annual Update Document for the State Comptroller's Office 2021

Mandatory Workplace Safety and Loss Prevention Program

- The Library received a notification in October that a Safety and Loss Prevention Consultation and Evaluation was required due to the Library's experience modification which is greater than 1.20.
- A Risk Assessment specialist from our insurance broker is managing the workplace safety and loss prevention analysis and reporting.
- This risk assessment specialist is managing the workplace safety and loss prevention analysis and reporting. There is no cost to the Library for this service. The review and report was submitted to DOL in January 16, 2023 with remedial action recommendations that will be implemented by June 2023.

Safety Committee

- The Library's Safety Committee has evolved to include supervisors, part-time, and salaried staff.
- Meetings are held quarterly or more often when necessary.



Construction Grants

- A SALS Construction Grant application to create a reading area in the Children's Library. The \$5,000 from SALS will be supplemented by an additional \$5,000 from the Friends of the Library.
- A State Construction Grant was submitted to SALS to replace the front entrance. It was approved by SALS and we are waiting on approved at the State level.



The goals outlined below for 2023 are based on the continued effective operation of the Library.

Duties of the Library Director

The following goals have been set for the director according to Policy 6.1 and reflect the director's responsibility for all aspects of the library's operation in accordance with the mission and strategic vision of the library and include but are not limited to:

- Determining the annual priorities and goals of the Library in conjunction with the Board.
- Determining staffing needs, hiring, supervising, and appraising staff.
- Setting the overall programs and services of the Library.
- Proposing and monitoring annual budgets.
- Overseeing the care and maintenance of library facilities.
- Coordinating beneficial partnerships and associations with other libraries and library groups, community organizations, and schools.
- Providing the Board with necessary information, data and support for its activities.

Operational Goals

The following goals are suggested below and provide additional detail for the above duties.

1. Work with the Library Board committees, administration team, and staff to develop a 2024 budget that supports the Board vision, mission, and goals, and is supported by the tax district voters.
2. Implement the recommendations from the Workplace Safety and Loss Prevention program review by June 2023.
3. Work with the Finance Committee to review banking services with the aim of lowering or eliminating banking fees.
4. Work with staff to evaluate costs and features of payroll services and make a service recommendation to the Board.
5. Oversee Phases 1 & 2 of the Children's Library renovation project (approved by the Board in November 2022).



6. Oversee the 2022 State Construction Grant project of replacing the front entrance. The actual construction work on this project will likely take place in 2024.
7. Working with the B&G and Finance Committees, make recommendations to the Board for a 2024 State Construction Grant application to support the priority and maintenance projects identified through the space planning process. Submit a grant application that will maximize the Library's use of matching funds.
8. Investigate the costs and options for replacing our aging security camera system, for inclusion in the 2024 budget.
9. Work with the B&G and Finance Committees to plan the project to re-surface of the parking lot by piggy backing on the Saratoga County contracts.
10. Work with the B&G Committee to install EV charging stations.
11. Work with Board committee chairs and staff liaisons to ensure committees are provided with the information and support required. Support the planning and implementation of the fall Board Retreat.

Strategic Plan Goals

Outlined below are the goals from the Strategic Plan and some of the activities that will be directly led or supported by the director.

Connect and Collaborate

- Expand opportunities for the community to engage with Library collections, services and programs, through promotions such a new quarterly newsletter and participating in community outreach events.
- Continue to explore opportunities for developing new partnerships for the Library.
- Continue efforts with the Town of Clifton Park to realize access to and from the Library and the Clifton Park Center Park



Maximize Library Access: Inside, Outside and Virtual

- Work with Safety Committee to ensure the Library is a safe workplace for employees and a safe location for patrons. Make recommendations to the Board for changes to the physical building where appropriate such as an egress window, and window coverings for safety.
- Increase foot traffic at the Library by offering events and programming that can't be accessed online, and encouraging the use of the Library as the "new office" for people working from home.
- Update the costs for implementing RFID.

Create and Deliver Collections, Programs and Services

- Continue to provide programming virtually or in a hybrid model when appropriate.
- Support staff in offering programs outdoors and in other locations in the community.
- Continue to add new non-traditional collections as appropriate for the community and that can be supported by current staff.

Develop People and the Organization

- Identify ways to support well-being for employees by aligning organizational culture, policies and activities including:
 - In communications, being as transparent as possible about decision-making where appropriate.
 - Provide employees the opportunity to participate in the planning and implementation of changes.
 - Involve employees in the review of policies and practices.
 - Provide the time and resources needed for professional development and well-being.
- Work with the Executive Committee to implement regular trustee training (required effective January 1, 2023).



- Work with the Staff Benefits Committee to bring recommendations to the Board for updates to the Employee Handbook.
- Work with the Personnel Committee to provide 2024 salary recommendations.

Clifton Park-Halfmoon Public Library
Purchasing Policy and Procedures Manual

*ADOPTED BY THE BOARD OF TRUSTEES OF THE CLIFTON PARK-HALFMOON
PUBLIC LIBRARY*

Date: February 27, 2022~~March 21, 2022~~

<i>I.</i>	<i>PURCHASING STATEMENT.....</i>	<i>4</i>
<i>II.</i>	<i>INTRODUCTION.....</i>	<i>4</i>
<i>III.</i>	<i>PURCHASING GUIDELINES.....</i>	<i>4</i>
<i>IV.</i>	<i>PURCHASING PROCEDURES.....</i>	<i>6</i>
<i>V.</i>	<i>PURCHASING MATRIX.....</i>	<i>7</i>
<i>VI.</i>	<i>PURCHASING DOCUMENTATION.....</i>	<i>9</i>
<i>VII.</i>	<i>SOLE SOURCE AND SINGLE SOURCE.....</i>	<i>109</i>
<i>VIII.</i>	<i>EMERGENCY PURCHASES.....</i>	<i>10</i>
<i>IX.</i>	<i>PLANNING.....</i>	<i>1110</i>
<i>X.</i>	<i>PREPAYMENTS.....</i>	<i>11</i>
<i>XI.</i>	<i>DELAYED DELIVERIES AND INFERIOR MATERIALS.....</i>	<i>11</i>
<i>XII.</i>	<i>DEPARTMENT OF LABOR - NOTICE TO WITHHOLD PAYMENT.....</i>	<i>11</i>
<i>XIII.</i>	<i>PETTY CASH.....</i>	<i>1211</i>
<i>XIV.</i>	<i>COMPETITIVE BIDDING.....</i>	<i>12</i>
<i>XV.</i>	<i>BID APPROVAL PROCESS.....</i>	<i>13</i>
<i>XVI.</i>	<i>CONFLICTS OF INTEREST.....</i>	<i>14</i>
<i>XVII.</i>	<i>CERTIFICATES OF INSURANCE.....</i>	<i>14</i>
<i>XVIII.</i>	<i>STANDARDIZATION.....</i>	<i>14</i>
<i>XIX.</i>	<i>BIDDING TIMELINE.....</i>	<i>15</i>
<i>XX.</i>	<i>APPENDIX A - RELATED POLICIES.....</i>	<i>16</i>
<i>XXI.</i>	<i>APPENDIX B - AGREEMENT FOR USE OF BANK CREDIT CARD.....</i>	<i>17</i>

<i>XXII. APPENDIX C - AGREEMENT FOR ISSUANCE OF BANK CREDIT CARD.</i>	<i>18</i>
<i>XXIII. APPENDIX D - CREDIT CARD RESPONSIBILITY AND USE.....</i>	<i>19</i>
<i>XXIV. APPENDIX E - AUTHORIZED PURCHASING LIST.....</i>	<i>21</i>
<i>XXV. APPENDIX F - WARRANT PROCESS.....</i>	<i>22</i>
<i>XXVI. APPENDIX G - QUOTE FORM.....</i>	<i>23</i>

I. Purchasing Statement

The Clifton Park-Halfmoon Public Library dedicates itself to the procurement of the right goods and services at the best value for the Library in a timely manner assuring the prudent and economical use of public monies. We will facilitate the acquisition of goods and services in the best interest of the taxpayer and at the same time guard against favoritism, extravagance and fraud.

II. Introduction

It is, therefore, essential that the purchasing policies and procedures of Clifton Park-Halfmoon Public Library be clearly established and understood by all concerned.

The Purchasing Manual has been prepared at the direction of the Clifton Park-Halfmoon Public Library Board as a statement of the policy upon which our purchasing practices and procedures are based.

The Library declares its intention to purchase competitively without prejudice and to seek maximum operational value for every dollar expended.

III. Purchasing Guidelines

All employees shall maintain effective and professional public, vendor and customer relationships.

To maintain a high level of quality service to our customers, we encourage our staff to participate in the numerous educational opportunities offered in the purchasing field; and to keep abreast of current developments in market conditions, pricing, new products and New York State laws as they pertain to the purchase of goods and services for the Library.

The purchasing procedures shall be administered in accordance with the Library's Conflicts of Interest Policy.

The purchasing procedures employed will comply with all applicable laws and regulations of New York State and shall be subject to the approval of the Library Board.

Each procurement request will be processed according to the guidelines set forth under the appropriate section of the attached Purchasing Procedures. The individuals responsible for purchasing are listed in Appendix E.

The Clifton Park-Halfmoon Public Library will maintain adequate documentation of all action taken in connection with each method of procurement. Such documentation shall include but not be limited to any and all pertinent Board resolutions, memoranda, written quotes, contracts and any other appropriate form of documentation.

When soliciting bids, certain specifications will be provided to suppliers relevant to that bid that will be incorporated into contracts awarded for the purchase of materials, equipment and services.

By adopting this purchasing manual the Board authorizes the Library Director or Business Manager to obtain all goods and services required and necessary for the operation of the Library by all means legally available by New York State law at the time of the purchase.

Supplies used by various Library departments should be uniform whenever consistent with operational goals, in the interest of efficiency and economy.

Credit Cards shall be issued on an individual basis with the approval of the Board. Procedures covering their use are found in Appendix D.

No official or employee will have a financial interest in contracts entered into by the Library (as defined in Section 800 of General Municipal Law). This also precludes acceptance of gratuities, financial or otherwise, as stated in the Clifton Park-Halfmoon Public Library Conflicts of Interest Policy.

The Clifton Park-Halfmoon Public Library will not be deemed responsible for any commitment made circumventing these procedures. If Library procedures are circumvented, disciplinary action may be taken and the party making said commitment may be held responsible for any costs incurred by the Library.

Library staff will annually review the Purchasing Policy and Procedures Manual and recommend modifications as necessary to the Library Board.

The unintentional failure to fully comply with the provisions of General Municipal Law Sections 103 and 104-b shall not be grounds to void any action taken or give rise to cause of action against the Clifton Park-Halfmoon Public Library, or any officer or employee thereof.

IV. Purchasing Procedures

Purchases of supplies and services involving an estimated overall annual expenditure by the Library in excess of the limits in accordance with current General Municipal Laws will be awarded only after public advertising and solicitation of formal bids, or use of other appropriate means as allowed by law. Excluded from this are professional services, which are secured through a Request for Proposal.

Legal notices are published in the [Library's newspaper of record official Library newspapers](#), informing the public of the products or services being bid as well as being posted online as deemed appropriate.

Where formal bidding procedures are not required by law and/or resolution, pricing will be solicited by the Library pursuant to the procedure set forth in Section 104-b of General Municipal Law and this document.

The only exceptions are for procurement made pursuant to General Municipal Law section 103 (3) (through certain county contracts), section 104 (through certain State and Federal contracts), State Finance Law section 162, Correction Law sections 184 and 186 (from "preferred sources" including articles manufactured in correctional institutions).

All quotations not secured by the Library shall be done by use of the attached "Verbal Quote Form", or written quote/invoice from a vendor. This form is available to all employees upon request.

After solicitation for a particular procurement is made, the Business Manager or Director, with counsel from the Library Attorney or others as deemed necessary at the time, may choose to award to other than the lowest responsible dollar offeror. In such a case, the Business Manager or Director shall provide written justification for such action, and any other appropriate documentation will be added to the bid folder.

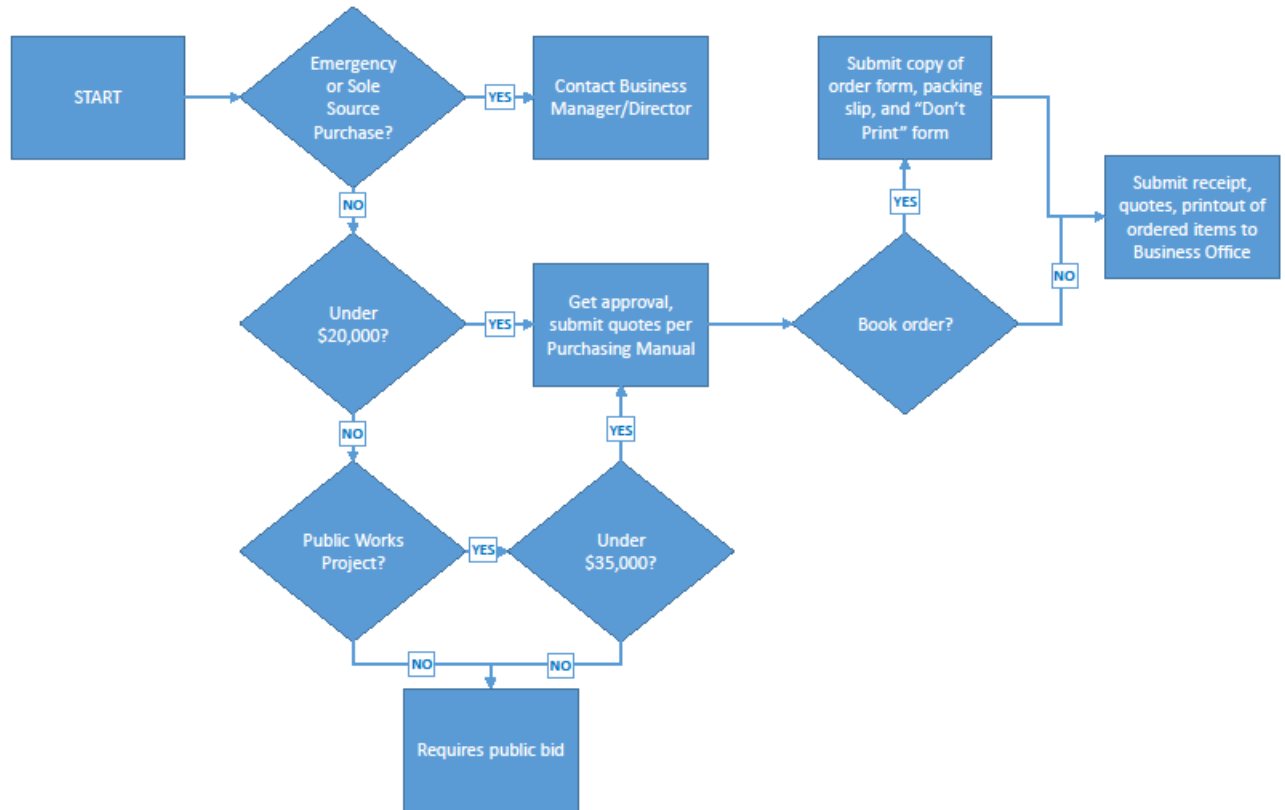
In certain situations, solicitation of alternative proposals or quotes is not practical. These may include: emergencies, true leases and sole source situations and

combinations of professional services/purchases. In each of these cases, the requesting department and Business Manager shall analyze, justify and clearly document the reasons behind the award. No awards shall be made before contacting the Business Manager or Director. In these cases, the “Verbal Quote form”, or written quote/invoice from a vendor, shall be used as a basis to establish pricing and a contract.

V. Purchasing Matrix

Purchase Contracts	One (1) Verbal or Written Quote	Two (2) Verbal or Written Quotes	Three (3) Written Quotes	Bid Required	Approving Officers
Under \$500	X				None required
\$500 - \$2,999.99		X			Department supervisor
\$3,000 - \$9999.99			X		Director or Business Manager
\$10,000 - \$19,999.99			X		Library Board
Product over bid threshold of \$20,000*				X	Library Board
Services or Public Works Project \$20,000 - \$34,999.99			X		Library Board
Public Works Project over bid threshold of \$35,000				X	Library Board
Sole Source Purchase		Contact Business Manager or Director			Director or Business Manager / Library Board

* Including any total purchase over \$20,000 for a like item in a 12-month period.



Only the Director, the Business Manager or other agents of the Clifton Park-Halfmoon Public Library, as listed in the Authorized Purchasing List, may purchase on behalf of the Clifton Park-Halfmoon Public Library for purchases. Further, with the few exceptions including those purchases requiring action to secure the immediate safety of the staff and public, all purchases require advanced planning and the proper preparation of a purchasing documentation.

The materials, equipment, supplies and services to be purchased shall be of the quality and quantity required to serve the functions of the Library in a satisfactory manner, as determined by the department heads and recommended to the Director.

It is the responsibility of each department head to secure the appropriate bids or to investigate alternative supplies to ensure the most economical purchase of required items. The Director or designee shall have the final authority on all purchasing decisions.

All purchases will have a budgetary appropriation. All budgetary transfers will be reported to the Board of Trustees and their approval documented.

VI. Purchasing Documentation

One Verbal Quote

The following documentation must be sent to the Business Office upon receipt of the item(s):

- Original itemized receipt indicating the dollar value, the vendor or supplier, and the itemized description of the purchase
- Account or budget line
- Name and signature or initials of employee who placed order
- In the case of direct book orders, a copy of the order form, with the packing slip attached, initialed and dated by the person checking in the shipment, as well as a notation on the packing slip indicating the Polaris account to be charged
- Hard-copy printout of items ordered on-line

Two Verbal Quotes

The following documentation must be sent to the Business Office upon receipt of the item(s):

- Original itemized receipt indicating the dollar value, the vendor or supplier, and the itemized description of the purchase
- Completed Written Quote Form indicating the date of the quote, vendor/supplier name, quoted price, vendor representative name, staff initials and account or budget line the order
- Hard copy print-out of items ordered on-line

Three Written Quotes

The following documentation must be sent to the Business Office upon receipt of the item(s):

- Original itemized receipt indicating the dollar value, the vendor or supplier, and the itemized description of the purchase
- Completed Written Quote Form indicating the date of the quote, vendor/supplier name, quoted price, vendor representative name, staff initials and account or budget line
- Copy of written quote from vendors
- Hard copy print-out of items ordered on-line

VII. Sole Source and Single Source

A sole source can be a manufacturer, software developer or service provider that sells direct and there are no other sources offering that product or an “or equal” product. Prior to a vendor being considered a sole source, a letter on the manufacturer’s official letterhead must be on file with the Library detailing their sole source status.

A single source could be a distributor/wholesaler/retailer that has a contractual agreement for a specific territory to the exclusion of others. Should you have a situation involving a single source supplier, a letter on the manufacturer’s letterhead must be on file with the Library confirming the single source authorized vendor.

VIII. Emergency Purchases

By accepting this purchasing manual by means of resolution, the Board authorizes the Director or Business Manager to act in its behalf in declaring emergencies when in the best interest of the Library.

An emergency as defined by New York State is “any unforeseen event or situation that has transpired and has been determined to be an imminent threat to life or property and does not allow the Library to safely follow the normal regulations set forth in General Municipal Laws 100 – 104b.”

An emergency procurement is one in which an urgent and unexpected situation occurs where health and public safety or the conservation of public resources is at risk. Where an emergency exists, the Library may issue procurement contracts without complying with formal competitive bidding requirements. However, a reasonable attempt should be made to obtain at least three oral quotes. Failure to properly plan in advance – which then results in a situation where normal practices cannot be followed, does not constitute an emergency.

The Business Manager or Director will not approve an emergency purchase when the purchase is not justified, where the purchase is being made to circumvent established procedures or where there is lack of proper planning.

The Library Board will be informed as soon as possible when emergency purchases of a significant cost are made.

IX. Planning

Once a need has been determined, within budgetary limitations, authorized purchasers may contact the Business Manager to help develop the specification for the quote or bid to get the best value possible for the expenditure of tax dollars.

X. Prepayments

Clifton Park-Halfmoon Public Library takes the position, consistent with New York State Municipal Law ({369}); the State Comptrollers Opinion 81-83 and Opinion 81-90; and good business sense, that prepayments should not be made using Library funds. This constitutes a gift or loan of public funds to a private entity in violation of the State Constitution Article VII.

XI. Delayed Deliveries and Inferior Materials

There may be occasions when inferior goods or services are received or the goods or services are not received in a reasonable amount of time. If this should occur the authorized purchaser should report the problem to the Business Manager or Director as soon as possible.

The Business Manager or Director will contact the vendor to resolve the problem; if necessary the Library Attorney will be contacted for assistance.

XII. Department of Labor – Notice to Withhold Payment

On occasion the New York State Department of Labor, Bureau of Public Work, upon receiving complaints for non-payment of prevailing wages, shall direct the Library to withhold monies due to a vendor. These monies are held until notification is received from the Department of Labor as to how they are to be disbursed.

XIII. Petty Cash

The custodian of the petty cash fund will request replenishment of the fund in advance of its depletion. An itemization of the disbursements made from the petty cash fund and a grand total of the claim will be attached to the actual documents supporting each petty cash transaction. Petty cash claims will be included on the warrant quarterly for review.

XIV. Competitive Bidding

Competitive bidding is required under the following General Municipal Law sections 103 and 104-b require annual purchase contracts exceeding \$20,000 and public works contracts exceeding \$35,000 be awarded to the lowest responsive/responsible bidder meeting the intent of the specifications after public advertising requesting submission of sealed bids.

Any time an item or project involves labor or both materials and labor (other than simple delivery of goods) it qualifies as a public works contract. Examples include contracts for construction, demolition, remodeling, maintenance, painting, paving and repair contracts, and lawn maintenance or snow removal.

In determining the necessity for competitive bidding, the **aggregate cost** of like items or commodities estimated to be purchased by the Library in a 12- month period beginning on the date of the first purchase are considered.

The Business Manager shall prepare bidding specifications; all bids shall include a non-collusion certification and indemnification agreement and all other documents required by General Municipal Law.

Formal bids/quotes containing a renewal clause shall be for a term of 12 months with optional renewals for two- twelve months periods if mutually agreeable by the vendor and the Clifton Park-Halfmoon Public Library Board. Exceptions to this are for contracts such as elevator maintenance, software, etc. where a vendor will not enter an agreement at certain pricing unless it is for a longer specified period of time.

The advertisement for bids shall at a minimum contain a description of the goods and/or services being solicited, a statement of the time and place where all bids will be publicly opened and read, the time and place of any pre-bid meetings and a

description of where and how bid documents may be obtained. All bid openings will be conducted at a public meeting and all interested parties may attend.

Lists of recipients of bid documents shall not be released prior to a bid opening as this may adversely affect the bids received and/or encourage collusion. Any requests received by a Library department for this information are to be directed to the Business Office.

After the public opening of a sealed bid, a tabulation sheet shall be prepared recording all pricing as submitted by the responding vendors. The Business Manager shall evaluate the bid responses and prepare a bid evaluation. This, along with the tabulation sheet, copies of the bid responses and all supporting documentation needed to evaluate the bid responses, shall be reviewed by the department requesting the goods or services.

Once the requesting department and the Business Office are in agreement as to the responsive/responsible vendor, a recommendation shall be presented to the Board for final award. The requesting department shall also be responsible for submitting any contract renewals with the proper supporting documentation.

When laborers, workers or mechanics are employed, they are entitled to prevailing wage rates according to Article 8 of the New York State Labor Law, no matter what the dollar amount. Payment for services will not be made until certified payrolls are received by the Business Office. Certified payrolls are required to be kept on file by the Business Office.

XV. Bid Approval Process

Contracts for goods and services will be awarded by the Clifton Park-Halfmoon Public Library Board after the following conditions are met:

1. Sufficient appropriations are contained within the current budget (or budget transfer has been completed).
2. The bids are reviewed to ensure they meet the intent of the specifications.
3. The award is made to the bidder submitting the lowest responsive and responsible bid per specifications or best value.
4. The requesting department shall document the rejection of any low bid deemed non-responsive or non-responsible. The vendor may request to meet with the Business Manager, Director, or Library Attorney to discuss the

rejection. The documentation detailing the rejection shall be attached to the bid evaluation form in the bid folder.

XVI. Conflicts of Interest

Library employees and trustees are required to sign and comply with the Library's Conflicts of Interest Policy and Whistleblower Policy

XVII. Certificates of Insurance

The Clifton Park-Halfmoon Public Library maintains evidence of vendor insurance, with ACORD forms on file for vendors who provide services to the Library.

Before the Library can enter into a contract with a vendor, valid insurance forms must be on file; this includes proof of worker's compensation and disability forms as required by New York State Workers' Compensation and Disability Benefits Laws plus any additional insurance as indicated in bid, quote or proposal specifications.

XVIII. Standardization

General Municipal Law Section 103 makes it possible for the Library to standardize on a particular type of material or equipment. A resolution approved by at least two-thirds majority of the Library Board shall state that there is a need for standardization for reasons of efficiency or economy. The resolution shall contain a full explanation supporting such action.

The adoption of such a resolution does not eliminate the necessity for conformance to the competitive bidding requirements. Standardization restricts the purchase to a specific model or type of equipment or supply, but does not limit the vendors it can be purchased from.

Standardization should be used very sparingly and only after careful consideration of the ramifications to future purchases and maintenance costs.

XIX. Bidding Timeline

The following list represents the minimum time required to complete a bidding cycle.

Not all items pertain to all bids. Contact the Business Office before starting any project requiring a bid. This list is meant as a guideline, not a hard and fast rule. Times may be shorter or longer depending on the circumstances.

RFP Process	Responsible Party	Timeline (estimate)
Business Office reviews documents	Business Manager or Library Director	15 days minimum
Board Committee review and approve documents	Board Committee	15 days minimum
Printing documents	Business Office	5 days
Publish notice in newspapers	Business Office	3 days
Vendors pick up bids	Vendors	Minimum 15 days
Pre-bid meeting	Vendors/Business Office/Staff	1 day
Issue addendum	Business Office	7 days
Submission of bids/opening of bids	Vendors/Business Office/Staff	1 day
Evaluation / Tabulation/Review of bids	Business Office / Staff	15 days
Library Board Committee review	Board Committee	15 days
Recommendation on Board Meeting agenda	Library Director	15 days
Approval at library Board Meeting	Library Board	1 day
Notice of Award to successful vendor	Business Office	5 days
Contract signed; bonds, insurance received	Business Office / Library Director	10 days
Anticipated delivery time	Vendor	varies
Project start date	Vendor	varies
Completion of project	Vendor	varies

XX. Appendix A – Related Policies

It is expected that anyone using this policy is also compliant with the following policies:

Policy 7.8 Fixed Asset Capitalization Policy

Policy 7.9 Surplus Books, Furniture and Equipment Policy

Policy 2.4 Conflicts of Interest Policy

Policy 2.5 Whistleblower Policy

XXI. Appendix B – Agreement for Use of Bank Credit Card



CLIFTON PARK
HALFMOON
PUBLIC
LIBRARY

Financial Procedures Agreement for Use of Bank Credit Card

The credit card is issued to you on a temporary basis, and remains the sole property of the bank from which it was issued. The right to use this card may be revoked at any time without warning by the issuing bank authority or by Clifton Park-Halfmoon Public Library.

By accepting this card it is understood that you are personally responsible for any unauthorized or inappropriate use of the purchasing card. Inappropriate use includes using the Library credit card to charge materials for personal use.

It must be understood that any online account created for the benefit of the Library will be reported to the Business Manager. The Business Manager will be provided with the name of the business, the website address, and reason for account, who will use it, the user name and password.

I have read the *Credit Card Responsibility and Use Procedures* and the *Agreement for Use of Bank Credit Card* and fully understand and accept my personal responsibilities and liabilities involving the use of the bank credit card issued to me. I further understand that any inappropriate use of the card may result in disciplinary action and possible garnishment of my wages.

Employee Name:	
Employee Signature:	
Date:	

XXII. Appendix C - Agreement for Issuance of Bank Credit Card



CLIFTON PARK
HALFMOON
PUBLIC
LIBRARY

Financial Procedures Agreement for Issuance of Bank Credit Card

The credit card is issued to you on a temporary basis, and remains the sole property of the bank from which it was issued. The right to use this card may be revoked at any time without warning by the issuing bank authority or by Clifton Park-Halfmoon Public Library.

By accepting this card, it is understood that you are personally responsible for any unauthorized or inappropriate use of the purchasing card.

I have read the *Credit Card Responsibility and Use Procedures* and the *Agreement for Use of Bank Credit Card* and fully understand and accept my personal responsibilities and liabilities involving the use of the bank credit card issued to me. I further understand that any inappropriate use of the card may result in disciplinary action and possible garnishment of my wages.

Card Number:	
Card Issued:	

Card Holder:	
Card Holder Signature:	
Date:	

XXIII. Appendix D – Credit Card Responsibility and Use



Financial Procedures Credit Card Responsibility and Use

1. Bank credit cards are established in the name of the Clifton Park-Halfmoon Public Library and the specific name of an individual with a maximum credit limit for each set by the Library. All monthly bank statements and correspondence will be sent to the Library.

Bank credit cards will be issued to the Director and Business Manager under one account. The total credit limit of the account is \$25,000.

2. Prior to initial receipt of any credit card, eligible employees must complete and sign the Agreement for use of Bank Credit Card form stating that they understand and will comply with the Library's Credit Card Responsibility and Use procedures.
3. Expenses may be incurred with the credit card only if all of the following conditions are met:
 - a. Expenditures must be within the guidelines of the particular activity of the approved budget. **The card is not to be used for any personal expenses.**
 - b. Proper documentation to support the expenditure must be sent to the Business Office immediately after the purchase is made. Documentation is to include:
 - **Credit Card Purchase Tracking Form** attached to the original itemized receipt indicating the dollar value, the vendor or supplier, and the itemized description of the purchase or a hard copy print-out of items ordered on-line
 - In the case of direct book orders, a copy of the order form, with the packing slip attached, initialed and dated by the person checking in the shipment, as well as a completed **Credit Card Purchase Tracking Form**
 - For purchases over \$500 a completed **Verbal Quote Form** or written **quote/invoice from a vendor** indicating the date of the quote,

vendor/supplier name, quoted price, vendor representative name, staff initials and account or budget line must also be submitted.

4. Tax Exemption Certificates are available in the business office. The Library is an exempt unit of local government, and no sales tax should be charged on purchases made on the Library's behalf.

The credit card will be kept in the Business Office for safe keeping. Staff will be asked to sign out the card when needed. The card should be returned as soon as possible with appropriate documentation of any purchases.

XXIV. Appendix E – Authorized Purchasing List



Financial Procedures Authorized Purchasing List

The following staff members, with preapproval, are authorized to purchase materials on behalf of the Clifton Park-Halfmoon Public Library in accordance with established purchasing policies and procedures:

Employee	Title	Department	Purchasing Limit
Alex Gutelius	Director	Administration	\$9,999.99
Lisa Oddo	Business Manager	Administration	\$9,999.99
Jim Foster	Asst. Director	Administration	\$2,999.99
Lou Ann Stewart	Asst. Director	Administration	\$2,999.99
Albie Gotay	Facilities Manager	Administration	\$2,999.99
Stephanie Carpenter	Library Assistant – PR	Administration	\$2,999.99
Rebecca Dyehouse	Head of Adult Services	Adult Services	\$2,999.99
Susan Flint	Head of Youth Services	Youth Services	\$2,999.99
vacant Paula Weaver	Head of Access Services	Access Services	\$2,999.99
Thomas Schlatter	IT Supervisor	IT	\$2,999.99
Judy Gerwitz	Principal Clerk	TP	\$499.99
Vincent Gizzi	Computer Support	IT	\$499.99
Linda Loeser	Librarian	Adult Services	\$499.99
Alison Starkey	Librarian	Adult Services	\$499.99
Emily Martin	Librarian	Adult Services	\$499.99
Gwen Weldy	Librarian	Adult Services	\$499.99
Marybeth Hassett-Murphy	Librarian	Youth Services	\$499.99
Jacob Crofoot Stephanie Buist	Librarian	Adult Services	\$499.99
Kim Nemeth	Librarian	Adult Services	\$499.99
Ashleigh Whitfield	Librarian	Youth Services	\$499.99
Samantha Green	Librarian	Youth Services	\$499.99
Ariana Quattrocchi	Librarian	Youth Services	\$499.99
Chrissie Morrison	Librarian	Youth Services	\$499.99
Barbara Reese	Librarian Assistant	Youth Services	\$499.99
Patty Dailey	Page Coordinator	Paging	\$499.99
Maggie Hume	Senior Clerk	Circulation	\$499.99
Patty Bullock	Facilities Support	Facilities	\$499.99

Amanda Luke	Library Assistant - PR	Administration	\$499.99
Andie Talmadge Rose Christopher	Clerk HR Coordinator/Accounting Asst.	Administration	\$499.99
Amanda Menneto	Website Support	Administration	\$499.99
Jennifer Olsen	Senior Clerk	Circulation	\$499.99

XXV. Appendix F – Warrant Process

Warrant Process

1. Account clerk opens mail, matches bills with order forms and/or shipment statements.
2. Pricing and order is verified and approved, with signature/initials, by the person who placed the order.
3. Paperwork is given to Business Manager who reviews bills. When the bills are tied to a contract, the Business Manager makes sure the bill adheres to the terms of the contract.
4. The Business Manager enters bills into the accounting software for payment.
 - a. Any payment by wire or ACH is entered directly into the checking account within the accounting software.
5. The Business Manager prints the checks.
6. The Business Manager enters the following data on the Warrant: (1) claimant (company being paid), (2) account being charged, (3) the amount of the bill, and (4) payroll expenses. The check numbers are listed and the form is sorted by check number so it is apparent if a check number is missing or duplicated.
 - a. ACH and wire payments are listed and appropriate backup is supplied.

Note – the ~~Principal Clerk~~Accounting Assistnat – ~~Accounting~~ services as backup to the Business Manager.
7. Payroll data is listed for the time period covered by the warrant.
8. The Business Manager transfers money from the money market fund to the checking account to cover the expense of the warrant.
9. The Director of the Library (or Assistant Director), the Treasurer and a minimum of one other member of the Board of Trustees reviews the bills in detail each month. The Treasurer or Board President signs the checks. For checks over \$15,000 the signatures of both Treasurer and President are required. Also, any trustee is permitted to review the claims at any time. The Treasurer or Board President and reviewing Board member initial and date each check stub that is attached to the bills. The Director also lists the account to be charged.

10. Warrants are scheduled twice per month and are approved at Board Meetings by a vote of the trustees. When warrants are emailed to trustees for approval, they must be emailed at least 12 hours prior to a board meeting in order to be approved at that meeting, otherwise they will be added to the agenda for the next month's meeting.
- When the warrant date is the same as the Board Meeting date, and the meeting is in person, the warrant is presented for all trustees to review and sign at the meeting.
 - When the warrant date is the same as the Board Meeting date, and the meeting is held virtually, the warrant is emailed to trustees to review and respond with their approval via email.
 - When the warrant date is not the same as the Board Meeting date, the warrant is emailed to trustees to review and respond with their approval via email.
 - Checks are sent to claimants only after at least 6 trustees have approved the warrant.

XXVI. Appendix G – Quote Form

Clifton Park-Halfmoon Public Library Verbal Quote Form

Name: _____ Department: _____

Signature of Employee Obtaining Quotes

Signature of Supervisor for purchases \$500-\$2999.99

Signature of Director or Business Manager for purchases of \$3000 or more

Item/Model #	Quantity	Description of Service/Item	Unit Cost	Extended Cost

		Total Project/Item Cost		

Is Freight/Shipping Included in the Pricing? Yes _____ No _____ \$ _____

Prevailing Wages Required? Yes _____ No _____ PRC # _____

Vendor Name: _____

Vendor Rep. providing quote: _____

Address: _____ Email: _____

Phone #: _____ Date: _____

Initial Adoption Date: 3/16/2015

Modified Date	Description of Modification
	New document; included previous Purchasing Policy #7.7
3/22/16	Minor wording changes in document for clarification; eliminated duplication under Emergency Purchases; revised items 2 and 4 under bid approval process; revised description of bid process; updated list of authorized purchasers
6/19/17	In section III wording changes to refer to all relevant NYS laws rather than specific sections of GML.; Other minor wording changes; updated list of authorized purchasers.; new quote form
5/13/2019	Minor wording change; replace bidding timeline with a table; updated list of authorized purchasers; removed policies from appendices and replaced with references to the policies
4/20/2020	Minor edits for consistency; updated list of authorized purchasers
4/19/2021	Minor edits, updated list of authorized purchasers; added information in warrant process for remote meeting situations; modified purchasing process to allow for vendor quote in place of quote form
3/21/2022	Minor edits; updated list of authorized purchasers; revisions to the warrant process for emailed warrants.
2/27/2023	Minor edits, updated list of authorized purchasers.

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

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 2/27/2023	<u>Revised title of Finance and Audit Committee</u>

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.

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 note 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.

ARTICLE I – Background and Collateral Documents

The Clifton Park-Halfmoon Library District (hereinafter “the District”) was created by vote of the residents of the District on February 28, 2002 pursuant to the authority of Chapter 370 of the laws of 2001, and subject to its being chartered by the Board of Regents. On February 11, 2003, the Board of Regents amended the existing Charter of the Shenendehowa Public Library to change the chartered service area to include that portion of Halfmoon outside the limits of the Mechanicville and Waterford school districts.

The above actions added a portion of the town of Halfmoon to what had been the Clifton Park Library District, doing business as the Shenendehowa Public Library. The Clifton Park Library District came into being upon the vote of the residents of Clifton Park on September 5, 1985, pursuant to the authority of Chapter 519 of the laws of 1985, and a provisional charter granted by the Board of Regents on December 13, 1985, which became effective December 31, 1985. Also effective December 31, 1985, the Board of Regents dissolved the education corporation known as the Shenendehowa Free Library, and directed the transfer of its assets to the Shenendehowa Public Library. The provisional charter was made absolute by Regents action on December 18, 1992.

ARTICLE II – Operating Procedures

The enabling legislation described above and the charters of December 31, 1985 and February 11, 2003, contain provisions which substantially control the procedures to be followed in the operation of the Clifton Park-Halfmoon Public Library (hereinafter “the Library”). Various provisions of the Education Law, other statutes (both state and federal), the Rules of the Board of Regents, and regulations of the Education Commissioner of the State of New York also bear on the manner in which the library must be operated. The purpose of the bylaws that follow is to complement and supplement the aforesaid authorities and to provide guidance on matters of policy and procedure in the operation of the library. All questions of

order not provided for in any of the aforesaid authorities or in these bylaws shall be determined in accordance with Roberts Rules of Order.

ARTICLE III – Board of Trustees

- A. Composition of the Board: The District shall be managed, operated, and controlled by a Board of eleven trustees constituted in accordance with Chapter 370 of the Laws of 2001, Chapter 519 of the Laws of 1985 and section 226 of the Education Law. Any trustee who fails to attend three consecutive meetings without reasons accepted as satisfactory by the Board shall be deemed to have resigned. Trustee vacancies may be filled with qualified candidates appointed by the Board. Such appointments shall expire at the end of the calendar year following the next regular library district election in which they are appointed. At any regular election if more than one seat is being filled, the qualified candidate with the most votes will fill the longest term.
- B. Officers of the Board: An organizational meeting will be held each year within 7 days of January 1st. The purpose of this meeting shall be to:
- elect officers,
 - administer the oath of office to all trustees,
 - appoint Counsel, Recorder, and Secretary,
 - adopt an annual calendar,
 - set election date,
 - solicit committee interest so that appointments can be made at the regular January meeting,
 - provide trustee education and orientation as necessary.

No other business shall be conducted at this organizational meeting; all other business shall be conducted at the scheduled regular meeting of the Board.



Role of the Nominating Committee

Prior to the final meeting in the year preceding officer elections, the President shall recommend to the Board a Nominating Committee of three Board members.

The Nominating Committee shall not include any current officers. The Board shall approve the appointment of the committee by a majority vote. The nominating committee shall seek and evaluate candidates for the offices of president, vice-president, and treasurer.

At the final meeting of the year preceding officer elections, the nominating committee will make its recommendation to the full Board for consideration and discussion.

Election Process

At its organizational meeting in January, the Board shall elect a president, vice-president, and treasurer, who shall be members of the Board. The nominating committee will present the recommended officers for consideration and discussion. Nominations from the floor will be considered in accordance with Roberts' Rules of Parliamentary Procedure.

If the only candidates for office are those presented by the Nominating Committee, they may be elected as a slate by a majority vote of the Board. If there are any contested races, then a separate election must be held for each office and the winner shall be determined by a majority vote of the full Board. If there is no majority of present voting Board members a runoff will be held among the top two candidates, with a majority vote of present voting Board members determining the winner.

The elected officers begin their term immediately upon conclusion of voting. The term of office for each of the aforesaid officers shall be one year, and no



individual shall hold the same office for more than three consecutive terms.

The duties of each office shall be as follows:

1. President: The President shall preside at all meetings of the Board and preserve order. He or she shall enforce the by-laws and perform such other duties as the by-laws shall direct. He or she shall appoint all committees and shall be a member ex-officio of all committees. The President shall have the power to call special meetings of the Board as well as meetings of all committees whenever he or she deems it necessary. The President shall jointly with the Treasurer have authority to sign all bank drafts and checks. The President shall have the authority to act for the Library between meetings of the Board unless the matter at issue involves a conflict between or among the enabling legislation, the charter, and/or the bylaws. Should the President be precluded by illness or otherwise from performing his or her duties, the Vice-President shall perform the duties of the President.
2. Vice-President: The Vice-President shall perform the duties of the President in the event of the President's absence or disability, and shall succeed to the office of the President upon the resignation or death of the President. If both the President and the Vice-President are absent from a meeting, then any member of the Board may call the meeting to order, and the members present shall elect a chairman *pro-tem*.
3. Treasurer: The duties of the Treasurer, in addition to those specified in Section 4 of Chapter 370 of the Laws of 2001, shall be to ensure the keeping of accurate records of all monies received and disbursed by the Library and to make a report thereof to the Board at each regular meeting and at such other times as the Board shall require. The Treasurer shall jointly, with the President, have authority to sign all bank drafts and checks on behalf of the Library.



C. Appointees of the Board

1. Counsel: Counsel to the Board shall not be a member of the Board but shall be an attorney admitted to practice in the State of New York. Counsel shall attend all meetings of the Board, regular and special, and such committee meetings as the Board shall require. It shall be Counsel's duty to advise the Board on all legal matters and to prepare and review such documents as the Board shall deem appropriate.
2. The Recorder: The Recorder shall attend all meetings of the Board, regular and special, and such committee meetings as the Board shall require and shall record the minutes of such meetings.
3. Secretary: The secretary shall be responsible for the posting of legal notices for the annual elections required by the enabling legislation, for certifying the results of said elections, for advertising for and receiving applications for all positions in the professional staff of the Library which are appointed by and serve at the pleasure of the Board, for developing, in conjunction with the President of the Board and the Director of the Library, the agenda for each monthly meeting of the Board, and such other duties as the Board shall require.

- D. Employees, Consultants, and Independent Contractors: The Board shall have the authority to retain or employ such professional or other consultants, independent contractors or employees as it shall deem appropriate, including but not limited to architects, engineers, accountants, library consultants, and public relations consultants on such terms and for such periods as it deems appropriate.

- E. Board Records: The Library Director shall be responsible for the maintenance and safekeeping of all records of the Board, including minutes of meetings of the Board and of its subcommittees, and all financial records.

ARTICLE IV – Director

The Director of the Clifton Park-Halfmoon Public Library is not a member of the Board of Trustees, but shall be entitled to attend all meetings of the Board and to take part in the deliberations.

ARTICLE V – Committees

The President shall not later than the second meeting of the Board each year appoint a Chair and not less than two (2) members of the Board to serve on each of the following standing committees: ~~(a) Finance and Audit,~~ ~~(ab)~~ Building and Grounds, ~~(be)~~ Personnel, ~~(cd)~~ Public Relations, ~~(de)~~ Policy, ~~(ef)~~ Legislative, and ~~(fg)~~ Long Range Planning. The President shall not later than the second meeting of the Board each year appoint not less than two (2) members to serve on the Finance and Audit Committee, which shall be a standing committee. The Treasurer of the Board shall service as the Chair of the Finance and Audit Committee. Other committees may be appointed as needed to serve until discharged by the Board, and such other committees may be composed in whole or in part of individuals other than Board members. A quorum for the transaction of any committee business shall consist of a simple majority of the members of the committee.

ARTICLE VI – Meetings

The Board shall meet monthly at a time and place designated by the Board. In no event shall meetings be held less frequently than quarterly. The President may call a special meeting of the Board on not less than 72 hours notice. A quorum for the transaction of business at any such meeting shall consist of a simple majority of the entire Board.

ARTICLE VII – Order of Business

The order of business at all regular meetings shall be as follows:

1. Election of Board Officers or Chairman *pro tem*, as necessary
2. Approval of Agenda
3. Approval of Minutes of last meeting
4. Public Comment
5. Board Comment
6. Acceptance of Treasurer's Report
7. Report of Director
8. Reports of Committees
9. Unfinished Business
10. New Business
11. Adjournment

This order of business may be changed at any meeting by general consent.

ARTICLE IX – Fiscal Year

The fiscal year of the Clifton Park-Halfmoon Public Library shall be the calendar year.

ARTICLE X – Policies

Policies adopted by the Board shall be recorded in the minutes and shall be kept in a separate policy book.

ARTICLE XI – Conflict of Interest

No trustee or director or any member of their immediate families shall personally benefit financially from any transaction made by or on behalf of the Clifton Park-Halfmoon Public Library. No applicant for employment with the Library shall be considered disqualified for such employment solely because they are related by blood or marriage to a trustee or director, and such employment shall not

constitute “financial benefit” with the meaning of this Article. Members of the Board of Trustees may not be employed by the Library.

ARTICLE XII – Amendments

These bylaws may be amended at any regular meeting by a vote of the majority of the entire Board, or if the amendment was submitted in writing at the previous meeting, then they may be amended by a two-thirds vote of those voting, a quorum being present.

Initial Adoption Date: 5/19/1986

Modified Date	Description of Modification
6/16/1997	
3/15/2004	
09/19/2005	
12/19/2005	
3/19/2007	Added organization meeting date and agenda
07/16/2007	Added term limits to officers
3/21/2011	Added Long Range Planning as a standing committee
6/15/2015	Changed Finance Committee to Finance and <i>Audit</i>
12/21/2015	Added trustee education and orientation to Organizational Meeting
3/21/2022	Added detailed information about the nominating process for officers
<u>2/27/2023</u>	<u>Edited Article V to define that the Treasurer is the Chair of the Finance and Audit Committee</u>