



## **BOARD OF TRUSTEES MEETING**

### **January 11, 2022 Agenda**

#### **ANNUAL MEETING**

1. Call to order – 6:30 PM.
2. Pledge of Allegiance.
3. Election of 2021 Officers.
  - President
  - Vice President
  - Secretary Finance Officer
4. Appointment of Treasurer.
5. Appointment of Town Board and Bancroft Trust representatives.
6. Establish regular monthly meeting time and dates for 2022.
7. Designate the Official newspaper for Bancroft Public Library.

#### **REGULAR MEETING**

1. Call to Order.
2. Adoption of agenda.
3. Minutes – approval of the December 7, 2021 meeting minutes.
4. Public comments.
5. Finance Officer's report.
  - Budget amendment (Attachment #1).
6. Correspondence.
7. Library Director's report.
8. Committee reports.
  - Library Courtyard.
9. Old business.
  - 2019/2020 State aid for library construction grant.
  - 2020/2021 State aid for library construction grant.
    - Draft RFP (Attachment #2).
  - 2021/2022 Challenge Grant.
  - COVIC -19 Temporary Operation Policy.
  - Gutters and downspouts over Library and Proudfit Hall entrances.

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10. New business.

- Review Library Operation Policy re: fines (Attachment #3).

11. Executive session – Library Director annual performance review.

12. Other business.

13. Public comments.

14. Next meeting – February 8, 2022.

15. Adjournment.

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## BANCROFT PUBLIC LIBRARY 2022 BUDGET

### Revenues and Other Sources

L2082	Library Fines and Fees	\$1,000.00
L2360	Town of Salem	\$32,000.00
L2360	Salem CSD/Library Tax	\$29,775.00
L2401	Interest and Earnings	\$400.00
L2705	Gifts and Donations	\$5,000.00
L3840	NYS Aid (LLSA through SALS)	\$1,382.00
	<b>Total Revenues</b>	<b>\$69,557.00</b>
	<b>Appropriated Fund Balance</b>	<b>\$2,356.00</b>

**Total Revenues and Other Sources** **\$71,913.00**

### Expenditures

L7410.1	Library Director	\$23,432.00
L7410.1	Deputy Director	\$15,835.00
L7410.11	Staff	\$3,500.00
L7410.2	Circulating Items	\$12,000.00
L7410.4	Contractual*	\$12,800.00
L9010.8	Retirement	\$1,046.00
L9030.8	SS/Med Employer Match	\$3,300.00

**Total Expenditures** **\$71,913.00**

<b>Contractual Detail</b>	
<i>Library Materials</i>	<i>\$4,000.00</i>
<i>Software</i>	<i>\$500.00</i>
<i>Joint Automation Svcs</i>	<i>\$4,300.00</i>
<i>Postage</i>	<i>\$60.00</i>
<i>Telephone</i>	<i>\$540.00</i>
<i>Miscellaneous</i>	<i>\$3,400.00</i>
<i>Total</i>	<b><i>\$12,800.00</i></b>



## WINDOW REPLACEMENT PROJECT

### LEGAL NOTICE REQUEST FOR PROPOSALS

The Bancroft Public Library is seeking written proposals for the following project to be performed at the Bancroft/Proudfit Building at 181 S. Main Street, Salem, New York:

**WINDOW REPLACEMENT** to supply and install five (5) Low-E, historically accurate, double-hung windows and one (1) Low-E, historically accurate picture window in library space and Proudfit Hall.

All sealed bid proposals must be received by 6 PM on Tuesday, March 8, 2022 at the Bancroft Public Library, 181 S. Main Street, Salem, NY 12865. All sealed bids will be opened and read publicly at the March 8, 2022 Bancroft Public Library Board of Trustees meeting. Specifications may be found at the Bancroft Public Library and on its website at <https://www.bancroftlibrary.org/>. The Board of Trustees of the Bancroft Public Library reserves the right to reject any and all bids.

### PROJECT SPECIFICATIONS

#### WINDOW REPLACEMENT

- Supply and install one (1) south-facing and two (2) west-facing, double-hung windows in Proudfit Hall.
- Supply and install one (1) south-facing window in the Library.
- Supply and install two (2) south-facing, double-hung windows in the Peg Culver Reading Room.
- All windows must be low-E and painted to match existing finishes with jamb locks.
- The opening of the south-facing Reading Room window adjacent to old fire truck bays must be bricked and the interior finished to match the Reading Room window adjacent to the Library, including:
  - Installing a new sill after the mason completes the brickwork on the outside.
  - Installing studs and sheetrock inside to match the adjacent window.
  - Priming and painting the area under the new window to match the existing as closely as possible.
- Clean and remove all job-related debris.

**NOTICE:** This construction project is subject to the New York State Prevailing Wage law.

\\janet-pc\documents\wpdocs\bancroft library\grants\2021 challenge grant>window replacement project specifications.docx

## **BANCROFT PUBLIC LIBRARY**

### **LIBRARY OPERATIONS POLICY**

**Hours:** The Board of Trustees shall establish the Library hours. A paid library staff member will be present when the library is open. Parties requesting access to the Library when it is not open shall obtain approval from the Library Director. Permission may be granted to use the library if space and staff are available. The party granted access will be required to reimburse the Library in advance for the cost of providing a library staff member, at an hourly rate established by the Board of Trustees.

The Library will be closed on the following holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day & Indigenous Peoples Day, Veterans' Day, Thanksgiving Day, Christmas Eve, and Christmas Day, New Year's Eve.

**Material Selection:** The ultimate responsibility for selection of Library materials rests with the Library Director who operates within the framework of the policies determined by the Bancroft Library Board of Trustees. This responsibility may be shared with other members of the Library staff; however, because the Library Director must be available to answer to the Library Board and the general public for actual selections made, the Library Director has the authority to reject or select any item contrary to the recommendations of the staff.

**Weeding:** An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees.

**Borrowing:** Books, including audio books, may be borrowed for three weeks and renewed three times. New/popular materials are loaned for two weeks and can be renewed once. DVDs may be borrowed for one week and renewed once; DVD sets may be borrowed for two weeks and renewed once.

Special arrangements may be made for borrowing materials.

Anyone residing in the Salem School District, or who is a patron of a SALS member library, is welcome to use the Bancroft Library. A child may register at any age, but must have a parent's or guardian's signature until age fourteen. A card issued at the Bancroft Public Library may be used at any library in the Southern Adirondack Library System (SALS), and a card issued by any SALS Library may be used at the Bancroft Public Library. A full list of SALS Libraries is available at the front desk.

Application can be made by seasonal residents or short-term visitors for a Bancroft Public Library card.

**Fines:** Fines for overdue books are \$0.10/day, \$1.00/day for DVDs. Juvenile books are exempt from this fine policy.

Lost or damaged books or other materials must be paid for by the borrower. Materials not returned 30 days after their due date shall be considered lost and the borrower will be billed. The librarian has the authority to restrict a delinquent borrower's privileges. Further checkouts of materials and public computer access will be restricted until fines are less than \$5.00.

Police action can be taken to retrieve unreturned materials.

## LIBRARY OPERATIONS POLICY

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**Cash Handling Procedures:** All staff will have the authority to collect fines and fees, which will be placed in the locked cash drawer. Reconciling the drawer is the responsibility of the Library Director, and will be done on a weekly basis, as the amount of money the library handles is relatively small. The Library Director will print out a cash drawer report and a printer fees report weekly to keep on file. The total amount of these reports will be used to reconcile the cash drawer. All fines and fees will be given to the Treasurer for deposit.

**Proudfit Hall Community Room:** The Library has access to the Proudfit Hall community room for Library-related programs at no charge. The Town of Salem and Bancroft Public Library will assume no responsibility for injury or loss of property while using the community room. No alcohol or smoking is allowed in the building. The door between the Library and community room shall be closed and locked except when the Library is open.

The Proudfit Hall Community room is also used for the Town of Salem Justice Court. The Town Justice and Court Clerk are permitted to go through the Library to access the justice's office. The Town Justice, Court Clerk, and attorneys are allowed to use the Peg Culver Reading Room in the presence of the Town Justice. The Town Justice must be present at all times when the Peg Culver Reading Room is used for court business and the Library is closed. No other parties (e.g. defendants, etc.) are permitted in the Library, including the Peg Culver Reading Room, when the Library is closed.

**Adopted:** February 5, 2019

**Revised:** July 7, 2020

**Revised:** December 7, 2021