



BOARD OF TRUSTEES MEETING

February 14, 2023 Agenda

Audit 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 January 16, 2023 meeting minutes.
5. Public comments.
6. Finance Officer's report.
7. Correspondence.
8. Library Director's report.
9. Committee reports.
 - Library courtyard.
 - Library floor covering.
10. Old business.
 - Proudfit Hall floor covering.
 - Outside sign.
 - Website donations.
 - Cyber insurance.
 - SALS 2023 Construction Challenge grant.
11. New business.
 - Library Operations Policy (Attachment #1).
 - Notary Services Policy (Attachment #2).
 - School Funding Proposition for May Ballot (Attachment #3).
 - 2022 NYS ED Annual Report.
 - Trust member's annual review of [Conflict of Interest Policy](#).
 - Other business.
12. Public comments.
13. Next meeting – March 14, 2023.
14. Adjournment.

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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 all federal holidays, Christmas Eve, and New Year's Eve. 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. Story time bags may be borrowed for two weeks and renewed one time. Kits (cursive, insects, bird, etc.) may be borrowed for two weeks and renewed one time. Circulating games may be borrowed for one week and renewed one time. Circulating games must be returned inside the Library and not in the outside book drop box.

Museum and attraction passes should be reserved in advance of date of intended use. They can be picked up two(2) days in advance and must be returned no later than two (2) days after use.

Special arrangements may be made for borrowing materials.

Anyone residing in the Salem School District, or who is a local residents and patrons of a Southern Adirondack Library System (SALS) or Mohawk Valley Library System (MVLS) member library, is are 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) or MLVS Library, and a card issued by any SALS or MVLS Library may be used at the Bancroft Public Library. A full list of SALS and MVLS Libraries is available at the front desk.

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

Commented [ED1]: Proposal is to encourage return of passes in timely fashion to provide for maximum use. Library currently does not have a system in place for people to reserve the passes for a specific date. Holds can be placed the way they can for a book. Currently, museum passes are set to a 1 week loan.

LIBRARY OPERATIONS POLICY

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Fines: Bancroft Public Library has eliminated overdue fines to ensure equitable access to Library resources.

What items are fine free? There are no overdue fines for books, audiobooks, circulating games, story time bags, kits, DVDs, CDs, and magazines.

What about other library materials? There will still be overdue fines on items including, but not limited to: museum and attraction passes, and out-of-system Interlibrary Loan (ILL). A fine of \$5.00 a day shall be charged for overdue return of museum and attraction passes. If you check out materials while visiting another SALS/MVLS library, you could still be charged fines based on that library's fine policy (some have fines, some do not). Replacement fees and processing charges for lost or damaged items still apply.

How will the Library get people to return borrowed materials? "NO FINES" does not mean "NO RESPONSIBILITY". Materials will still have due dates and you are expected to return materials on time. Materials that are thirty days overdue are assumed lost and you will be charged for replacement and processing costs. Staff will discuss the item replacement process with patrons.

If you have \$5.00 or more in charges or five or more overdue items on your library card, you will be prohibited from borrowing library materials and use of public computers.

Starting at sixty days after your account reaches \$250.00 in charges, your account may be sent to a collection agency. A fee to cover collection costs will be placed on your account. Please return your materials in a timely manner to prevent this from happening.

Will I still receive reminders about returning materials?

<u>NOTICE</u>	<u>WHEN</u>
<u>Reminder</u>	<u>3 days before item is due</u>
<u>Overdue</u>	<u>14 days overdue</u>
<u>Bill</u>	<u>30 days overdue</u>

Notices are sent via email or text. Please see Library staff to update your account and select your notification options.

Many patrons consider their late fines as a donation to the Library. If you would like to make a donation, you can do so. 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 penalties owed are paid.

Police action can be taken to retrieve unreturned materials.

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.

Commented [ED2]: Library doesn't currently have any fines set at this rate. Proposal is to allow for maximum use of passes. Alternately why would someone bother to return it if they owe \$10+, especially something like our Fort Ticonderoga pass which cost nothing for the library/Friends to get.

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Proudfit Hall Community Room: The Library has access to the Proudfit Hall community room for Library-related programs at no charge. See the Proudfit Hall Rental – Usage Policy. The Bancroft Trust, Town of Salem and Bancroft Public Library will assume no responsibility for injury or loss of property while using the community room. 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, December 7, 2021, May 10, 2022 ~~and~~, December 13, 2022 and February 14, 2023

BANCROFT PUBLIC LIBRARY

NOTARY SERVICES POLICY

Notary services are offered at Bancroft Public Library. The Library makes no guarantees or warranties concerning the availability of notaries at any given time. Appointments are recommended

Bancroft Public Library employees who hold a valid New York State Notary license are available on-site to provide notary services to patrons who visit the library.

Library notary publics are required to follow all New York State and applicable local laws and regulations governing notary services.

The Library will pay the cost of training for Library Director and Deputy Director to become a notary public and to maintain his or her license.

Notary services are available to patrons who visit the Library, subject to the following parameters:

- Notary services are offered during regular library hours. Customers seeking notary services should call the Library at 518-854-7463 prior to their visit to ensure that a notary is available. Notary service is on a first come, first served basis and cannot be guaranteed to customers who do not call in advance.
- Notary service is not available in the thirty minutes prior to the time of closing.
- A patron may be limited to 2 notarizations per day. A notarization consists of one signature and one stamp.
- The library does not charge for a notarization.
- Any patron utilizing the Library's notary services must personally appear, present a valid New York State driver's license or other government-issued photo identification and sign before the notary public. The Library does not offer Remote Notarization under any circumstances.
- The Library's notary service is not available for deeds, and other real estate documents (i.e., mortgages and satisfactions of mortgages), wills, living wills, trusts, codicils, powers of attorney or depositions. Certain public documents cannot be copied and notarized: examples are: birth certificates, death certificates, and marriage certificates.
- Notaries cannot pre-date or post-date a document or act, prepare a legal document or notarize documents in which they have a personal interest. Notaries may not notarize blank forms.
- The Library will not provide witnesses, and witnesses may not be solicited from other staff members or patrons using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid New York State driver's license or other government-issued photo identification.
- Since the notary must be able to read and understand what he or she has been asked to notarize, documents in any language other than English will not be notarized at the Library.
- Library Notaries are not permitted to make use of a translator to communicate with a notary service customer.
- Library notary publics are not attorneys licensed to practice law, and he/she may not give legal advice.
- The Library and the Library Notary reserve the right to refuse notary services at any time.

Adopted: February 14, 2023

BANCROFT PUBLIC LIBRARY--ADOPTED 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	\$32,640.00
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	\$74,049.00
Appropriated Fund Balance		\$5,856.00	\$4,292.00
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*		
Library Materials	\$4,000.00	\$4,000.00
Software	\$500.00	\$500.00
Joint Automation Svcs	\$4,300.00	\$5,565.00
Postage	\$60.00	\$120.00
Telephone and Internet	\$540.00	\$1,810.00
Miscellaneous	\$3,400.00	\$1,000.00
Total	\$12,800.00	\$12,995.00