



BOARD OF TRUSTEES MEETING

August 16, 2022 Agenda

1. Call to Order – 6:30 PM.
2. Pledge of Allegiance.
3. Adoption of agenda.
4. Minutes – approval of the July 12, 2022 meeting minutes.
5. Public comments.
6. Finance Officer's report.
7. Correspondence.
8. Library Director's report.
9. Committee reports.
 - Library Courtyard.
10. Old business.
 - 2020/2021 State aid for library construction grant.
 - Floor covering in Proudfit Hall.
 - Outside sign.
 - Proudfit Hall open house?
 - Senior program (to be reevaluated at November meeting).
11. New business.
 - Annual requirement for Trustee Training (Attachment #1).
 - NY State Aid for Library Construction (Attachment #2).
 - Exterior Video Surveillance (Attachment #3).
 - Draft Video Surveillance Policy (Attachment #4).
 - 2023 Budget.
 - Other business.
12. Public comments.
13. Next meeting – September 13, 2022.
14. Adjournment.

From: [Dallas, Sara](#)
To: [sals-directors \(All directors at all SALS libraries\)](#); [SALS Board of Trustees](#); [SALS-Pres \(All SALS libraries board presidents\)](#)
Cc: [Freudenberger, Erica](#); [Ryder, Jill](#); [Scott, Jack](#); [Smith, Colleen](#); [DeSignore, Pamela](#)
Subject: Required Trustee Training
Date: Wednesday, July 20, 2022 12:14:12 PM
Importance: High

Hi All,

I am sharing information about the new required trustee training for all member library and SALS trustees.

Every trustee, **beginning January 1, 2023** must complete a minimum of **two hours of trustee education** each year. ([Education Law 260-d](#) added by Chapter 468 of the Laws of 2021).

- SALS and other public library systems are among the approved educational providers.
- The trustee education may be done in-person or online.
- The state has provided a Self-Assurance Form to help each trustee record attendance. "[Self-Assurance Form](#)"
 - The trustee training will be tracked by each library and will be reported to the state via the Annual Report for Public and Association Libraries. A [sample form](#) is provided by the State Library to assist with reporting.

For more information regarding the new trustee education requirements, here is a link to the Frequently Asked Questions:

<https://www.nysl.nysed.gov/libdev/trustees/education.htm>

SALS will continue to provide and promote training opportunities. If you have any questions, please call me.

Sara

Director Southern Adirondack Library System
518-584-7300 ext 205
518-859-0742

American Library Association Executive Board – July 2022-June 2025
Albany Public Library (NY) Vice President of Finance Board of Trustees
Freedom to Read Foundation – Trustee
LeRoy Merritt Foundation – Trustee

Capital District Library Council – Board of Trustees
ALA Core Values Task Force - Chair

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From: [Stokem, Lori](#)
To: donoghue.edward.a@gmail.com
Subject: FW: NYS Construction
Date: Wednesday, July 20, 2022 11:38:25 AM

Hi Ed---Just checking to make sure this isn't anything we need to do for this year.

Lori

From: Dallas,Sara <sdallas@sals.edu>
Date: Wednesday, July 20, 2022 at 11:13 AM
To: sals-directors (All directors at all SALS libraries) <sals-directors@sals.edu>
Cc: Freudenberger, Erica <EFreudenberger@sals.edu>, Ryder, Jill <jryder@sals.edu>, Scott, Jack <JScott@sals.edu>, SALS Board of Trustees <salsboard@sals.edu>, Smith, Colleen <csmith@sals.edu>, DelSignore, Pamela <pdelsignore@sals.edu>
Subject: NYS Construction

Hi All,

The applications for NY State Aid for Library Construction are due to SALS by the end of August 2022. The SALS Board of Trustees will review the projects at the SALS September 20, 2022 Board Meeting.

I would like to bring to your attention the Frequently Asked Questions page
<https://www.nysl.nysed.gov/libdev/construc/faq.htm>

Of special note:

Q: If a library/library system received construction aid funding in the past, is it eligible to apply again under the 2022-2026 State Aid for Library Construction?

A: Yes. A library/library system can submit a project application for funding in 2022-2026 even if a previously funded project remains open.

Please note, a library/library system cannot receive funding for the same project more than once. The project for which funding is being requested in 2022-2026 must be different from any project(s) funded previously.

For example, if the library replaced the roof using these funds in the past, the library can not request the funds to install a more energy efficient roof.

If you have any questions, please call me –

Sara D.

Director Southern Adirondack Library System

518-584-7300 ext 205

518-859-0742

American Library Association Executive Board – July 2022-June 2025
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BANCROFT PUBLIC LIBRARY SECURITY CAMERA PROPOSAL

This is a proposal for security cameras at the Bancroft Library.

The proposed purpose is to prevent vandalism.

Using the existing light sockets is the most time/cost effective way of putting security in.

Using the existing light sockets, adapters can be installed to operate 2 Wi-Fi cameras and a regular LED light. The total load on the original socket will still be less than the original single bulb.

To cover the areas by sidewalks will take approximately 6 cameras. The back of the library would take approximately 6 more. If the library prefers to have only certain things covered, less can be used. A minimum of 5 would be recommended for the front door and main sidewalk areas. But any amount can be started with, then later added to.

These Wi-Fi cameras can be connected to the Tuya Smart app

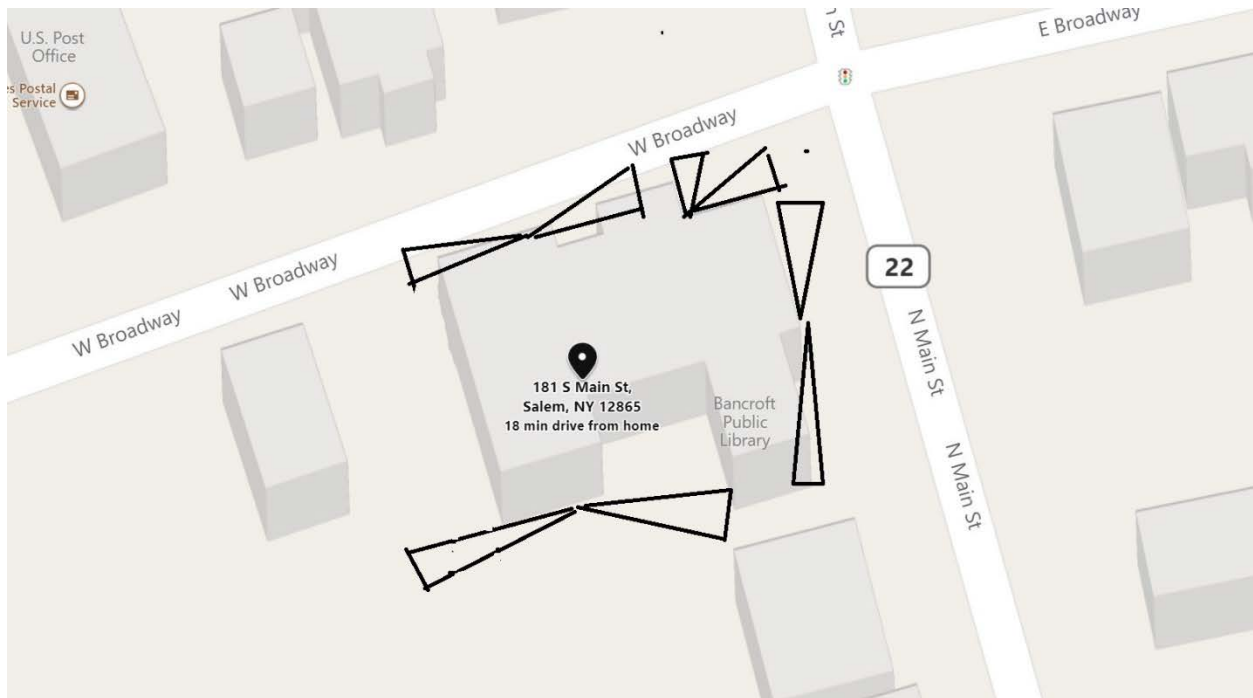
(<https://play.google.com/store/apps/details?id=com.tuya.smart&gl=US>)

or Smart Life app

(<https://play.google.com/store/apps/details?id=com.tao.wiz&gl=US>) and shared among employees.

Or similar apps available on Google Play. The app will be able to view and control the cameras remotely.

Cameras are shown based upon best reviews available. This shows coverage roughly for the library.



BANCROFT PUBLIC LIBRARY SECURITY CAMERA PROPOSAL

- ☐ These will be the basis memory for the units.



- [PNY 128GB Elite Class 10 U1 microSDXC Flash Memory Card 2-Pack - 100MB/s, Class 10, U1, Full HD, UHS-I, Micro SD](#)
- In Stock
- & [FREE Returns](#)
- Capacity: 128GB
- Style: FLASH CARD - 2 PACK

Qty:

Qty:4 Delete Save for later Compare with similar items

\$25.99



- [DiCUNO 3 in 1 E26 Light Socket Splitter Adapter, Standard Base LED Bulb Converter, 360 Degrees Adjustable 180 Degree Bendable, 3 Way Bulbs Socket Holder](#)
- In Stock

BANCROFT PUBLIC LIBRARY SECURITY CAMERA PROPOSAL

- & [FREE Returns](#)
- Size: 3 in 1 E26 Socket

Qty:

Qty:4

Delete	Save for later	Compare with similar items
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\$9.99



- [Leviton 1221-2IL 20-Amp, 120/277-Volt, Toggle Locking Single-Pole AC Quiet Switch, Extra Heavy Duty Spec Grade, Ivory , Brown](#)
- In Stock
- & [FREE Returns](#)
- Color: Image

Qty:

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\$13.84



BANCROFT PUBLIC LIBRARY SECURITY CAMERA PROPOSAL



- [\(4PCS\) WiFi Light Bulb Camera Outdoor, Pan Tilt Full HD 1080P Wireless Security IP Camera for Home Security, Motion Detection, Two-Way Audio, Indoor Outdoor Security Camera System\(4PCS\) WiFi Light Bulb Camera Outdoor, Pan Tilt Full HD 1080P Wireless Security IP Camera for Home Security, Motion Detection, Two-Way Audio, Indoor Outdoor Security Camera System](#)
- In Stock
- Shipped from: [XiangYangXiangYunMaoYiYouXianGongSi](#)
- Color: 4 PCS

Qty:

Qty:2

\$98.98



- [Video Surveillance Sign, All Activities Are Monitored - 2/4 Pack - 7 x 10 Inches Rust Free .040 Aluminum Reflective - UV Protected, Waterproof, Weatherproof and Fade Resistant - 4 Pre-drilled HolesVideo Surveillance Sign, All Activities Are Monitored - 2/4 Pack - 7 x 10 Inches Rust Free .040 Aluminum Reflective - UV Protected, Waterproof, Weatherproof and Fade Resistant - 4 Pre-drilled Holes](#)
- In Stock
- & [FREE Returns](#)

BANCROFT PUBLIC LIBRARY
SECURITY CAMERA PROPOSAL

- Size: 10"x7"-2 park

Qty:

Qty:3

Delete

Save for later

Compare with similar items

\$10.99

Subtotal (17 items): \$430.21

Another option uses online storage to hold the images. Online storage is generally up to 10 dollars a month.

BANCROFT PUBLIC LIBRARY

VIDEO SURVEILLANCE POLICY

In order to maintain a safe and secure environment for staff and patrons, the Bancroft Public Library ("Library") employs a video surveillance system outside the building including the courtyard. Video surveillance shall only be used for the protection and safety of library staff, patrons, assets, and property.

Video surveillance cameras will be positioned to record only those areas required to maintain a safe and secure environment in compliance with Library policies. Video camera locations shall not be changed or added without the permission of the Bancroft Public Library Board of Trustees. Video cameras shall not be placed in areas where there is a reasonable expectation of privacy. Signs informing the public of video surveillance shall be posted in the area cover by video surveillance

Video surveillance records will ordinarily be maintained for a minimum of 14 days, and shall be stored in a manner designed to ensure that access to the records is restricted to authorized personnel as determined by the Library Director.

Video surveillance records shall not be used or disclosed except as specifically authorized herein. They may be used to help identify individuals who have violated Library rules or policies or applicable laws, or who have engaged in activity considered disruptive. Video surveillance records evidencing such violations or activities may be used to support appropriate disciplinary action and/or disclosed to law enforcement agencies. Requests for the disclosure of video surveillance records shall be addressed on a case by case basis subject to and in accordance with applicable laws.

Adopted: