



January 6, 2025 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 2025.
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 2025 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 2025 with deposits not to exceed \$1M.*
  - C. *The Board of Trustees of the Clifton Park-Halfmoon Public Library designate New York Liquid Asset Fund as a depository with for Clifton Park-Halfmoon Public Library funds for 2025 with deposits not to exceed \$1.5M.*
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. Adjournment.

\*Items so marked are action items



**January 6, 2025 (Monday)**  
Organizational Meeting

**January 27, 2025**

**February 24, 2025**

**March 17, 2025**

**April 21, 2025**

**May 12, 2025**

**June 16, 2025**

**July 21, 2025**

**August 18, 2025**  
(Joint Meeting with FOL)

**September 11, 2025**  
(Library Budget Vote and Trustee Election)

**September 15, 2025**

**October 18, 2025 (Saturday)**  
(Board Meeting & Retreat)

**November 17, 2025**

**December 15, 2025**

## **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 after Labor Day	President

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
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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

<b>Modified Date</b>	<b>Description of Modification</b>
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.