



BOARD OF TRUSTEES MEETING

February 15, 2024 Agenda

Audit of Vouchers – 6:30 PM.

1. Call to order.
2. Pledge of Allegiance.
3. Adoption of agenda.
4. Minutes – approval of the January 16, 2024 meeting minutes.
5. Public comments.
6. President's report.
7. Finance Officer's report.
8. Correspondence.
9. Library Director's report.
 - Trustee annual training status.
10. Committee reports.
 - Library courtyard.
11. Old business.
 - 2023-2024 State Aid for Library Construction grant (Attachment #1).
 - 2024 SALS Challenge Grant (Attachment #2).
 - Library building expansion.
 - Cyber insurance (Attachment #3).
 - Electronic information sign.
 - Library sign.
12. New business.
 - Trustees Education Policy (Attachment #4).
 - 2023 NYS ED Annual Report.
 - Trust member's annual acknowledgment of [Conflict of Interest Policy](#).
 - Other business.
13. Public comments.
14. Next meeting – March 12, 2024.
15. Adjournment.

c:\users\edonoghue\documents\wpdocs\bancroft library\agendas\2024\feb.docx

BANCROFT PUBLIC LIBRARY RFP

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:

Supply and install three (3) Low-E, historically accurate, double-hung windows in the Library lobby and two (2) Low-E, thermal pane units on the interior of the stained glass transoms. Supply and install two outside electrical outlets on the Main Street side of the building

All sealed bid proposals must be received by 6 PM on Tuesday, **March ?, 2024** at the Bancroft Public Library, 181 S. Main Street, P. O. Box 478, Salem, NY 12865. All sealed bids will be opened and read publicly at the **March ?, 2024** 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

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

1. Install three (3) Low-E historically accurate double hung windows in the north entry of the Library. All interior wood will be painted to match existing color.
2. Install two (2) Low-E thermal pane units on the interior of the stained glass transoms. One (1) in the Library entry door transom and one (1) in the Proudfit Hall entrance off Main Street).
3. All windows must be low-E and painted to match existing finishes with jamb locks on double hung windows.
4. Install two (2) exterior 110 V electric duplex outlets on the Main Street side of the building. One (1) on the north east side of the building, the other on the south east side.
5. Clean and remove all job-related debris.

All sealed bid proposals must be received by 6 PM on Tuesday, **March ? 2024** at the Bancroft Public Library, 181 S. Main Street, P. O. Box 478, Salem, NY 12865. All sealed bids will be opened and read publicly at the **March ?, 2024** Bancroft Public Library Board of Trustees meeting. The Board of Trustees of the Bancroft Public Library reserves the right to reject any and all bids.

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



Replace three windows. Six panes over one pane windows, to be low-E and painted to match existing finishes with jamb locks.



Install low-E window behind stained glass windows above entrances. Paint to match existing finishes.

Install two outside electric outlets, one each on the north and south Main Street corners of the building.

February 1, 2024

Mr. Edward A. Donoghue
President, Board of Trustees
Bancroft Public Library
181 S. Main St
PO Box 478
Salem, NY 12865

384 Broadway
Albany, NY 12207
518.449.5440 tel
518.449.5828 fax

64 Fulton Street
Suite 402
New York, NY 10038
212.619.4881 tel
212.619.4882 fax

Dear Ed,

We understand that the Library wishes to extend the current library space into the unused fire department bays at the west side of the building.

www.jgwaarchitects.com

We propose to prepare a basic schematic design for this work consisting of a floor plan and outline specifications. After the documents are completed and approved by the Library, they can be submitted to your granting agency for funding. Once construction funding is secured, the drawings and specifications that can be used to contract with a builder to carry out the work can be completed under a separate contract.

John G. Waite, FAIA
Douglas G. Bucher
(1947-2023)
Clay S. Palazzo,
AIA, LEED AP
Nancy A. Rankin,
AIA, LEED AP

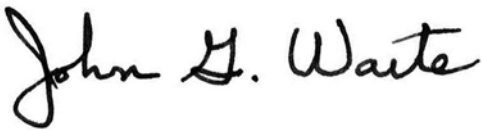
We propose to undertake the preparation of the drawings for a fee of \$5,000. Only architectural services will be provided for this fee. No engineering (MEP) will be provided.

William J. Brandow
Shannon E. Brown,
AIA
Chelle M. Jenkins
Matthew K. Scheidt,
AIA, LEED AP

Matthew Scheidt, who has been responsible for the previous work on the Library, will be project manager for the Bancroft Library project.

Katherine A. Onufer,
AIA, CDT, CSI
(1980-2020)

Sincerely,



John G. Waite, FAIA



Professional Risk Solutions, LLC (NJ)
37 Mountain Blvd, Suite 3
Warren, NJ 07059

Broker: Eric Leibowitz
Phone: (609) 922-1453
Fax:
Email: eleibowitz@one80.com

Attachment # 3
Page 1 of 6

Date Prepared: 12/27/2023

Cyber Liability REVISED Quote Cover Note

Contact: Kevin O'Brien

Insured: **Bancroft Public Library**

Agency: Upstate Agency, LLC

Address: 20 South Street
Glen Falls, NY 12801-

Address: 181 MAIN STREET
PO BOX 478
SALEM, NY 12865

Phone: (518) 792-5841

Fax:

Effective Date: 1/15/2024

Quoted: **Houston Casualty Company Non-Admitted**

Expiration Date: 1/15/2025

Please review the attached quote for policy terms, conditions, and subjectives as offered by the carrier we approached on your behalf. During our brokerage process, we may have had to make some adjustments to the requested coverage, terms, conditions and exclusions from that which were part of your original submission. This quote is intended as an indication of the coverages and associated costs of such.

Please review the carriers subjectivities or request for additional information closely and send such information to us PRIOR TO BINDING via email or Fax them to me at (908) 834-8411. This is a quote/indication only.

This is a quote/indication only. No coverage is being placed at this time.

Premiums

	Cyber Liability
Term Premium:	1,250.00
Terrorism:	Included
Other Filing Fee *:	25.00
Filing Fee *:	325.00
Surplus Lines:	45.00
Stamping Fee:	1.88
Total:	1,646.88
Commission:	10.00%

* Fees are Fully Earned

Terms, Conditions and Additional Information

SEE QUOTE BELOW FOR TERMS & CONDITIONS

The attached is being offered on the basis shown on the attached quote. It does not necessarily provide the terms and/or coverages originally requested. This is intended as an indication only. No coverage is provided



Professional Risk Solutions

APPLICANT	Bancroft Public Library
STATE	New York
REFERENCE #	13081183
COVERAGE/POLICY TYPE	NetGuard Policy NGP 1000 (4.2020)
CARRIER	Houston Casualty Company (A++ "Superior")
RETROACTIVE DATE	None; Full Prior Acts Coverage
KNOWLEDGE DATE	Inception
POLICY TERM	One Year



NETGUARD® PLUS CYBER LIABILITY INSURANCE NON-BINDING INDICATION

Premium Plus \$3.6% Surplus Lines Tax, \$0.15% Stamping Fee, \$325.00 Filing Fee, \$25.00 Other Filing Fee

	Option 1	Option 2
Maximum Policy Aggregate Limit	\$1M	\$2M
Option Premium	\$1,250	\$2,000
Policy Fee (fully earned at inception)	\$0	\$0
Total Payable Premium	\$1,250	\$2,000

LIMITS PER INSURING AGREEMENT

“NIL” or “N/A” indicates that the Coverage is not included in the quoted premium and that portion of the Policy will not apply.

Third Party Liability Insuring Agreements (Claims Made and Reported Coverage)		
Multimedia Liability Coverage	\$1M/\$1M	\$2M/\$2M
Security and Privacy Liability Coverage	\$1M/\$1M	\$2M/\$2M
Privacy Regulatory Defense and Penalties Coverage	\$1M/\$1M	\$2M/\$2M
PCI DSS Liability Coverage	\$1M/\$1M	\$2M/\$2M
Bodily Injury Liability Coverage	\$250K/\$250K	\$250K/\$250K
Property Damage Liability Coverage	\$50K/\$50K	\$50K/\$50K
TCPA Defense Coverage	\$50K/\$50K	\$50K/\$50K
First Party Insuring Agreements (Event Discovered and Reported Coverage)		
Breach Event Costs Coverage	\$1M/\$1M	\$2M/\$2M
Post Breach Remediation Costs Coverage	\$25K/\$25K	\$25K/\$25K
BrandGuard™ Coverage	\$1M/\$1M	\$2M/\$2M
System Failure Coverage	\$1M/\$1M	\$2M/\$2M
Dependent System Failure Coverage	\$1M/\$1M	\$2M/\$2M
Cyber Extortion Coverage	\$1M/\$1M	\$2M/\$2M
Cyber Crime Coverage		
A. Financial Fraud Sublimit	\$250K/\$250K	\$250K/\$250K
B. Telecommunications and Utilities Fraud Sublimit	\$250K/\$250K	\$250K/\$250K
C. Phishing Fraud Sublimits		
1. Your Phishing Fraud Loss Sublimit	\$250K/\$250K	\$250K/\$250K
2. Client Phishing Fraud Loss Sublimit	\$50K/\$50K	\$50K/\$50K
3. Phishing Fraud Aggregate Sublimit (C.1. & C. 2 combined)	\$250K	\$250K
Cyber Crime Aggregate Limit (A., B., & C. combined)	\$250K	\$250K
Bricking Loss Coverage	\$1M/\$1M	\$2M/\$2M
Property Damage Loss Coverage	\$50K/\$50K	\$50K/\$50K
Reward Expenses Coverage	\$50K/\$50K	\$50K/\$50K
Court Attendance Costs Coverage	\$25K/\$25K	\$25K/\$25K
Additional Defense Costs Limit: (Not applicable to Bodily Injury Liability, Property Damage Liability or TCPA Defense Coverage)	NIL	NIL
Breach Event Costs Outside the Limit Enhancement:	INCLUDED	INCLUDED



DEDUCTIBLES, WAITING PERIODS, PERIODS OF INDEMNITY AND PERIOD OF RESTORATION

	Option 1	Option 2
Aggregate Deductible	\$7,500	\$15,000
DEDUCTIBLE PER INSURING AGREEMENT		
Deductibles shown below apply to each claim		
Multimedia Liability Coverage	\$2,500	\$5,000
Security and Privacy Liability Coverage	\$2,500	\$5,000
Privacy Regulatory Defense and Penalties Coverage	\$2,500	\$5,000
PCI DSS Liability Coverage	\$2,500	\$5,000
Bodily Injury Liability Coverage	\$2,500	\$5,000
Property Damage Liability Coverage	\$2,500	\$5,000
TCPA Defense Coverage	\$2,500	\$5,000
Breach Event Costs Coverage	\$2,500	\$5,000
Post Breach Remediation Costs Coverage	\$2,500	\$5,000
BrandGuard™ Coverage		
Waiting Period	2 weeks	2 weeks
Period of Indemnity	6 months	6 months
System Failure Coverage		
A. Data Recovery Deductible	\$2,500	\$5,000
B. Non-Physical Business Interruption		
Waiting Period	8 hours	8 hours
Period of Restoration	6 months	6 months
Dependent System Failure Coverage		
A. Data Recovery Deductible	\$2,500	\$5,000
B. Non-Physical Business Interruption		
Waiting Period	12 hours	12 hours
Period of Indemnity	4 months	4 months
Cyber Extortion Coverage	\$2,500	\$5,000
Cyber Crime Coverage	\$2,500	\$5,000
Bricking Loss Coverage	\$2,500	\$5,000
Property Damage Loss Coverage	\$2,500	\$5,000
Reward Expenses Coverage	\$2,500	\$5,000
Court Attendance Costs Coverage	None	None



REQUIRED ADDITIONAL UNDERWRITING INFORMATION

All quoted terms are subject to our receipt, review, and acceptance of the following information:

DUE PRIOR TO BINDING:

- A completed TMHCC NetGuard New Business Application (NGPNBOA-62023), signed and dated no more than 45 days prior to the proposed effective date. Blank answers are acceptable for all questions except revenues, records, and claims.
Other cyber new business applications are acceptable if they contain the following: revenues, records, and a cyber claims question covering the last 3 years.
If MFA for remote network access and/or MFA for privileged users were answered favorably to obtain this quote, please ensure they are on the submitted application or attached as an addendum.

DUE WITHIN 7 DAYS OF BINDING:

- A completed Surplus Line Forms

NOTES AND APPLICABLE ENDORSEMENTS

NGP1082-52020	Amendment of Other Insurance Provisions: Excess Insurance
NGP1077-42020	Biometric Claims Sublimit A. Biometric Claims Sublimit: \$100,000 Each Biometric Claim /\$100,000 Aggregate B. Biometric Claims Deductible: To match option selected. C. None; Full Unknown Prior Acts.
NGP1078-52020	Nuclear Incident Exclusion
NGP1076-42020	Policyholder Disclosure Notice of Terrorism Insurance Coverage
NGP1075-42020	Service of Suit
NGP1109-102023	War and Cyber Operation Exclusion This endorsement will be removed if terms are bound with an effective date prior to 1/1/2024. Terms bound with an effective date of 1/1/2024 or thereafter will include this endorsement.

TERMS AND CONDITIONS

Third Party Liability Coverage provided on a claims-made and reported basis. First Party Coverage provided on an event discovered and reported basis.

If coverage is bound, the Applicant consents to periodic non-intrusive scans of the Applicant's internet-facing systems/applications for common vulnerabilities. The individual responsible for the Applicant's network security, as designated on the Application for this insurance, will receive direct communications from the Insurer and/or its representatives regarding the results of such scans and any potentially urgent security issues identified in relation to the Applicant's organization.

NEW YORK
NEW ELECTRONIC PART C AFFIDAVIT

ELANY has created a streamlined electronic Part C affidavit that can be completed, signed electronically and emailed to us in less than one minute. The drop-down data fields eliminate almost every possible mistake one might otherwise make.

For access to the electronic Part C link, click
here: <http://eefs.elany.org/eefs/aff/PartCLicense.xhtml>

BANCROFT PUBLIC LIBRARY

TRUSTEES EDUCATION POLICY

Purpose

The purpose of the Trustee Education Policy is to comply with [New York State Education Law Section 260-D](#) which requires members of library Boards of Trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board Library Director annually.

Administration

Each year Trustees are required to complete two hours of continuing education during their term on the Bancroft Public Library Board of Trustees.

According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the Library Director evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers; or
2. a signed Bancroft Public Library Education Policy for Board of Trustees Self-Assurance Activity Form. Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board Library Director by no later than December 31 of each year. The Library Director shall report to the President and Board of Trustees the progress for each trustee education at each Board of Trustees meeting.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

Compliance will be tracked through the Library's Annual Report to the State.

Approved Providers

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

Allowable Formats:

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

Costs of Continuing Education

Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Library. All continuing education requesting reimbursement must be pre-approved by the Library Board.

Adopted: February 15, 2024

TRUSTEES EDUCATION POLICY

SELF-ASSURANCE ACTIVITY FORM

Beginning January 1, 2023, each library trustee, elected or appointed, of a Board of Trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the Library Director. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

Trustee Signature/Date

Adopted: February 15, 2024