



January 26, 2026 7:15 PM

Board Meeting

1. *Agenda: Approval or Changes
2. *Minutes of the December 15, 2025 and January 5, 2026 meetings.
3. Public Comment
4. President's Report
5. Board Comment
6. Treasurer's Report
 - A. *Warrants
 - #2025-28 December 22, 2025 \$160,393.74
 - #2024-29 December 30, 2025 \$110,942.43
 - #2026-01 January 7, 2026 \$166,439.36
7. Friends' Report
8. Director's Report
 - A. Public Service -Jim Foster
 - B. Planning / Communication -Rebecca Verhayden
 - C. General Updates -Alex Gutelius
 - Report on 2025 Goals
9. Committee Reports
10. Old Business
11. New Business
 - A. Amendment to By-Laws
12. Executive Session

* Items so marked are action items



December 15, 2025

7:15 PM

Present: Brown, Megan; Cantore, Mathew; DiGianni, Jason; Dugan, Suzanne; McMunn, Maria; Meyer, Stephen; Mogor, Cornelia; Rodger, Ed; Schlegel, Jennifer; Srinivasan, Purushothaman; Wise, Russell. Also present were Alex Gutelius, Jim Foster, Rebecca Verhayden, and Lisa Oddo.

Guest: Robin Lamb, Susan Flint

The meeting was called to order at 7:17 pm by Mr. Cantore.

AGENDA: Mr. Cantore presented the December 15, 2025 agenda. A **Motion** was made by Ms. Brown, seconded by Ms. Dugan to approve the agenda. The **Motion** passed unanimously by those present.

MINUTES:

A **Motion** was made by Ms. Dugan, seconded by Ms. Brown, to accept the November 17, 2025, minutes as amended to add Lisa Oddo's name as attending. The **Motion** passed unanimously by those present.

PUBLIC COMMENT: None

BOARD COMMENT:

Ms. Brown complimented the crafts that are available in the teen area.

Mr. Cantore announced that all but one trustee has completed their annual trustee education. Trustees have until December 31, 2025 to complete their two-hour education requirement.

Mr. Cantore noted that this was Mr. Rodger's last board meeting, and thanked Mr. Rodger for the many contributions he has made to the Library over the years. The Board gave Mr. Rodger a standing ovation.

Mr. Rodger spoke about how proud he is of the accomplishments throughout his years on the Board and that it would not have happened without the support of the Board and staff and leadership. He also complimented the Library on balances the resources available with the needs of the community.



TREASURER'S REPORT:

Mr. Meyer presented the Financial Statement for November 2025. He noted that investment income is high due NYCLASS. Notable disbursements are the Building Repair and Professional Services lines. The November Financial Statement was reviewed and received for audit.

There was a \$500 donation from Kevin Kralovic, and \$250 donation from Brian and Aoife Mary Conerney and \$2 in anonymous donations this month.

The November 24, 2025, warrant for \$542,243.76 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Mr. Wise, to approve the November 24, 2025 warrant. The **Motion** passed unanimously by those present. The reviewer for the November 25, 2025, warrant was Ms. Brown.

The December 5, 2025, warrant for \$158,829.20 was presented for approval. A **Motion** was made by Mr. Meyer, seconded by Ms. McMunn, to approve the December 5, 2025, warrant. The **Motion** passed unanimously by those present. The reviewer for the December 5, 2025, warrant was Ms. McMunn.

Mr. Meyer noted that there was a check approved for Synthesis that is being held pending the investigation regarding the costs of the replacement floor in the revolving door. Mr. Meyer also noted that he is working with the Business Manager to make the warrant clearer regarding expenditures for each account.

THE FRIENDS: Mr. Foster gave the following report:

1. The Friends are having a holiday supper during their board meeting this month.
2. The Friends have a couple of new board members, including a new treasurer.
3. Plans for TTOB are progressing. Kick-off event will be held on Sunday, January 11 at 2pm. Gem Radio Theatre – Adirondack Tales.
4. Next Used Book Sale will be January 23-25, 2026.



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

1. Gwen Weldy and the Technical Processing staff have worked very hard transitioning our primary book vendor from Baker & Taylor to Ingram. The transition has involved communication, processing changes, internal education, and flexibility.
2. A number of programs were highlighted: Therapy Dogs, concerts, Book Bingo, Holiday Story Time at the mall, and Happy Noon Year.

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

1. Digital Newspapers and access to the New York Times in particular continues to be extremely popular with patrons.
2. Microsoft has discontinued Publisher. The Library is moving to Marq a replacement product. The program brochure and other materials will appear in a slightly different format going forward.
3. The Sustainability Committee continually looks for areas of improvement. They added a second staff compost bin, additional recycling bins, and a water cooler to eliminate the need for bottled water at events.

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

1. The JA annual fees discussion meeting took place on December 10. There is a budget deficit due to the departure of SCPL that has been made up by additional contributions from MVLS and SALS. The plan is to gradually increase member library support. For 2027 a 5% fee increase has been proposed.
2. As part of the insurance renewal process, the contents valuation was updated from \$76 per square foot to \$124 per square foot. Libraries are typically valued at \$100 to \$140 per square foot.
3. Jo Anne Robbins, long time FOL Board member has announced her resignation from the FOL Board.
4. There have been several people who have contacted the Library with their concerns about the middle school Read the Rainbow Book Club. Alex has been responding to the phone calls and emails.

COMMITTEE REPORTS:



NOMINATING COMMITTEE: The Nominating Committee consisted of Mr. Dugan, Ms. Mogor, and Ms. Schlegel. Ms. Dugan, on behalf of the Nominating Committee presented the Board with the recommendations for officers for next year. The recommendations are:

President: Mat Cantore

Vice President: Megan Brown

Treasurer: Stephen Meyer

The election of officers will be conducted at the organizational meeting of the Board on January 5, 2026 at 7:15pm. Nominations from the floor can be taken at that time.

POLICY COMMITTEE: None

PUBLIC RELATIONS: No Report

LONG RANGE PLANNING: Mr. DiGianni gave the following report:

The Long Range Planning Committee reviewed the Strategic Plan and progress on the goals for 2025. They also set goals for how to proceed in 2026, working with other committees to prepare for the current bond to end in 2030. They will be gathering information throughout the year and this will be the focus of the 2026 Board Retreat.

PERSONNEL COMMITTEE: None

BUILDINGS AND GROUNDS: None

FINANCE AND AUDIT: Mr. Meyer gave the following report:

Mr. Wise presented and submitted 2025 Budget Adjustments for review. The committee reviewed the draft budget adjustments that include projections to the end of 2025. Mr. Meyer noted that the largest adjustments are for Building Repair and Professional Services associated with the construction projects.

Mr. Meyer noted that the Finance Committee will be working on a better schedule next year for budget adjustments, including a mid-year adjustment.

There was an in-depth discussion regarding the need for more transparency regarding the costs of construction projects and that there



will be more informative reporting regarding construction costs and revenues.

Mr. Meyer made the **Motion**, on behalf of the Finance Committee to approve the 2025 Draft Budget Adjustments. The **Motion** passed unanimously by those present.

Mr. Meyer then presented the recommendation for the new accounting firm. The audit for Fiscal Year 2024 represented the final year of the five-year contract with Cusack & Co as financial auditors for the Library. Buds were solicited in November. Two firms submitted proposals, RBT and MMB & Co. The total cost of the two proposals was very close, but the hourly costs for additional services were higher with RBT, and MMB & Co includes team members who have previously worked on audits for the Library.

Mr. Meyer made the **Motion**, on behalf of the Finance Committee to select MMB & Co to be the Library's financial auditor for a five year contracted term for \$\$110,400. **Motion** passed unanimously by those present.

LEGISLATION: No Report

OLD BUSINESS: None

NEW BUSINESS:

Mr. Rodger made the **Motion**, seconded by Ms. Brown, to approve the appointment of Elizabeth Campbell, part-time clerk. The **Motion** was approved by those present.

There being no further business, Mr. Rodger made the **Motion**, seconded by Ms. Brown, to adjourn the meeting. The **Motion** passed unanimously by those present, and the meeting adjourned at 8:34 pm.

The next scheduled Board Meeting is the Organizational Meeting on Monday, January 5, 2026, at 7:15 pm.



January 5, 2026 7:15 PM

Organizational Meeting

Present: Brown, Megan; Cantore, Mat; DiGianni, Jason; Lamb, Robin; McMunn, Maria, Meyer, Stephen; Mogor, Cornelia; Schlegel, Jennifer; Srinivasan, Purushothaman Wise, Russell. Also present were Alex Gutelius, Jim Foster, Rebecca Verhayden, and Joe Gaug.

The meeting was called to order at 7:16 pm by Mr. Cantore.

AGENDA: Mr. Cantore presented the January 5, 2026 agenda for approval. Mr. Wise made the **Motion**, seconded by Ms. McMunn, to approve the agenda as amended to change the date in 8D from 2025 to 2026. The **Motion** passed unanimously by those present.

The Oaths of Office were distributed to all trustees present at the meeting and were notarized by Mr. Foster.

The slate of officers for 2026 was presented by Ms. Dugan on behalf of the Nominating Committee: Mat Cantore – President, Megan Brown – Vice President, Stephen Meyer – Treasurer. There being no nominations from the floor Mr. Wise made the **Motion**, seconded by Ms. Dugan, to close the floor to nominations. Ms. Dugan then made the **Motion** on behalf of the Nominating Committee to approve the slate as presented. **Motion** passed unanimously by those present, and the persons listed were elected for 2026.

Ms. Brown made the **Motion**, seconded by Ms. Dugan, that Joe Gaug be reappointed as Counsel for 2026. The **Motion** passed unanimously by those present.

Mr. Wise made the **Motion**, seconded by Mr. DiGianni, that Alex Gutelius be reappointed as Clerk for 2026. **Motion** passed unanimously by those present.

A **Motion** was made by Ms. Brown seconded by Mr. DiGianni, that Barbara Reese be reappointed as Recording Secretary to the Board for 2026. The **Motion** passed unanimously by those present

Ms. Dugan made the **Motion**, seconded by Ms. McMunn, that the Annual Budget Vote and Trustee Election be held on September 10, 2026. **Motion** passed unanimously by those present.

The Board Meeting Schedule for 2026 was presented and found to be acceptable.

Mr. Meyer made the **Motion**, seconded by Mr. Srinivasan, that the Board Meeting Schedule be accepted as presented. **Motion** passed unanimously by those present.



The Board Calendar for 2026 was presented and found to be acceptable.

Mr. Meyer made the **Motion**, seconded by Mr. Srinivasan, that the Board Calendar for 2026 be accepted as presented. The **Motion** passed unanimously by those present.

The next order of business was the Designation of Depositories.

Mr. Meyer made the **Motion**, seconded by Mr. Wise, that 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 2026 with deposits not to exceed \$7M. Motion passed unanimously by those present.

The Pioneer depository shall require the signature of either Treasurer Steve Meyer, President Mat Cantore, or Vice-President Megan Brown on all checks and shall require the signatures of both the Treasurer and either the President or Vice-President on checks of \$20,000 or more.

Mr. Meyer made the **Motion**, seconded by Ms. McMunn, that the Board of Trustees of the Clifton Park-Halfmoon Public Library designate New York cooperative Liquid Assets Securities System (NYCLASS) as a depository for Clifton Park-Halfmoon Public Library funds for 2026 with deposits not to exceed \$7M. Motion passed unanimously by those present.

The petty checking depository at Pioneer shall require the signature of the Library Director for all checks.

Mr. Cantore reviewed the process for standing committee assignments and requested that trustees indicate their committee preferences.

There being no further business, Ms. Brown made the **Motion**, seconded by Mr. Srinivasan, to adjourn the organizational meeting. **Motion** passed unanimously by those present and the meeting adjourned at 7:29 pm.



BE A COMMUNITY RESOURCE

Website & Social Media

- The Library's social media engagement continues to grow. The "Balance Reel" from August has now reached 95,000 views.
- The top posts from December were the Holiday Concert Promo, a reel from the Happy Noon Year event, and a library nostalgia reel.
- Newspapers continue to be the most visited items on our website, both through direct visits and the bathroom QR Code signs. 146 people scanned the Digital Newspapers signs, 36 scanned to learn about Museum Passes and 34 scanned to learn about the Sensory Room. Staff report that additional patrons asked about the QR codes at the ASK desk (instead of using their phone in the bathroom).
- In 2025 there were 476,017 visits to the Library's homepage, an increase of 6% from 2024.

Collections

- Total circulation increased by 5% in 2025 to 616,435. This is the highest number since the pandemic.
- Use of the children's fiction and non-fiction collections increased by 9% each. Other collections with significant increases included digital audiobooks, digital magazines and digital comics, as well as juvenile audio (due to Wonderbooks and Launchpads).
- The newest digital resource, LOTE4Kids was launched in December and features 8,000 ebooks for children in more than 100 languages.
- We have cancelled our subscription to Tumblebooks. Instead we are encouraging patrons to check out children's picture books in Libby (OverDrive). The technology has improved dramatically and the experience for children is much better than Tumblebooks.
- Use of museum passes increased by 30%. New passes introduced in 2025 include the Schenectady Civic Players and the Olana State Historic Site.
- Some of the most borrowed items in 2025 by collection include:

| | |
|-------------------|--|
| New & Popular | The god of the woods / Liz Moore Nightshade: a novel / Michael Connelly The tenant / Freida McFadden |
| Adult Non-Fiction | The anxious generation: how the great rewiring of childhood is causing an epidemic of mental illness / Jonathan Haidt Be ready when the luck happens: a memoir / Ina Garten The devil in the white city: murder, magic, and madness at the fair that changed America / Erik Larson |



| | |
|------------------------|--|
| Children's Fiction | The top ten most borrowed items are Diary of a Wimpy Kid titles |
| Children's Non-fiction | Guinness World Records Amazing animals of the world Awesome LEGO creating with bricks you already have |
| YA Fiction | Sunrise on the reaping / Suzanne Collins Catching fire / Suzanne Collins Mockingjay / Suzanne Collins |
| Picture Books | Seven of the top ten circulating books are Pigeon books by Mo Willem |
| Museum Passes | The Children's Museum at Saratoga Empire Pass The Wild Center |

Programs

- The number of children's programs (not counting the Grab & Go) increased slightly from 2024 to 2025 by 2%. Attendance and participation increased by 37%. Much of that increase is due to the extremely popular scavenger hunts.
- The most popular children's program in December was Happy Noon Year – with nearly 400 people in attendance.
- Adult programs continue to be popular. Computer classes that require registration usually fill up within a day or two of the registration opening.
- In December we held a Speed Dating for Friends event. The program is aimed at people in their 20's and 30's – a demographic typically difficult to attract in public libraries. During the event, participants spent four minutes talking with each of the other attendees, followed by refreshments and a game. After this event that took place on December 27- the librarian who organized the program received this email.

I wanted to say that I really enjoyed the Speed Dating for Friends event that you hosted at the library and am really glad you decided to do a second one! A few of us have since gotten together for activities, and getting to meet and exchange numbers at the library first was such a huge help :)

Thank you so much for hosting!

Outreach

- The number of outreach events increased by 10% from 2024.
- One of the new outreach programs this year have been visits to the Library by special needs classes from the elementary schools. These are staff intensive programs due to the needs of the children, but have been very successful. Feedback from the teachers has been wonderful.



OPERATE IN AN INNOVATIVE AND SUSTAINABLE MANNER

Visitors / Room and Facility Use

- The number of visitors to the Library on the Activity Report is not reflective of the actual foot traffic. For several months the people counter was not placed optimally due to the front entrance construction.
- Room checkouts (use of rooms not booked in advance) increased by 10% in 2025 to 2,920 checkouts. Patrons are able to check out most rooms for four hours and the Sensory Room for 1 hour.
- Use of the Sensory Room has been steady with casual drop-ins as well as planned bookings.
- Room bookings by individuals and organizations increased by 13% to 810.

Curbside Service

- As of July, the curbside software used by the Library was no longer available. Apparently there were only 13 customers across the country. Curbside service was extremely popular during and immediately post-pandemic, but during the last year it was only used a handful of times. Although we no longer have the software, if the occasional patron asks for curbside service, the request is accommodated.

INVEST IN PEOPLE

Special Recognition Award

- A Special Recognition Award was presented to Kim Nemeth at the January 2026 staff meeting. Kim is the Technology Librarian and she has developed a wide range of popular technology classes. She teaches classes on everything from using your smartphone to using Canva to using AI. The patrons love Kim's classes, and her coworkers look to her for advice and guidance. When Kim sees a need in the community, she finds a way to add a class.

AARP

- The Library continues to work with AARP to provide tax assistance to the community. Training for the volunteers has been taking place through December and January.
- Tax appointments will be available for patrons once the schedule is provided by the AARP volunteers, but typically run from February through mid-April.



Personnel

- The position of Librarian I – Community Outreach Coordinator has been posted and applications will be accepted until filled. This position was posted in the fall, but an appropriate candidate was not found at that time.

Professional Development

- Twenty staff members attended a Lunch & Learn session on retirement options offered by the Library on January 12. There were presentations from NYS Deferred Compensation and New York State and Local Retirement System (NYSLRS).
- AI Training is being offered to staff in January. This training is required for all staff members with a SALS email account and recommended for other staff (pages). There will be follow up AI training sessions throughout the year.
- CPR/AED training will be offered to staff on January 21.

December Incidents

- December 14 – disorderly patron with too many overdues to place holds
- December 27 – medical emergency, patron
- December 28 – disorderly patron

Prepared by: Alex Gutelius, Library Director

**Clifton Park - Halfmoon Public Library
Program Statistics - December 2025**

| Title | Date | Primary Event Type | Attendance | Adults | Teens | Children | Online Views |
|--|------------------|--------------------|------------|--------|-------|----------|--------------|
| ZOOM: Virtual Author Talk with Sue Hincenbergs | December 02 2025 | Adults | 28 | | | | 28 |
| ZOOM: Excel Storytelling: Interactive Features | December 03 2025 | Adults | 2 | | | | 2 |
| World Cinema: Jimmyâ€™s Hall (2014) | December 11 2025 | Adults | 7 | 7 | | | |
| Women's Basic Self-Defense | December 19 2025 | Adults | 15 | 15 | | | |
| Using Google Slides | December 03 2025 | Adults | 4 | 3 | 1 | | |
| Stream Free TV, Movies, & Music | December 08 2025 | Adults | 6 | 6 | | | |
| Read With Pride Book Group | December 09 2025 | Adults | 1 | 1 | | | |
| Libby Like a Pro | December 03 2025 | Adults | 2 | 2 | | | |
| Libby Basics | December 03 2025 | Adults | 2 | 2 | | | |
| Journaling for Adults | December 03 2025 | Adults | 12 | 4 | | | |
| Inclusible Adult Games | December 11 2025 | Adults | 30 | 30 | | | |
| HYBRID: Daytime Book Group | December 18 2025 | Adults | 6 | 6 | | | |
| Genealogy Assistance | December 04 2025 | Adults | 5 | 5 | | | |
| Friend Speed Dating | December 27 2025 | Adults | 18 | 18 | | | |
| ELL Conversation Group | December 16 2025 | Adults | 7 | 7 | | | |
| ELL Conversation Group | December 04 2025 | Adults | 10 | 10 | | | |
| ELL Conversation Group | December 11 2025 | Adults | 10 | 10 | | | |
| ELL Conversation Group | December 18 2025 | Adults | 10 | 10 | | | |
| ELL Conversation Group | December 03 2025 | Adults | 15 | 15 | | | |
| ELL Conversation Group | December 17 2025 | Adults | 15 | 15 | | | |
| ELL Conversation Group | December 09 2025 | Adults | 10 | 10 | | | |
| ELL Conversation Group | December 11 2025 | Adults | 10 | 10 | | | |
| ELL Conversation Group | December 10 2025 | Adults | 16 | 16 | | | |
| ELL Book Club | December 22 2025 | Adults | 5 | 5 | | | |
| ELL Book Club | December 30 2025 | Adults | 5 | 5 | | | |
| ELL Book Club | December 09 2025 | Adults | 5 | 5 | | | |
| ELL Book Club | December 02 2025 | Adults | 5 | 5 | | | |
| ELL Book Club | December 15 2025 | Adults | 5 | 5 | | | |
| ELL Book Club | December 08 2025 | Adults | 5 | 5 | | | |
| ELL Book Club | December 01 2025 | Adults | 5 | 5 | | | |
| ELL Book Club | December 16 2025 | Adults | 5 | 5 | | | |
| Cookie Decorating & Ugly Sweater Party | December 15 2025 | Adults | 20 | 20 | | | |
| Bingo for Books | December 18 2025 | Adults | 34 | 34 | | | |
| Bingo for Books | December 01 2025 | Adults | 41 | 41 | | | |
| Silent Book Club | December 18 2025 | Adults | 5 | 5 | | | |
| | | | | | | | |
| Wonderful Walkers | December 05 2025 | Children | 23 | 12 | | 11 | |
| Toddler Sensory Play Time | December 16 2025 | Children | 13 | 7 | | 6 | |
| Terrific Twos Story Time | December 02 2025 | Children | 0 | 0 | | 0 | |
| Preschool Story Time & Craft | December 03 2025 | Children | 14 | 7 | | 7 | |
| Preschool Story Time & Craft | December 10 2025 | Children | 23 | 11 | | 12 | |
| Preschool Story Time & Craft | December 17 2025 | Children | 28 | 13 | | 15 | |
| Music & Motion | December 20 2025 | Children | 64 | 30 | | 34 | |
| Music & Motion | December 12 2025 | Children | 64 | 30 | | 34 | |
| Holiday Story Time at the Mall | December 22 2025 | Children | 92 | 41 | | 51 | |
| Family Story Time | December 15 2025 | Children | 60 | 28 | | 32 | |
| Family Story Time | December 18 2025 | Children | 57 | 28 | | 29 | |
| Family Story Time | December 11 2025 | Children | 52 | 25 | | 27 | |
| Family Story Time | December 08 2025 | Children | 78 | 31 | | 47 | |

**Clifton Park - Halfmoon Public Library
Program Statistics - December 2025**

| Title | Date | Primary Event Type | Attendance | Adults | Teens | Children | Online Views |
|--|------------------|--------------------|------------|--------|-------|----------|--------------|
| Family Story Time | December 04 2025 | Children | 55 | 30 | | 25 | |
| Family Story Time | December 01 2025 | Children | 52 | 23 | | 29 | |
| Baby Story Time | December 05 2025 | Children | 19 | 10 | | 9 | |
| Baby Sensory Play Time | December 16 2025 | Children | 22 | 11 | | 11 | |
| 1000 Books Before Kindergarten | December 31 2025 | Children | 9 | | | 9 | |
| | | | | | | | |
| ZOOM: PJ Story Time | December 30 2025 | Children | 17 | 7 | | 10 | 17 |
| ZOOM: PJ Story Time | December 16 2025 | Children | 13 | 6 | | 7 | 13 |
| Wicked: Family Bingo | December 05 2025 | Children | 43 | 23 | | 20 | |
| Scavenger Hunt | December 31 2025 | Children | 568 | | | 568 | |
| Reading Therapy Dogs | December 16 2025 | Children | 7 | 4 | | 3 | |
| Reading Therapy Dogs | December 04 2025 | Children | 9 | 4 | | 5 | |
| Monthly Coloring Pages | December 31 2025 | Children | 1300 | | | 1300 | |
| Kids Paint & Sip: Tiny Art | December 15 2025 | Children | 7 | | | 7 | |
| Kids Crafting: Handmade Holiday Gifts | December 10 2025 | Children | 35 | 14 | | 21 | |
| Happy Noon Year! | December 31 2025 | Children | 383 | 170 | | 213 | |
| Battle of the Books Meeting 2025-2026 | December 16 2025 | Children | 8 | | | 8 | |
| Awesome Animal Book Club: Bears | December 16 2025 | Children | 2 | | | 2 | |
| Art Cart | December 31 2025 | Children | 545 | | | 545 | |
| Adventures in STEAM: Penguins | December 22 2025 | Children | 26 | 10 | | 16 | |
| | | | | | | | |
| Cheryl's Lodge Outreach | December 11 2025 | Outreach | 36 | 6 | 11 | 19 | |
| Cheryl's Lodge Outreach | December 18 2025 | Outreach | 41 | 6 | 12 | 23 | |
| Best Buddies Outreach | December 17 2025 | Outreach | 200 | | 200 | | |
| YMCA After Care Field Trip | December 18 2025 | Outreach | 43 | 7 | | 36 | |
| | | | | | | | |
| VolunTEENS | December 05 2025 | Teens | 20 | | 20 | | |
| Therapy Dogs for Teens | December 18 2025 | Teens | 10 | 2 | 8 | | |
| Teen Place Coloring Pages | December 31 2025 | Teens | 255 | | 255 | | |
| Teen Paint & Sip | December 08 2025 | Teens | 15 | | 15 | | |
| Teen LEGO Mastery Competition! | December 04 2025 | Teens | 3 | | 3 | | |
| Teen Craft Corner: Paper Triskele Globe | December 01 2025 | Teens | 73 | | 73 | | |
| Read the Rainbow Book Club: Different Kinds of Fruit | December 18 2025 | Teens | 4 | | 4 | | |
| Middle School Book Club | December 11 2025 | Teens | 1 | | 1 | | |
| High School Book Club: Because You'll Never Meet Me | December 16 2025 | Teens | 7 | | 7 | | |
| Cookie Decorating & Ugly Sweater Party | December 15 2025 | Teens | 11 | | 11 | | |
| Kids Learn to Knit | December 03 2025 | Teens | 8 | | 3 | 5 | |
| | | | | | | | |
| Big Bubble Bonanza | December 07 2025 | General | 197 | 94 | | 103 | |
| Crossing Cultures | December 09 2025 | General | 72 | 66 | 4 | 2 | |
| Concert: Clifton Park Senior Chorus | December 14 2025 | General | 70 | 51 | 6 | 13 | |

**Clifton Park-Halfmoon Public Library
2025 Activity Report**

| | | January | February | March | April | May | June | July | August | September | October | November | December | YTD 2025 | YTD 2024 | |
|-------------------------|----------------------|-----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|----------------|
| Borrowers | New | 212 | 180 | 213 | 188 | 212 | 200 | 252 | 289 | 289 | 192 | 191 | 155 | 2573 | 2,448 | |
| | Purged* | | | | | | | | | | | | | | | |
| | TOTAL | 33,334 | 33,306 | 32,948 | 32,885 | 32,889 | 32,887 | 32,880 | 32,504 | 32,604 | 32,504 | 32,447 | 32,430 | 32,430 | 33,306 | |
| Circulation | <i>Fiction</i> | Adult | 9,029 | 8,316 | 8,797 | 8,827 | 9,005 | 9,395 | 10,463 | 10,335 | 8,769 | 8,905 | 8,213 | 8,518 | 108,572 | 105,574 |
| | | Young Adult | 1,445 | 1,464 | 1,477 | 1,440 | 1,597 | 1,714 | 2,225 | 1,873 | 1,407 | 1,350 | 1,257 | 1,339 | 18,588 | 18,954 |
| | | Juvenile | 14,057 | 13,769 | 16,470 | 15,033 | 15,395 | 15,669 | 18,350 | 17,809 | 15,551 | 15,587 | 14,949 | 12,696 | 185,335 | 169,050 |
| | <i>Non-fiction</i> | Adult | 5,703 | 4,932 | 5,673 | 5,383 | 5,672 | 5,524 | 5,897 | 5,620 | 4,987 | 4,987 | 4,878 | 4,897 | 64,153 | 65,781 |
| | | Young Adult | 18 | 9 | 14 | 17 | 22 | 23 | 16 | 7 | 6 | 13 | 12 | 19 | 176 | 166 |
| | | Juvenile | 1,720 | 1,783 | 2,136 | 1,895 | 2,103 | 2,118 | 2,326 | 2,437 | 1,964 | 1,785 | 1,939 | 1,710 | 23,916 | 21,895 |
| | <i>Audio</i> | Adult | 1,011 | 938 | 1,343 | 1,082 | 1,015 | 957 | 979 | 981 | 1,055 | 1,102 | 1,058 | 1,155 | 12,676 | 14,443 |
| | | Young Adult | 21 | 20 | 19 | 31 | 38 | 32 | 31 | 44 | 16 | 21 | 24 | 13 | 310 | 261 |
| | | Juvenile | 513 | 506 | 638 | 610 | 720 | 772 | 888 | 815 | 670 | 611 | 755 | 580 | 8,078 | 6,064 |
| | <i>DVD</i> | Adult | 3,591 | 3,366 | 4,289 | 3,596 | 3,470 | 3,038 | 3,638 | 3,385 | 2,979 | 3,133 | 3,043 | 3,076 | 40,604 | 48,304 |
| | | Juvenile | 814 | 833 | 984 | 963 | 985 | 850 | 919 | 907 | 796 | 866 | 974 | 869 | 10,760 | 11,238 |
| | <i>Digital Media</i> | eaudiobooks | 4,141 | 3,804 | 3,998 | 3,987 | 4,190 | 4,157 | 4,401 | 3,602 | 4,793 | 4,646 | 3,908 | 3,934 | 49,561 | 44,441 |
| | | ebooks | 3,682 | 3,558 | 3,535 | 3,544 | 3,542 | 3,428 | 3,804 | 3,745 | 3,117 | 3,482 | 3,035 | 3,286 | 41,758 | 40,360 |
| | | Music | 109 | 105 | 105 | 108 | 90 | 88 | 102 | 108 | 86 | 132 | 116 | 122 | 1,271 | 1,257 |
| | | Serials* | 2,418 | 2,190 | 2,305 | 2,322 | 2,370 | 2,288 | 2,382 | 1,360 | 2,442 | 2,793 | 2,582 | 2,812 | 28,264 | 19,939 |
| | | Comics (hoopla) | 102 | 116 | 108 | 106 | 107 | 86 | 101 | 147 | 97 | 88 | 81 | 92 | 1,231 | 998 |
| | | Streaming Video/TV (hoopla) | 441 | 438 | 446 | 410 | 441 | 344 | 294 | 353 | 362 | 354 | 356 | 378 | 4,617 | 4,894 |
| | <i>Other</i> | Serials | 520 | 411 | 544 | 444 | 454 | 373 | 462 | 469 | 372 | 400 | 407 | 419 | 5,275 | 5,266 |
| | | Games | 450 | 401 | 506 | 456 | 460 | 497 | 521 | 3,212 | 423 | 461 | 412 | 435 | 8,234 | 4,906 |
| | | Uncatalogued | 51 | 46 | 55 | 50 | 48 | 43 | 50 | 41 | 46 | 49 | 41 | 58 | 578 | 515 |
| | | Non-traditional | 200 | 199 | 213 | 195 | 213 | 222 | 261 | 244 | 172 | 164 | 214 | 181 | 2,478 | 2,201 |
| | | Print | 31,972 | 30,273 | 34,567 | 32,595 | 33,794 | 34,443 | 39,277 | 38,081 | 32,684 | 32,627 | 31,248 | 29,179 | 400,740 | 381,416 |
| | | AV | 5,950 | 5,663 | 7,273 | 6,282 | 6,228 | 5,649 | 6,455 | 6,132 | 5,516 | 5,733 | 5,854 | 5,693 | 72,428 | 80,400 |
| | | Digital | 10,893 | 10,211 | 10,497 | 10,477 | 10,740 | 10,391 | 11,084 | 9,315 | 10,897 | 11,495 | 10,078 | 10,624 | 126,702 | 111,979 |
| | | Other | 1,221 | 1,057 | 1,318 | 1,145 | 1,175 | 1,135 | 1,294 | 3,966 | 1,013 | 1,074 | 1,074 | 1,093 | 16,565 | 12,888 |
| | | TOTAL | 50,036 | 47,204 | 53,655 | 50,499 | 51,937 | 51,618 | 58,110 | 57,494 | 50,110 | 50,929 | 48,254 | 46,589 | 616,435 | 586,683 |
| | Technology | Database Usage | 6,714 | 4,808 | 4,797 | 5,279 | 5,821 | 5,189 | 5,472 | 4,979 | 5,440 | 6,172 | 5,392 | 6,504 | 66,567 | 41,358 |
| Computer Use (sessions) | | 1,620 | 1,611 | 1,914 | 1,803 | 1,702 | 1,489 | 1,506 | 1,621 | 1,636 | 1,688 | 1,395 | 1,401 | 19,386 | 17,803 | |
| Wireless Use | | 6,045 | 5,805 | 7,261 | 7,107 | 7,917 | 7,359 | 7,266 | 7,368 | 7,936 | 8,026 | 7,349 | 6,808 | 86,247 | 67,862 | |
| PAC Use | | 13,991 | 11,883 | 13,464 | 12,885 | 13,137 | 12,750 | 14,104 | 13,562 | 13,073 | 13,214 | 12,427 | 12,340 | 156,830 | 170,123 | |
| Website Visits | | 40,548 | 35,383 | 39,173 | 39,467 | 41,502 | 39,605 | 43,551 | 41,435 | 41,018 | 40,532 | 37,784 | 36,019 | 476,017 | 448,636 | |
| iPad/Laptop/Device Use | | 38 | 23 | 32 | 28 | 36 | 35 | 39 | 44 | 10 | 0 | 37 | 0 | 322 | 283 | |

**Clifton Park-Halfmoon Public Library
2025 Activity Report**

| | January | February | March | April | May | June | July | August | September | October | November | December | YTD 2025 | YTD 2024 |
|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Programming | | | | | | | | | | | | | | |
| <i>Number of Programs</i> | | | | | | | | | | | | | | |
| Adult | 77 | 63 | 61 | 70 | 68 | 46 | 58 | 48 | 69 | 88 | 65 | 37 | 750 | 703 |
| Teen | 6 | 9 | 7 | 13 | 10 | 7 | 14 | 13 | 10 | 11 | 12 | 11 | 123 | 139 |
| Child 0-5 | 11 | 13 | 19 | 17 | 16 | 9 | 3 | 4 | 13 | 19 | 20 | 18 | 162 | 161 |
| Child 6-11 | 22 | 17 | 26 | 16 | 24 | 21 | 51 | 40 | 21 | 30 | 33 | 14 | 315 | 281 |
| General | 4 | 2 | 5 | 3 | 6 | 6 | 4 | 1 | 2 | 2 | 1 | 3 | 39 | 61 |
| One-on-One | 6 | 10 | 9 | 6 | 8 | 7 | 6 | 9 | 6 | 0 | 0 | 0 | 67 | 55 |
| Grab & Go | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 130 | 0 | 0 | 134 | 520 |
| Asynchronous | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 22 |
| TOTAL | 126 | 114 | 127 | 129 | 132 | 96 | 136 | 115 | 121 | 280 | 131 | 83 | 1,590 | 1,942 |
| <i>Attendance</i> | | | | | | | | | | | | | | |
| Adult | 989 | 576 | 1,390 | 1,071 | 986 | 628 | 1,033 | 650 | 1,117 | 1,428 | 765 | 389 | 11,022 | 9,413 |
| Teen | 89 | 187 | 159 | 263 | 408 | 284 | 374 | 101 | 85 | 295 | 375 | 407 | 3,027 | 1,351 |
| Child 0-5 | 464 | 510 | 850 | 856 | 704 | 540 | 209 | 260 | 602 | 851 | 1,041 | 725 | 7,612 | 6,303 |
| Child 6-11 | 3,060 | 3,883 | 4,095 | 4,538 | 3,359 | 3,312 | 5,317 | 3,630 | 2,016 | 1,811 | 3,153 | 2,963 | 41,137 | 26,984 |
| General | 229 | 65 | 317 | 0 | 1,991 | 964 | 908 | 523 | 238 | 91 | 136 | 339 | 5,801 | 5,803 |
| One-on-One | 6 | 11 | 9 | 6 | 8 | 8 | 6 | 9 | 6 | 0 | 0 | 0 | 69 | 62 |
| Grab & Go | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 0 | 130 | 0 | 0 | 134 | 590 |
| Asynchronous | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 37 |
| TOTAL | 4,837 | 5,232 | 6,820 | 6,738 | 7,456 | 5,736 | 7,847 | 5,173 | 4,064 | 4,606 | 5,470 | 4,823 | 68,802 | 50,543 |
| Outreach | | | | | | | | | | | | | | |
| Events / Programs | 12 | 12 | 11 | 8 | 7 | 8 | 6 | 2 | 3 | 9 | 6 | 4 | 88 | 80 |
| Attendance | 716 | 332 | 249 | 645 | 487 | 790 | 187 | 22 | 203 | 1,467 | 417 | 320 | 5,835 | 4,196 |
| Interlibrary Loan | | | | | | | | | | | | | | |
| Borrowed | 7,156 | 6,749 | 7,265 | 6,943 | 6,975 | 6,927 | 7,320 | 7,305 | 7,038 | 7,213 | 6,572 | 6,766 | 84,229 | 81,086 |
| Loaned | 3,000 | 2,632 | 2,858 | 2,798 | 2,627 | 2,516 | 2,854 | 2,727 | 2,853 | 2,950 | 2,615 | 2,596 | 33,026 | 37,064 |
| TOTAL | 10,156 | 9,381 | 10,123 | 9,741 | 9,602 | 9,443 | 10,174 | 10,032 | 9,891 | 10,163 | 9,187 | 9,362 | 117,255 | 118,150 |
| Reference | | | | | | | | | | | | | | |
| Ask Desk | 2,507 | 2,439 | 2,558 | 2,321 | 2,430 | 2,420 | 2,697 | 2,775 | 2,096 | 2,311 | 2,110 | 2,115 | 28,779 | 29,738 |
| Children's Library Desk | 1,697 | 1,973 | 1,878 | 1,573 | 1,369 | 1,796 | 2,167 | 2,150 | 1,530 | 1,313 | 1,275 | 1,220 | 19,941 | 21,119 |
| Computer Support | 473 | 556 | 623 | 624 | 555 | 414 | 392 | 474 | 560 | 621 | 453 | 512 | 6,257 | 4,170 |
| TOTAL | 4,677 | 4,968 | 5,059 | 4,518 | 4,354 | 4,630 | 5,256 | 5,399 | 4,186 | 4,245 | 3,838 | 3,847 | 54,977 | 55,027 |
| Museum Passes | 51 | 49 | 56 | 56 | 74 | 82 | 99 | 131 | 73 | 76 | 61 | 40 | 848 | 649 |
| Visitors | 16,872 | 15,913 | 22,236 | 21,531 | 23,971 | 20,810 | 23,142 | 21,217 | 24,011 | 23,088 | 20,998 | 20,296 | 254,085 | 283,260 |
| Room Use | | | | | | | | | | | | | | |
| <i>Hours</i> | | | | | | | | | | | | | | |
| Library Programs | 206 | 270 | 387 | 325 | 355 | 226 | 346 | 302 | 238 | 290 | 263 | 206 | 3,415 | 3,640 |
| Board/FOL/Staff | 85 | 29 | 54 | 50 | 43 | 51 | 29 | 20 | 123 | 37 | 33 | 32 | 585 | 740 |
| Outside Organizations | 90 | 271 | 329 | 260 | 255 | 196 | 149 | 130 | 156 | 59 | 233 | 270 | 2,396 | 2,221 |
| Room Checkouts | 243 | 205 | 263 | 253 | 240 | 252 | 265 | 231 | 250 | 280 | 228 | 210 | 2,920 | 2,650 |
| Outside Organization Meetings/Programs (<i>bookings</i>) | 63 | 78 | 99 | 84 | 68 | 70 | 49 | 42 | 52 | 65 | 67 | 73 | 810 | 716 |
| Collection Size (print & media) | | | | | | | | | | | | | | |
| Added | 844 | 771 | 801 | 738 | 904 | 843 | 940 | 716 | 892 | 1,022 | 1,272 | 894 | 10,637 | 10,107 |
| Withdrawn | 517 | 721 | 875 | 480 | 417 | 760 | 2,304 | 837 | 607 | 469 | 655 | 1,092 | 9,734 | 14,368 |
| TOTAL | 147,061 | 147,123 | 146,981 | 147,319 | 147,823 | 148,052 | 146,615 | 146,486 | 146,500 | 147,332 | 147,827 | 147,510 | 147,510 | 146,674 |

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*. In the event the President or Treasurer is not available, the Vice-President shall have the authority to sign all bank drafts and checks.
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) Building and Grounds, (b) Personnel, (c) Public Relations, (d) Policy, (e) Legislative, and (f) 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 serve as a member and 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. Report of the President
- ~~7~~6. Acceptance of Treasurer's Report
- ~~8~~7. Report of Director
- ~~9~~8. Reports of Committees
- ~~10~~9. Unfinished Business
- ~~11~~0. New Business
- ~~12~~1. 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

Amendments to these bylaws may be proposed at any regular meeting and shall be voted upon at a subsequent regular meeting. Written notice of the proposed amendment or amendments shall be sent to all members at least ten days prior to the voting session. A two-thirds majority of the whole Board (including vacancies) shall be sufficient for adoption of an amendment..

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 |
| <u>2/23/2026</u> | <u>Added President’s report to meeting agenda</u> |
| 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 |
| 2/27/2023 | Edited Article V to define that the Treasurer is the Chair of the Finance and Audit Committee |
| 12/18/2023 | Added the Vice-President as an authorized check signer. Changed the process for bylaw amendment proposals. |