



January 2, 2024 7:15 PM

Organizational Meeting

1. *Agenda: Approval or Changes.
2. Oaths of Office.
3. *Election of Officers.
4. *Appointment of Counsel, Clerk, Secretary.
5. *Set Date for Annual Budget Vote and Trustee Election.
6. *Approval of Board Meeting Schedule for 2024.
7. *Approval of Board Calendar.
8. *Designation of Depositories
 - A. *The Board of Trustees of the Clifton Park-Halfmoon Public Library designate Pioneer Bank as a depository for Clifton Park-Halfmoon Public Library funds for 2024 with deposits not to exceed \$7M.*
 - B. *The Board of Trustees of the Clifton Park-Halfmoon Public Library designate Key Bank as a depository for Clifton Park-Halfmoon Public Library funds for 2024 with deposits not to exceed \$1M.*
9. *Resolution to change Authorized Users on the Pioneer Bank Accounts.
10. *Resolution to change Authorized Users on the Key Bank Accounts.
11. *Resolution to change Authorized Users on the Fidelity Account.
12. Committee Preferences to Board President.
13. Assignment of monthly Claims Review Responsibilities.
14. Adjournment.

*Items so marked are action items



January 2, 2024 (Tuesday)
Organizational Meeting

January 22, 2024

February 26, 2024

March 18, 2024

April 15, 2024

May 13, 2024

June 17, 2024

July 15, 2024

August 19, 2024
(Joint Meeting with FOL)

September 12, 2024
(Library Budget Vote and Trustee Election)

September 16, 2024

October 19, 2024 (Saturday)
(Board Meeting & Retreat)

November 18, 2024

December 16, 2024

POLICY 5.4 CALENDAR FOR BOARD OF TRUSTEES

Need for this Policy:

A calendar of regularly scheduled Board and Committee activities shall be prepared, reviewed annually, and affixed hereto.

Policy:

An ongoing calendar shall be maintained by the Policy Committee, structured as follows:

<u>DATE/ ITEM</u>	<u>RESPONSIBILITY</u>
<u>JANUARY</u>	
Submit committee preferences	Board
Organizational Meeting	
Elect new officers to the Board	Board
Administer Oath of Office to Trustees	Counsel
Appoint Counsel, Clerk, and Board Secretary	Board
Set date for the Annual Budget Vote and Trustee Election	Board
Review and approve Board Calendar	Board
Sign Conflicts of Interest statements	Board, Director and Admin. Staff
Assign monthly claims review responsibilities	Board
Designation of depositories	Board
Resolution to allow electronic transfers	Board
Resolution to change authorized users on Fidelity account	Board
Approve Board meeting schedule	Board
Trustee Training and Education (as necessary)	Board
Make Board committee assignments	President
Send letter to Saratoga County Board of Elections requesting support for Annual Budget Vote and Trustee Election	President
Set committee goals	Committee Chairpersons
Update Library operations calendar	Policy Committee
Prepare NY State Annual Report	Director
<u>FEBRUARY</u>	
Approve investment plan for tax levies revenues	Director & Finance Chair
Approve the NY State Annual Report	Board
Review annual financial audit report	Board
<u>FEBRUARY/MARCH</u>	
Attend Library Advocacy Day	Legislative Committee
<u>APRIL</u>	
Make recommendations for budget by May 1 to Finance Committee	All Standing Committees & Director
<u>MAY</u>	

Attend annual SALS dinner meeting (optional) Board
Develop next year's budget Finance Committee & Director

JUNE

Conduct mid-year evaluation of Director Personnel Chair & President
Approve budget for next year Board
Recruit candidates for Board Board

JULY

Review & make adjustments as required to current budget Finance Committee & Director
Appoint election coordinator Director
Announce date for election President
after Labor Day

AUGUST

Accept completed petitions for Trustee candidates Director
Hold joint meeting with FOL Board Board
Prepare communication plan to encourage voting Public Relations Committee

SEPTEMBER

Complete plans for vote by District residents on election of Trustees and budget referendum President

OCTOBER

Present draft Board meeting schedule for next year Director
Annual Board Retreat Board

NOVEMBER

Set Board goals for next year Board
Complete Board self-evaluation Board
Appoint Ad Hoc Nominating Committee to recommend Officers of the Board for next year President
Policy Committee reviews Annual Calendar Policy Committee

DECEMBER

Present slate of Officers Nominating Committee
Accept floor nominations for Officers of the Board Board
Conduct year-end evaluation of Director Personnel Chair & President
Prepare annual committee summaries and suggest next year's goals / activities Committee Chairs
Submit trustee training self-assurance form to Director Board

Responsibilities:

The Policy Committee will review calendar annually and transmit suggested calendar to the Board in January of each year. The Board President is responsible for monitoring the timely completion of the stated tasks.

Initial Adoption Date: 3/28/1990

Modified Date	Description of Modification
1/4/1994	
5/4/2001	
9/19/2005	
4/18/2008	
12/16/2016	
12/18/2017	Reviewed, no changes
12/17/2018	Added send letter to BOE; revised the date of election announcement; added Annual Board Retreat
12/16/2019	Added audit; minor revisions
1/3/2022	Minor revisions
11/21/2022	Added need to submit trustee training form.
12/18/2023	Removed assign monthly FOL Board Meeting attendance

2024 Warrant Dates

Warrant #	Proposed Warrant Dates	Board Member
1	Monday, January 8, 2024	McMunn
2	Thursday, January 25, 2024	McMunn
3	Thursday, February 8, 2024	DiGianni
4	Monday, February 26, 2024	DiGianni
5	Friday, March 8, 2024	SP
6	Tuesday, March 26, 2024	SP
7	Tuesday, April 9, 2024	Rodger
8	Wednesday, April 24, 2024	Rodger
9	Tuesday, May 7, 2024	Wise
10	Tuesday, May 21, 2024	Wise
11	Friday, May 31, 2024	Wise
12	Monday, June 10, 2024	Meyer
13	Wednesday, June 26, 2024	Meyer
14	Monday, July 8, 2024	Golden
15	Thursday, July 25, 2024	Golden
16	Friday, August 2, 2024	Rodger
17	Monday, August 19, 2024	Rodger
18	Friday, August 30, 2024	Rodger
19	Monday, September 9, 2024	Madison
20	Wednesday, September 25, 2024	Madison
21	Monday, October 7, 2024	Dugan
22	Monday, October 21, 2024	Dugan
23	Wednesday, October 30, 2024	Dugan
24	Friday, November 8, 2024	Cantore
25	Monday, November 25, 2024	Cantore
26	Friday, December 6, 2024	Brown
27	Friday, December 20, 2024	Brown
28	Monday, December 30, 2024	Brown