

Town of Ballston Community Library
Board of Trustees Special Meeting Minutes
December 9, 2020

Call to order: The meeting was called to order at 6:03 p.m. by President Steve Zarelli.

Present via Zoom call: Rebecca Darling, Director; Jenn Richard, Adult Services Librarian.

Trustees: Steve Burchett, Michelle Hernandez, Carolyn Speenburgh, Julia Stone, Sue Tomlinson, Tom Shaginaw, Steve Zarelli

Town of Ballston Representative – John Antoski

Town of Charlton Representative – Doug Ranaletto

Executive Session: On a motion by Sue Tomlinson, seconded by Carolyn Speenburgh, trustees voted unanimously to enter executive session to discuss legal issues.

At 7:29 p.m., Carolyn Speenburgh made a motion, which was seconded by Tom Shaginaw, to exit executive session, where no votes were taken. The motion was approved with all in favor.

Adjournment: At 7:30, on a motion by Sue Tomlinson, with second from Tom Shaginaw, trustees voted unanimously to adjourn the meeting.

Minutes respectfully submitted by: Sue Tomlinson, Secretary

P 5300 E General Accounting Practices Policy

Fiscal Year:

The Town of Ballston Community Library's fiscal year shall be January 1 to December 31.

Accounting Method:

The Town of Ballston Community Library shall use the "Accrual Accounting Method".

Annual Audit:

The Town of Ballston Community Library's files and finances will be audited annually by a qualified Certified Public Accountant (CPA).

Authorized Signers:

The following are authorized to sign checks and transact business on behalf of the Town of Ballston Community Library:

- President
- Vice President
- Treasurer
- Library Director

Procedures for Ordering and Paying Bills:

General:

- Bidding and purchasing laws and the library procurement policy must be adhered to.
- Only authorized personnel may place orders as specified in the Authorizations section below.
- All purchases must stay within the approved limits as set by the Board in the annual operating budget OR within a received grant.
- Only the Board of Trustees, by majority vote of those trustees attending a meeting, can secure a new or change an existing bank account, credit card, or other financial tool.

Authorizations:

- The Library Director is authorized to purchase anything needed for the library provided such expenditures are within the scope of the approved budget.
- The Account Clerk is permitted to purchase office supplies and office machinery as needed and to make repair calls as needed provided such expenditures are within the scope of the approved budget.
- The Adult Services, Youth Services, and Circulation and Technical Services Department Heads or their designees are authorized to purchase from book and A/V vendors and to make purchases to support library programming provided such expenditures are within the scope of the approved budget.
- The Adult Services and Youth Services heads are authorized to purchase computer and network hardware and software necessary for library operations, and to make repair calls as need providing such expenditures are within the scope of the approved budget.
- Trustees are not authorized to make purchases with, or that encumber, library funds without prior board approval.

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

Procedures for Paying Bills:

The Account Clerk opens the mail.

Bills are distributed to Director or Department Heads, as appropriate.

The Director, Department Head or his/her designee matches the invoice with the packing slip.

The Director or Department Head approves each invoice and those with questions are put aside for further investigation and/or backup documentation.

The Account Clerk records each invoice in library's accounting software, assigns a Chart of Accounts code and prepares an individual "voucher" slip for each invoice.

The Account Clerk uses the Library's accounting software to cut checks.

The Library Director or designee reviews each invoice and approves it for payment.

A Trustee reviews each invoice on behalf of the Board of Trustees.

The Account Clerk prepares a report of all pending checks, including PO # and check number and includes it in the board packet for all Trustees.

The final version of these reports is to be included in the board packet along with the other monthly financial reports for approval by the Board of Trustees by specific action or as part of the agenda.

The Treasurer, President or Vice President signs checks.

The report to the Board of Trustees listed above shall not delay the issuance of checks.

Checks are normally scheduled to be run to coincide with monthly board meetings. In the event that a particular payment is required prior to a board meeting, a smaller check run will be completed each month, normally corresponding with payroll cycles. In those instances, the Library Director will sign checks, and invoices will be approved by the Board President and included in the monthly review for all Trustees.

P2600 Emergency Procedures Policy

Purpose: To provide guidance in an emergency situation including but not limited to weather, power/internet outage, health or State of Emergency.

Short-Term Disruption

The Library facility (BUR) will generally be delayed or closed for inclement weather conditions consistent with the closings of the Burnt Hills-Ballston Lake School District but may be reopened at the discretion of the Library Director.

In the event of an emergency, or lack of heat or power, BUR facility may be closed at the discretion of the Library Director or Board President. In the event of an emergency, the Person in Charge (PIC) will contact the Library Director or Board President.

In addition:

- A message regarding the closing will be posted on social media and the Library website.
- The facility closing will be listed on School Closing Network.
- If staff are at the Library when the decision to close is made, a note will be posted on the door and updated on the digital sign if possible.
- In the event that the Library facility closes during a staff shift, the staff will be paid for their full shift.
- Hourly staff scheduled for subsequent shifts may be notified not to report to work and will not be paid.

Minimum staffing level for a temporary period of time (one week or less) is defined as three healthy employees available to be present at BUR during business hours with a maximum 7-hour work day and 35-hour work week per full-time employee, and no more than 17.5 hours per part-time employee.

Long-Term Disruption

In the event that Library operations are impacted for an extended period of time (one week or more) BUR may be required to operate with limited staffing and/or take unique measures, including service restrictions, limited hours of operation, and possible facility closure or relocation. As recovery from a pandemic, fire, or other long-term emergency may be slow, it is important to ensure that the core activities of BUR can be maintained for several weeks or more with limited staff and reduced hours.

In the event of a long-term emergency, the Library will follow any mandated order or recommendation for closure issued by public health or government officials at the local, county, or state level. The Library will endeavor to follow all federal and state recommended operational guidelines.

If for any reason the Library Director is unable or unavailable to perform his/her responsibilities, the Board President must be notified and the Board of Trustees must approve a designee staff member who will immediately assume administrative authority and responsibility for all library operations.

The minimum number of qualified staff necessary to provide service safely and efficiently will be determined by the Library Director or designee.

At the discretion of the Library Director or designee, BUR may close the facility, reduce its operating hours, or limit services temporarily in the event that there is insufficient staff to maintain appropriate staffing levels or if BUR is unable to maintain adequate health and safety protection for staff. In the event of facility closure or reduction in operating hours, the Library Director or designee will maintain communication with the Board of Trustees and staff and follow the procedures outlined below. A sign will be placed on the exterior drop box discouraging patrons from returning materials; the drop box will be serviced for as long as feasible. To provide service safely and efficiently, the following actions may be taken at the discretion of the Library Director or designee:

- Restricted access to meeting room spaces, use of equipment and educational items.
- Reduction of business hours.
- Reduction of building capacity.
- Cancellation or change of format for special events, educational sessions, and meetings.
- Suspension of some or all deliveries to Library including shipments and Inter Library Loan.
- Closure of the building.

Library System

In the event of a facility closure of more than five business days, the Southern Adirondack Library System (SALS) will be notified and asked to remove the Town of Ballston Community Library from the Request Manager list for holds. As soon as a re-open date is confirmed, SALS will be notified of the date. No overdue charges will be assessed for library materials during this period.

Staffing

The minimum staffing level, defined above, will be maintained if possible. An inability to maintain this temporary minimal level will result in reduced hours or the closing of the Library facility. To protect staff, the following actions may be taken at the discretion of the Library Director or designee:

- Increased health and safety measures following all recommended county, state, and federal guidelines.
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open or closed hours.
- If the Library building is open, employees are expected to report to work on time as scheduled. If the Library facility is closed or hours reduced, healthy employees may be assigned work-at-home tasks to be completed in their paid hours. Accommodations and work-at-home assignments will be given to employees by the Library Director or designee, and staff shall be compensated for hours worked.
- Employees who come to work sick, or who become sick at work, will be sent home.
- Large work events and non-essential work-related travel will be cancelled or postponed during the emergency period.

Communication

In the event of curtailed hours or facility closure, employees may be asked to work from home and will be in communication electronically and by phone. Effective communication is a priority. Information and updates will be posted on the library's website homepage, social media, through local media, and on the digital sign. Every effort will be made to keep the information current.

The Board of Trustees will remain in communication electronically and by phone and will continue to meet monthly, at the discretion of the Board President.

Prioritization of Services

Priority will be given to the following essential services:

- Information services online, by phone, or via email/text
- Payroll
- Accounts payable and receivable
- Facility maintenance

In the case of reduced staffing or reduced business hours, the Library Director or designee will prioritize service-related tasks and assign the daily work plan to staff via email/text or phone. All employees working from home will document approved activities and submit to their supervisor for approval.

The Library Director or designee shall continue to submit payroll and accounts payable and receivable.