



BOARD OF TRUSTEES MEETING

October 11, 2022 Agenda

Review of Vouchers – 6:30 PM.

1. Call to Order – 6:45 PM.
2. Pledge of Allegiance.
3. Adoption of agenda.
4. Minutes – approval of the September 13, 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.
 - Annual requirement for Trustee Training.
 - Website donations link.
 - Cyber Insurance.
 - Exterior Video Surveillance (Attachment #1).
 - Draft Video Surveillance Policy (Attachment #2).
 - 2023 Draft Budget (Attachment #3).
 - Bancroft Classics, senior program (to be reevaluated at November meeting).
11. New business.
 - Other business.
12. Public comments.
13. Next meeting – November 8, 2022.
14. Adjournment.

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

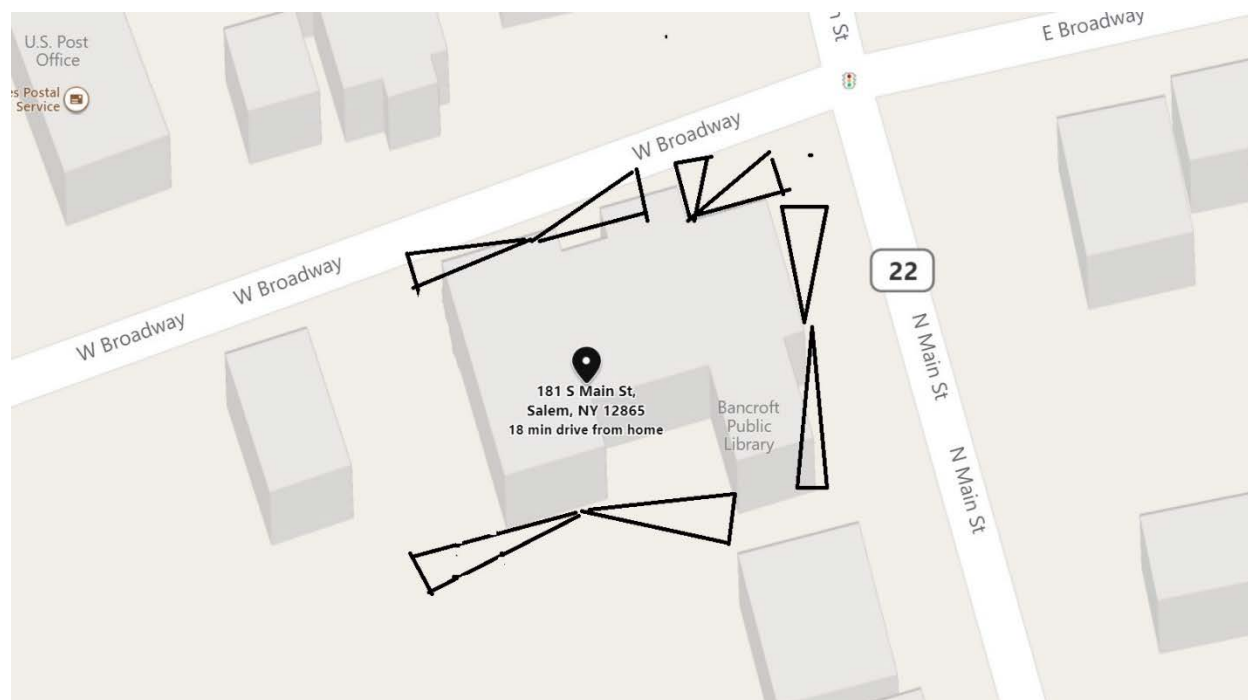
(<https://play.google.com/store/apps/details?id=com.tuya.smart&gl=US>)

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

\$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:4

Delete	Save for later	Compare with similar items
--------	----------------	----------------------------

\$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:

Qty:4

Delete	Save for later	Compare with similar items
--------	----------------	----------------------------

\$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](#)
- Size: 10"x7"-2 pack

Qty:

Qty:3

\$10.99

Subtotal (17 items): \$430.21

BANCROFT PUBLIC LIBRARY SECURITY CAMERA PROPOSAL

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

These cameras are self-contained and powered by the light socket they are installed in.

They are available in the Tuya App. This app can access any device but one at a time. Not meant for surveillance, but security.

If the library does not have a device to connect to these cameras already, **any Apple or Android device that can access it AppStore.** I will list 2 possibilities. The chosen devices are for Price/Performance.

Chromebook: Dell Chromebook 3100 \$259

[https://www.dell.com/en-us/shop/dell-laptops-and-notebooks/chromebook-3100-education/spd/chromebook-11-3100-laptop?cjevent=f7ec080b3cfa11ed82e902cc0a82b821&publisher=&cjdata=MXxOfDB8WXww&gacd=9646510-23736410-5750457-266322766-127797014&dgc=af&VEN1=13003219-9041660-zd-042143ca15a2444ab971ef44dd2f3a42-dtp-CNET%20Media%20Group%20\(Commerce\)-https://www.dell.com/en-us/work/shop/dell-laptops-and-notebooks/chromebook-3100-education/spd/chromebook-11-3100-laptop&dclid=CKC3-LbBsPoCFWq3swodB2wKmA&nclid=R_MsE62N5OSkfuBa4uaDuTSusjl6VCG_AJj0sX07npWUvVpe7TQ7StFpG1wJbsK](https://www.dell.com/en-us/shop/dell-laptops-and-notebooks/chromebook-3100-education/spd/chromebook-11-3100-laptop?cjevent=f7ec080b3cfa11ed82e902cc0a82b821&publisher=&cjdata=MXxOfDB8WXww&gacd=9646510-23736410-5750457-266322766-127797014&dgc=af&VEN1=13003219-9041660-zd-042143ca15a2444ab971ef44dd2f3a42-dtp-CNET%20Media%20Group%20(Commerce)-https://www.dell.com/en-us/work/shop/dell-laptops-and-notebooks/chromebook-3100-education/spd/chromebook-11-3100-laptop&dclid=CKC3-LbBsPoCFWq3swodB2wKmA&nclid=R_MsE62N5OSkfuBa4uaDuTSusjl6VCG_AJj0sX07npWUvVpe7TQ7StFpG1wJbsK)

Tablet: Lenovo Tab P11 Plus \$389

https://www.amazon.com/dp/B0B2KTG62P/ref=vp_d_ac_sub_sp_pd?encoding=UTF8&pf_rd_p=961d9a96-6211-416c-9790-a001f78bdcabc&pf_rd_r=9M2ZPZGGH7SCKGAJCMKF&pd_rd_wg=wLe6p&pd_rd_i=B0B2KTG62P&pd_rd_w=lpb4r&content-id=amzn1.sym.961d9a96-6211-416c-9790-a001f78bdcabc&pd_rd_r=daa51d9b-1241-464a-b025-66f89c57aeac

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:

BANCROFT PUBLIC LIBRARY--DRAFT 2023 BUDGET

Revenues and Other Sources		2022	2023
L2082	Library Fines and Fees	\$1,000.00	\$1,000.00
L2360	Town of Salem	\$32,000.00	\$34,000.00
L2360	Salem CSD/Library Tax	\$29,775.00	\$38,775.00
L2401	Interest and Earnings	\$400.00	\$200.00
L2705	Gifts and Donations	\$5,000.00	\$0.00
L3840	NYS Aid (LLSA through SALS)	\$1,382.00	\$1,434.00
Total Revenues		\$69,557.00	\$75,409.00
Appropriated Fund Balance		\$5,856.00	\$2,932.00
Total Revenues and Other Sources		\$75,413.00	\$78,341.00

Expenditures

L7410.1	Library Director	\$23,432.00	\$24,864.00
L7410.1	Deputy Director	\$15,835.00	\$16,802.00
L7410.11	Staff	\$7,000.00	\$7,380.00
L7410.2	Circulating Items	\$12,000.00	\$12,000.00
L7410.4	Contractual Detail*	\$12,800.00	\$12,995.00
L9010.8	Retirement	\$1,046.00	\$500.00
L9030.8	SS/Med Employer Match	\$3,300.00	\$3,800.00
Total Expenditures		\$75,413.00	\$78,341.00

\$0.00

Contractual Detail*		
<i>Library Materials</i>	<i>\$4,000.00</i>	<i>\$4,000.00</i>
<i>Software</i>	<i>\$500.00</i>	<i>\$500.00</i>
<i>Joint Automation Svcs</i>	<i>\$4,300.00</i>	<i>\$5,565.00</i>
<i>Postage</i>	<i>\$60.00</i>	<i>\$120.00</i>
<i>Telephone and Internet</i>	<i>\$540.00</i>	<i>\$1,810.00</i>
<i>Miscellaneous</i>	<i>\$3,400.00</i>	<i>\$1,000.00</i>
<i>Total</i>	<i>\$12,800.00</i>	<i>\$12,995.00</i>