



## **BOARD OF TRUSTEES MEETING**

### **June 13, 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 May 9, 2023 meeting minutes.
5. Public comments.
6. President's report.
7. Finance Officer's report.
8. Correspondence.
9. Library Director's report.
10. Committee reports.
  - Library courtyard.
11. Old business.
  - ADA project warrantee repairs.
  - Proudfit Hall floor covering.
  - Cyber insurance.
  - SALS 2023 Construction Challenge grant – Bid Opening.
12. New business.
  - Freedom to Read Draft Resolution (Attachment #1).
  - Proudfit Hall Usage Policy and Agreement (Attachment #2).
  - 2023-2024 State Aid for Library Construction (Attachment #3).
  - Other business.
13. Public comments.
14. Next meeting – July 11, 2023.
15. Adjournment.

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**donoghue.edward.a@gmail.com**

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**From:** Stokem, Lori <lstokem@sals.edu>  
**Sent:** Thursday, May 11, 2023 4:56 PM  
**To:** donoghue.edward.a@gmail.com; rebeccalsb@yahoo.com; wilsona9@yahoo.com; Kerbe2570@gmail.com; rachael.a.armstrong@gmail.com  
**Subject:** FW: Resolution against book bans  
**Attachments:** UABB-Template-Resolution(3).docx

Sara asked that I share this with our board.

Lori

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**From:** Dallas,Sara <sdallas@sals.edu>  
**Date:** Wednesday, May 10, 2023 at 2:47 PM  
**To:** sals-directors (All directors at all SALS libraries) <sals-directors@sals.edu>  
**Subject:** Resolution against book bans

Hi All,

I am sharing a template of a resolution against book bans. Please share it with your boards, and hopefully, all of our libraries will pass this resolution.

I am happy to answer any questions you may have regarding this resolution.

Sara

Sara Dallas  
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

If you believe you have received this message in error or do not wish to receive this information via email, please reply to this message.



## Template Resolution Against Book Bans

**WHEREAS**, reading is a foundational skill, critical to future learning and to exercising our democratic freedoms; and

**WHEREAS**, libraries provide access to books that offer teachable moments for readers of all ages and expand our understanding of people with different backgrounds, ideas, and beliefs; and

**WHEREAS**, books are tools for understanding complex issues; and

**WHEREAS**, limiting young people's access to books does not protect them from life's complex and challenging issues; and

**WHEREAS**, young people deserve to see themselves reflected in a library's collection; and

**WHEREAS**, librarians are professionals trained to not impose their own thoughts and opinions on which ideas are right, but to make knowledge and ideas available so that people have the freedom to choose what to read; and

**WHEREAS**, removing and banning books from public libraries or public schools is a slippery slope to government censorship and the erosion of our country's commitment to freedom of expression; and

**WHEREAS**, a large majority of Americans across the political spectrum oppose book bans; and

**WHEREAS**, librarians are professionals trained to not impose their own thoughts and opinions on which ideas are right, but to make knowledge and ideas available so that people have the freedom to choose what to read;

**WHEREAS**, book bans harm communities; then

**THEREFORE, BE IT RESOLVED** that the [members] of this [organization/governing body] endorse the following statement:

*Individuals should be trusted to make their own decisions about what they read and believe. Further, parents should not be making decisions for other parents' children about what they read.*

*We are united against book bans.*

**THEREFORE, BE IT FURTHER RESOLVED** that we as [organization/governing body] will act to protect the rights of [all students/everyone] to access a variety of books, in schools, in libraries, in bookstores, online, and elsewhere.

## **BANCROFT PUBLIC LIBRARY**

### **PROUDFIT HALL RENTAL - USAGE POLICY**

Proudfit Hall is available for both general public and library use. Rental fees collected for the space are managed by the Trustees of the Bancroft Trust for the maintenance of the building.

The Library Director and staff are responsible for keeping the scheduling calendar for the rental/usage of Proudfit Hall. The Proudfit Hall scheduling calendar will be posted on the Bancroft Public Library website.

The Library Director and staff are responsible for collecting any rental fees for Proudfit Hall. The Library Director is responsible for seeing that said fees are given to the Library Treasurer, who in turn will see that the fees are deposited into the account for the Bancroft Trust.

The rental fee for use of Proudfit Hall is \$40.00 per 4-hour period or \$75 for a full day payable at the time the key is picked up, prior to using Proudfit Hall. The rental fee for business or commercial use of Proudfit Hall is \$80.00 per 4-hour period or \$150 for a full day payable at the time the key is picked up, prior to using Proudfit Hall. Special pricing may be available for rentals by the same organization requiring multiple monthly rentals throughout the year.

The Library will have usage of Proudfit Hall for its needs, free of rental fees. The Library Director and/or staff should put the Library on the scheduling calendar as soon as those needs are known, and the space can be used for the Library's purposes without advance notice if Proudfit Hall is not otherwise reserved.

Certain public groups will have use of Proudfit Hall based on its availability, free of charge. These groups are to be determined by the Library Trustees, in consultation with Trustees of the Bancroft Trust, but generally include all non-profit groups, charitable groups, and/or groups associated with the school/education.

Public groups able to use Proudfit Hall rent-free include, but are not limited to, the following:

- Friends of the Bancroft Public Library
- Town of Salem
- American Legion
- American Legion Auxiliary
- Salem Central School, and affiliated groups
- Boy Scouts/Girl Scouts
- 4-H
- County agencies
- Homeschool groups
- Salem Fire Department
- Salem Fire Department Auxiliary
- Salem Rescue Squad
- Salem Rotary Club
- Salem Area Senior Citizens
- Salem Area Women's Club
- Groups raising money to benefit others

## PROUDFIT HALL RENTAL - USAGE POLICY

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When the library is using the space, the Library Director and staff are responsible for following the guidelines set by the Bancroft Public Library Board of Trustees and the Bancroft Trust for usage of Proudfit Hall

The rules for use of Proudfit Hall community room and are as follows, and will be clearly posted within Proudfit Hall. If these rules are not followed, there will be an additional charge for repairing damage, cleaning and/or garbage removal:

- Anyone using the Proudfit Hall community room shall leave it clean, in good condition, and arranged as it was found.
- NO SMOKING or VAPING in building or outside including sidewalk and rear courtyard.
- NO ALCOHOL allowed in building or courtyard.
- Do not attach (tape, pin, etc.) anything on walls, doors or windows.
- Heat should be left at 65 degrees.
- Air conditioning shall be left at 75 degrees.
- Kitchen and any plates, kitchen ware, etc. must be cleaned and returned to storage location, if used.
- Tables must be wiped clean, if used.
- Empty the refrigerator and freezer of personal items before leaving.
- Users are responsible for cleaning the floor covering if soiled while using the room.
- Garbage removal and clean up are the responsibility of the user.
- Turn off all lights when leaving.
- Turn off power to automatic door and lock the entrance door.
- NO OUTDOOR BARBECUING.

Those reserving a room must be 18 or older. If an adult reserves Proudfit Hall on behalf of a group of children, an adult must be present for the duration of the meeting or event.

Groups reserving the room for a meeting or event may create posters or fliers about the event. All advertisements for meetings must prominently and explicitly state that the "BANCROFT PUBLIC LIBRARY IS NOT A SPONSOR OR CONTACT FOR THE EVENT. HAVING A MEETING AT THE PROUDFIT HALL COMMUNITY ROOM DOES NOT CONSTITUTE AN ENDORSEMENT OF THE PROGRAM BY THE BANCROFT PUBLIC LIBRARY". Failure to comply with this requirement will result in the reservation for Proudfit Hall being canceled.

Business and commercial Proudfit Hall renters will provide Town of Salem and Bancroft Trust, P.O. Box 575, Salem, NY 12865 and Bancroft Public Library, P.O. Box 478, Salem, NY 12865 a certificate of (liability) insurance in the amount of \$2,000,000.

The user assumes full responsibility for any personal injury and any loss or damage. The Bancroft Public Library and its Board of Trustees, Bancroft Trust and Town of Salem are hereby absolved from any liability resulting from personal injury or damage to personal property when using the Proudfit Hall. All users will be financially responsible for any damages to the Proudfit Hall Community Room that occur while they are using the space. Failure to pay for repairing damage, cleaning and/or garbage removal will result in not being able to use Proudfit Hall for 5 years.

## PROUDFIT HALL RENTAL - USAGE POLICY

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All users, paying or rent-free, are required to sign the Proudfit Hall – Rental Usage Agreement. All Proudfit Hall- Rental Usage Agreements expire December 31<sup>st</sup>. All Proudfit Hall – Rental Usage Agreements will be kept on file at the Library.

**Approved:** Bancroft Public Library Trustees on May 16, 2022.

**Revised:** Bancroft Public Library Trustees on June 13, 2023

**Approved:** Salem Town Board as successor Trustees to the Bancroft Trust on ~~May 11, 2022~~June 21, 2023.

## BANCROFT PUBLIC LIBRARY

### PROUDFIT HALL RENTAL - USAGE AGREEMENT

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~~Public groups able to use Proudfit Hall and rent-free include, but are not limited to, the following:~~

- ~~• Friends of the Bancroft Public Library~~
- ~~• Town of Salem~~
- ~~• American Legion~~
- ~~• American Legion Auxiliary~~
- ~~• Salem Central School, and affiliated groups~~
- ~~• Boy Scouts/Girl Scouts~~
- ~~• 4-H~~
- ~~• County agencies~~
- ~~• Homeschool groups~~
- ~~• Salem Fire Department~~
- ~~• Salem Fire Department Auxiliary~~
- ~~• Salem Rescue Squad~~
- ~~• Salem Rotary Club~~
- ~~• Salem Area Senior Citizens~~
- ~~• Salem Area Women's Club~~
- ~~• Groups raising money to benefit others~~

The rules for use of Proudfit Hall community room and are as follows, and will be clearly posted within Proudfit Hall. If these rules are not followed, there will be an additional charge for repairing damage, cleaning and/or garbage removal:

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## PROUDFIT HALL RENTAL - USAGE AGREEMENT

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All users, paying or rent-free, are required to sign the Proudfit Hall – Rental Usage Agreement. All Proudfit Hall- Rental Usage Agreements expire December 31<sup>st</sup>.

*By signing this agreement, the user assumes full responsibility for any personal injury and any loss or damage. The Bancroft Public Library and its Board of Trustees, Bancroft Trust and Town of Salem are hereby absolved from any liability resulting from personal injury or damage to personal property when using the Proudfit Hall. By signing this agreement, the users agree to be responsible financially for any damages to the Proudfit Hall community room that occur while using the space. Failure to pay for repairing damage, cleaning and/or garbage removal will result in not being able to use Proudfit Hall for 5 years.*

*I have read the ~~above guidelines~~ Proudfit Hall – Usage Policy for the rental/usage of Proudfit Hall and agree to abide by them.*

_____ <b>Signature of Responsible Party</b>	_____ <b>Printed name</b>
_____ <b>Organization</b> (if applicable)	_____ <b>Street</b>
_____ <b>Date</b>	_____ <b>Town, State and Zip Code</b>
_____ <b>Phone #</b>	_____ <b>Email</b>

*Note: The Courtyard is a public space and private use is not included in the Proudfit Hall rental.*

**Business and commercial renters must sign the statement below.**

*As a business and commercial Proudfit Hall renters I certify that I provided the Bancroft Trust, P.O. Box 575, Salem, NY 12865, with a Certificate of (liability) Insurance in the amount of \$2,000,000.*



PROUDFIT HALL RENTAL - USAGE AGREEMENT

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Signature	Name	Date
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**Approved:** Bancroft Public Library Trustees on May 16, 2022.

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**From:** [Dallas, Sara](#)  
**To:** [sals-directors \(All directors at all SALS libraries\)](#); [SALS Board of Trustees](#); [SALS-Pres \(All SALS libraries board presidents\)](#)  
**Cc:** [Smith, Colleen](#); [Freudenberger, Erica](#); [Ryder, Jill](#); [Scott, Jack](#); [DeSignore, Pamela](#)  
**Subject:** Public Library Construction FY 2023-2024 deadlines and preliminary information  
**Date:** Monday, May 22, 2023 10:16:26 AM  
**Attachments:** [image001.png](#)  
**Importance:** High

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Good Monday morning everyone:

We anticipate the public library construction aid for libraries in the SALS service area to be the same as last year, \$962,584.00.

The public library construction portal is expected to open on **June 7, 2023**.

The completed applications must be submitted through the portal no later than September 5, 2023 to allow the SALS Building Committee the time to review the grant applications before the SALS September board meeting (September 19, 2023).

For more information about the program and process, please visit <https://www.nysl.nysed.gov/libdev/construc/>

We will share the most updated information when it is received, however, [this site](#) can answer some preliminary questions and help you gather the information needed to submit a successful application. Please note, a library may not submit a construction application for a project that was funded in the past.

If you have questions, please feel free to contact either Pamela or me.

Thanks

Sara

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