

Agenda
February 22, 2023
6PM

1. Call to order
2. Pledge of Allegiance
3. Privilege of the floor: Welcome Jan Dekoff
4. Approval of January 25, 2023 minutes
5. Financial Report and approval of expenditures
6. Report of Library Manager
 - a. Report of Standing Committees now included in Library Manager's Report
7. Report of Special Committees?
 - a. Strategic Plan - set next meeting
8. Correspondence and Communications
 - a. CRCF (Tory Irgang and Lisa Lynde) will come to the April meeting
 - b. Dan Pavlock will assess the potential cost of building improvements to conference room
 - c. Denise Reichard as a guest speaker?
9. Unfinished business
 - a. Suggestions for potential board members
 - b. Other?
10. New business
 - a. Review and approval of Annual Report 2022
 - b. Open Meeting Law discussion
 - c. Discussion with Jan Dekoff regarding Library issues
11. Next meeting: March 29 at 6PM

Unapproved

SINCLAIRVILLE FREE LIBRARY BOARD MINUTES

January 25, 2023

OPENING: Bill Newton called the meeting to order at 6:06 PM, 2023 with reciting the Pledge of Allegiance.

PRESENT: Lisa Greeley, Beth Hadley, Peggy Minckler, Bill Newton, Roslin Newton, Larry Barmore, Larry Barmore , Jessica Emmott

MEMBERS ABSENT: Betty Jean Ridout

APPROVAL OF MINUTES: The November 23, 2022 minutes were approved with corrections. Motion to accept by Larry Barmore, seconded by Lisa Greeley, carried unanimously.

MANAGER'S REPORT: The report was reviewed.

1. Public Library Standards require items for discussion at board meetings need to be posted for review 24 hours in advance of meeting. Goal will be to post on the library website on Mondays before board meetings, board members can review there prior to meetings.
2. Library will be closed 2/20/23 for Presidents Day.
3. Annual report due date is 2/17/23.
4. Final steps of existing construction grant will be reviewed by Jeff Embury and Bill Newton.
5. Preliminary discussion on library renovation included planning and funding ideas
6. Video conference policy will be reviewed at February meeting with CCLS director.
7. Strategic planning training webinar will be 2/22/23, from 4:00-5:30. Recorded version will be available
8. Beth received thank you from WRAP children's program, and from resident at Heritage Village. Book club there has 14 members, one member published a family history.
9. Vote to accept 2021 annual report to the community was approved, motion by Roslin Newton, seconded by Darla Frost-Kianos, carried unanimously.
10. February is library advocacy month,

Motion to accept Manager's report by Roslin Newton, seconded by Darla Frost-Kianos, carried unanimously.

FINANCIAL REPORT:

1. Report reviewed by Darla Frost, motion to accept by Darla Frost, Roslin Newton seconded, carried unanimously.
2. DFT billed for security installation, Sherriff was paid for two false alarms

STANDING COMMITTEES:

1. Ways and Means – No committee to report
2. Beautification, Buildings and Grounds – no report

SPECIAL COMMITTEES:

1. Strategic Planning – Strength, Weakness, Opportunity and Threat (SWOT) assessment was started, that assessment will be shared with board members. A survey seeking community input on community room expansion will be available on the website, on Facebook, and in the library.

OLD / UNFINISHED BUSINESS:

1. At November meeting Bill Newton designated as signatory for Medallion Fund, completion is still in process. He will be reimbursed for cost of the process, future of investments reviewed. Community Foundation options will be discussed with CCLS director in February. Roslin Newton will contact the Community Foundation.
2. Jessica Emmott will consider membership

NEW BUSINESS:

1. Victorian Tea may be considered as a fundraiser. Roslin will check Denise Reichard regarding her new performances. Tina Sherman may be an option, Beth will explore.
2. Board member will review meeting / videoconferencing guidelines.

ADJOURNMENT: The meeting was adjourned at PM. Moved by Darla Frost-Kianos and seconded by Betty Jean Ridout. The next meeting will be held on February 22, 6:00 PM in the library.

Minutes submitted by: Lisa Greeley

Approved: _____

FEBRUARY 2023 LIBRARY MANAGER'S REPORT

STRATEGIC PLAN GOALS

1. Enhance Library Funding Streams
2. Strengthen Outreach (Town of Gerry, CVCS)
3. Catalogue Local History Collection
4. Staff and Volunteer Development
5. Update Policies and Procedures
6. Evaluate, Weed and Update Collection (Financial, Legal, Medical and Science/Technology prioritized)

Numbers are inserted to indicate when strategic plan goals have been targeted.

ADMINISTRATIVE

The library's 2022 Annual Report has been completed and is being reviewed by the library Board of Trustees and CCLS. The 2021 Annual Report to the Community has been posted on the library's website in compliance with NYS Minimum Public Library Standards. Note that each year, these standards are upgraded to include more requirements.

The library has been issued Permit Number 3458 for our new automatic alarm system.

Trustee Training Opportunity: Please note these webinars are recorded and will be accessible for viewing at later dates: **4**

The Capacity Lab is offering a series of workshops on best practices for nonprofit Boards, in partnership with the New York Council of Nonprofits (NYCON). These will count towards the two hours of trustee education required for all library trustees. All webinars are an hour and a half and are held from 4-5:30 on Wednesdays.

Strategic Planning: Setting the Course for a Successful Future - 2/22
Fund Development for Nonprofit Boards - 3/22

For more information about each workshop and to register, please visit:

<https://www.nycon.org/capacity-lab>

BUILDING, GROUNDS AND MAINTENANCE

Tenants of the building across the street have begun to leave their vehicles in the library parking lot overnight. When possible, they have been instructed that this is not appropriate, but we may need a policy about overnight parking and a sign to alert people that vehicles will be towed at the owner's expense if they are left in the parking lot after library operating hours.

The letter "A" in "Sinclairville" in front of the library building needs to be straightened and attached better so it stays on and straight.

Trustee Bill Newton repaired the toilet that was running too much water.

CORRESPONDENCE

The library received a Statement of Activity from the Northern Chautauqua Community Foundation for the Sinclairville Free Library Endowment Fund for the period January 1 through December 31, 2022. The balance in the fund as of 12/31/2022 was \$36,188.00. The amount available to spend is \$13,669.67.

DONATIONS

George Clever, a member of the library's Write Circle, donated a copy of his new release, Bad Art Murders, for the library's collection.

Amazon has discontinued the Amazon Smile charitable initiative.

OverDrive has donated a collection of over 200 free, simultaneous access adult fiction and nonfiction digital titles, ebooks and audiobooks, to be added to the CCLS collection that is shared by all member libraries. This is part of OverDrive's Everyone Reads program designed to help meet the increased demand for digital content.

FUNDING

Funding in the amount of \$6,000.00 was received from the Town of Gerry, which is the same amount received in 2022. **1**

An “Articles of Agreement” was signed with the Town of Charlotte agreeing to pay the library \$12,000.00 for library services for the period January 1 through December 31, 2023. This represents an increase of \$500.00 from last year. **1**

FUNDRAISING

Tina Sherman does the following programs that may be considered for presenting at a Tea Fundraiser: Mary Jemison (she dresses like her and tells her story), Joseph Elliott and the Holland Land Company (she portrays his sister and tells his story) and is developing a new program that will be available after its debut at the Leon Historical Society June 11th, The Love Letters of a Union Soldier (more details will be forthcoming).

GRANTS 1

The following grant projects are in process and moving forward: CCLS Adult Literacy (Topic: Diversity). Grant applications are in process for the Pilcrow Foundation’s Children’s Book Grant and the ALA LTC Accessibility Grant initiative. **1**

The construction grant project is complete, but the final report needs to be completed. **1**

OUTREACH 2

Outreach to Gerry continues with digital services, memoir writing and book club offered at the Homestead. Outreach to children in the CVCS district continues to grow with visits to the Little Seeds Preschool, Wrap

before/after school childcare program, preK class visits to the library and collaboration with CougarU bringing students to the library to use the online Ancestry program this month. **2**

PATRON NEWS

Clark Zlotchew, a patron and member of the library's Write Circle, has published several poems and stories in a variety of publications.

PROFESSIONAL DEVELOPMENT

The Library Manager attended the CCLS Annual Report workshop on January 25th and participated in online training offered by the Capacity Lab later that day on the topic of the Board's Role in Working with Staff Leadership. **4**

Library Assistant Huling will attend a 2-day workshop at the Dunkirk Public Library on the PLIX Facilitating Creative Learning model and creative STEAM learning resources and will participate in a CCLS Summer Reading Program meeting in Olean on March 29th. **4**

PROGRAMS AND EVENTS

The library's calendar of events is available on the library's website at www.sinclairvillelibrary.org. Paper copies are available at the front desk.

Highlights:

VITA Tax Preparation in-person programs were held at the library February 8th and 15th. Another session is scheduled for March 8th from 9 AM to 1 PM. Appointments are required and can be made by calling 2-1-1.

Gail Dash will present a program on membership in the Daughters of the American Revolution and genealogy research on Thursday, March 9th at 5:30 PM.

The Makerspace is available on Mondays from 5 to 6:30 PM.

Book Clubs:

Books Unlimited: Meeting at 7 PM Monday, March 20, at the library to discuss Surviving Savannah by Patti Hallahan. Please contact the library to request a copy of the selected title for any of the book club meetings.

Virtual Book Club: Meeting online at 7:30 PM Monday, March 27, to discuss Braiding Sweetgrass by Robin Wall Kimmerer.

Gerry Outreach Book Club: Meets at 3 PM Friday, March 17, at the Seeley Building on the Homestead campus to discuss The Promise Girls by Marie Bostwick.

STAFF AND VOLUNTEERS

A calendar of the days and times staff and volunteers are scheduled to work at the library is posted in the office.

A meeting of staff and volunteers was held on February 15th with the following in attendance: Beth Hadley, Jessica Huling, Sarah Winton, Bonnie Larkin, Val Milliman, Joan Stroh and Pat Kirell. Instruction was provided on proper shelving of materials and front desk procedure updates were outlined, including the proper handling of fines collected on behalf of other libraries. The new security system and panic button were discussed, and the library's patron confidentiality policy and Safe Place procedures were reviewed. **4**

Library Assistant Jessica Huling will achieve her five-year anniversary of employment at the Sinclairville Free Library as of March 12. Naomi Johnson has resumed volunteering at the library, and will assist with special projects on Thursdays after school.

STATISTICS

See the library's 2022 Annual Report for complete statistics for the year.

STRATEGIC PLAN

3 Catalog Local History Collection: Volunteer Pat Kirell is digitizing the materials included in the Historical Reports binders. **3**

TECHNOLOGY AND EQUIPMENT

The library needs a new color copier/scanner.

4:39 PM
02/12/23
Accrual Basis

Sinclairville Free Library
Balance Sheet Prev Year
As of January 31, 2023

	Jan 31, 23	Jan 31, 22
ASSETS		
Current Assets		
Checking/Savings		
Checking - Community Bank		
Checking - Operating	1,146.21	5,512.87
Grant Funding		
Bullet Aid	0.00	3,571.43
Local History Room	0.00	133.60
Restricted Funds		
ALA/LTC	0.00	6,000.00
Capital Improvements	0.00	-1,668.69
NCCF	0.00	2,500.00
Technology Upgrades	0.00	322.41
Total Restricted Funds	0.00	7,153.72
Total Grant Funding	0.00	10,858.75
Total Checking - Community Bank	1,146.21	16,371.62
Front Desk Change	15.00	15.00
Petty Cash	50.00	50.00
Savings	11,410.97	17,407.40
Total Checking/Savings	12,622.18	33,844.02
Other Current Assets		
Investment		
Investment-Orig + Income	15,939.46	17,589.92
Unrealized Gain (Loss) on Inves	-2,705.33	0.00
Total Investment	13,234.13	17,589.92
Total Other Current Assets	13,234.13	17,589.92
Total Current Assets	25,856.31	51,433.94
Fixed Assets		
Land & Building	214,111.00	214,111.00
Total Fixed Assets	214,111.00	214,111.00
TOTAL ASSETS	239,967.31	265,544.94
LIABILITIES & EQUITY		
Equity		
32000 - Unrestricted Net Assets	243,743.50	269,448.71
Net Income	-3,776.19	-3,903.77
Total Equity	239,967.31	265,544.94
TOTAL LIABILITIES & EQUITY	239,967.31	265,544.94

4:39 PM
02/12/23
Accrual Basis

Sinclairville Free Library
Profit & Loss Budget - Actual
January 2023

	Jan 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
CCLS - System Cash Grants			
Other Cash Grants	0.00	5,000.00	-5,000.00
11.3 · LLSA	143.40	500.00	-356.60
11.7 · Materials Plan	0.00	2,000.00	-2,000.00
Total CCLS - System Cash Grants	143.40	7,500.00	-7,356.60
11.1 · Public Funding			
Charlotte	0.00	11,250.00	-11,250.00
Gerry	0.00	6,000.00	-6,000.00
Sinclairville	0.00	9,500.00	-9,500.00
Total 11.1 · Public Funding	0.00	26,750.00	-26,750.00
11.13 · Other Receipts			
11.14 · Gifts & endowments			
Donation	132.00	8,010.00	-7,878.00
Memorial	0.00	1,000.00	-1,000.00
Total 11.14 · Gifts & endowments	132.00	9,010.00	-8,878.00
11.15 · Fund Raising			
Annual Appeal	1,200.00	6,000.00	-4,800.00
Bake Sale	0.00	250.00	-250.00
Chicken BBQ	0.00	2,000.00	-2,000.00
Give Big CHQ	0.00	500.00	-500.00
Painted rocks	0.00	250.00	-250.00
Yard Sale	0.00	250.00	-250.00
Total 11.15 · Fund Raising	1,200.00	9,250.00	-8,050.00
11.16 · Investment Income			
Savings Interest	0.23	4.00	-3.77
Total 11.16 · Investment Income	0.23	4.00	-3.77
11.17 · Library Charges			
Copy	16.40	150.00	-133.60
Fax	10.50	50.00	-39.50
Fines	12.58	0.00	12.58
ILL Fee	0.00	5.00	-5.00
Lost Card	0.00	0.00	0.00
Printing	19.00	150.00	-131.00
Total 11.17 · Library Charges	58.48	355.00	-296.52
11.18 · Other Income			
Book Sale	0.00	250.00	-250.00
Total 11.18 · Other Income	0.00	250.00	-250.00
Total 11.13 · Other Receipts	1,390.71	18,869.00	-17,478.29
Total Income	1,534.11	53,119.00	-51,584.89

4:39 PM
02/12/23
Accrual Basis

Sinclairville Free Library
Profit & Loss Budget - Actual
January 2023

	Jan 23	Budget	\$ Over Budget
Expense			
Employee Expenses			
12.3 · Salaries			
Assistant	1,022.40	15,080.00	-14,057.60
Manager	1,641.06	26,936.00	-25,294.94
Total 12.3 · Salaries	2,663.46	42,016.00	-39,352.54
12.4 · Employee Benefits	629.97	4,184.00	-3,554.03
Total Employee Expenses	3,293.43	46,200.00	-42,906.57
Library Materials			
12.6 · Printed Material			
Books	410.99		
12.6 · Printed Material - Other	0.00	4,000.00	-4,000.00
Total 12.6 · Printed Material	410.99	4,000.00	-3,589.01
12.7 · Electronic Material	100.00	1,200.00	-1,100.00
12.8 · Other Material			
Audio CD's	0.00	150.00	-150.00
DVD's	0.00	200.00	-200.00
Toys/Manipulatives	0.00	150.00	-150.00
Total 12.8 · Other Material	0.00	500.00	-500.00
Total Library Materials	510.99	5,700.00	-5,189.01
12.17 · Building Operation & Maintenance			
Other Bldg Oper & Maint			
Building Insurance	0.00	2,000.00	-2,000.00
Cleaning	360.00	2,600.00	-2,240.00
Supplies	0.00	500.00	-500.00
Utilities	667.97	5,250.00	-4,582.03
Other Bldg Oper & Maint - Other	91.97		
Total Other Bldg Oper & Maint	1,119.94	10,350.00	-9,230.06
Repairs	0.00	250.00	-250.00
Total 12.17 · Building Operation & Maintenance	1,119.94	10,600.00	-9,480.06
12.25 · Miscellaneous Expense			
Equipment	0.00	2,500.00	-2,500.00
Office & Library Supplies	97.91	1,000.00	-902.09
Postage	0.00	120.00	-120.00
Professional & Consultant Fees	0.00	500.00	-500.00
Technology updating	0.00	1,000.00	-1,000.00
Telephone & Internet	39.99	750.00	-710.01
z-Miscellaneous - other			
Advertising	55.00	25.00	30.00
Coffee expense	0.00	100.00	-100.00
Fund Raising Exp	0.00	650.00	-650.00
Paypal Fee	0.00	10.00	-10.00

4:39 PM
02/12/23
Accrual Basis

Sinclairville Free Library
Profit & Loss Budget - Actual
January 2023

	Jan 23	Budget	\$ Over Budget
Program Expense			
Summer Reading Program	0.00	500.00	-500.00
Program Expense - Other	27.29	1,200.00	-1,172.71
Total Program Expense	27.29	1,700.00	-1,672.71
Travel	0.00	150.00	-150.00
Volunteer Expense	0.00	100.00	-100.00
z-Miscellaneous - other - Other	0.00	100.00	-100.00
Total z-Miscellaneous - other	82.29	2,835.00	-2,752.71
12.25 · Miscellaneous Expense - Other	165.75		
Total 12.25 · Miscellaneous Expense	385.94	8,705.00	-8,319.06
Total Expense	5,310.30	71,205.00	-65,894.70
Net Ordinary Income	-3,776.19	-18,086.00	14,309.81
Net Income	<u>-3,776.19</u>	<u>-18,086.00</u>	<u>14,309.81</u>

4:51 PM
02/12/23
Cash Basis

Sinclairville Free Library
YTD General Ledger
As of January 31, 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Checking - Community Bank							1,922.63
Checking - Operating							1,922.63
Check	01/03/23		Brodart Co.	B6535360		327.86	1,594.77
Check	01/03/23		CCLS	17778		155.50	1,439.27
Check	01/04/23		Kathleen L. ...	Nov/Dec		360.00	1,079.27
Check	01/05/23	1379	Valley View	2023 year ...		55.00	1,024.27
Check	01/05/23		Amazon			22.19	1,002.08
Check	01/05/23		Amazon			15.30	986.78
Check	01/06/23	1380	DFT Comm...			91.97	894.81
Deposit	01/11/23		Annual App...	Deposit	1,150.00		2,044.81
Check	01/15/23		National Grid	Electric		170.37	1,874.44
Check	01/15/23		NYSIF	workers co...		456.62	1,417.82
Check	01/15/23		Brodart Co.	B6540540		83.13	1,334.69
Check	01/15/23	1381	Office of Sh...	alarm fine/...		50.00	1,284.69
Check	01/15/23		Payroll	estimate		705.29	579.40
Check	01/15/23		Payroll Taxes	eftps		121.50	457.90
Check	01/19/23		Spectrum B...			39.99	417.91
Trans...	01/19/23			Funds Tra...	3,000.00		3,417.91
Check	01/20/23		Allen Fire E...			30.00	3,387.91
Check	01/20/23		Village of Si...	Water		152.24	3,235.67
Check	01/26/23		National Fuel	gas		265.36	2,970.31
Check	01/26/23		Amazon			32.21	2,938.10
Check	01/26/23	1382	Bill Newton	Signatory ...		165.75	2,772.35
Deposit	01/31/23		Front Desk	Deposit	77.90		2,850.25
Deposit	01/31/23		Income	Deposit	305.98		3,156.23
Check	01/31/23		Payroll			1,582.09	1,574.14
Check	01/31/23		Payroll Taxes	eftps		427.93	1,146.21
Total Checking - Operating					4,533.88	5,310.30	1,146.21
Total Checking - Community Bank					4,533.88	5,310.30	1,146.21
Front Desk Change							15.00
Total Front Desk Change							15.00
Petty Cash							50.00
Total Petty Cash							50.00
Savings							14,410.74
Trans...	01/19/23			Funds Tra...		3,000.00	11,410.74
Deposit	01/31/23			Deposit	0.23		11,410.97
Total Savings					0.23	3,000.00	11,410.97
Investment							13,234.13
Investment-Orig + Income							15,939.46
Total Investment-Orig + Income							15,939.46
Unrealized Gain (Loss) on Inves							-2,705.33
Total Unrealized Gain (Loss) on Inves							-2,705.33
Total Investment							13,234.13
Land & Building							214,111.00
Total Land & Building							214,111.00
32000 - Unrestricted Net Assets							-243,743.50
Total 32000 - Unrestricted Net Assets							-243,743.50
CCLS - System Cash Grants							0.00
11.3 - LLSA							0.00
Deposit	01/31/23		Income	Deposit		143.40	-143.40
Total 11.3 - LLSA					0.00	143.40	-143.40
Total CCLS - System Cash Grants					0.00	143.40	-143.40

4:51 PM
02/12/23
Cash Basis

Sinclairville Free Library
YTD General Ledger
As of January 31, 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
11.13 · Other Receipts							0.00
11.14 · Gifts & endowments							0.00
Donation							0.00
Deposit	01/31/23		Front Desk	Deposit		32.00	-32.00
Deposit	01/31/23		Income	Deposit		100.00	-132.00
Total Donation					0.00	132.00	-132.00
Total 11.14 · Gifts & endowments					0.00	132.00	-132.00
11.15 · Fund Raising							0.00
Annual Appeal							0.00
Deposit	01/11/23		Annual App...	Deposit		1,150.00	-1,150.00
Deposit	01/31/23		Income	Deposit		50.00	-1,200.00
Total Annual Appeal					0.00	1,200.00	-1,200.00
Total 11.15 · Fund Raising					0.00	1,200.00	-1,200.00
11.16 · Investment Income							0.00
Savings Interest							0.00
Deposit	01/31/23			Deposit		0.23	-0.23
Total Savings Interest					0.00	0.23	-0.23
Total 11.16 · Investment Income					0.00	0.23	-0.23
11.17 · Library Charges							0.00
Copy							0.00
Deposit	01/31/23		Front Desk	Deposit		16.40	-16.40
Total Copy					0.00	16.40	-16.40
Fax							0.00
Deposit	01/31/23		Front Desk	Deposit		10.50	-10.50
Total Fax					0.00	10.50	-10.50
Fines							0.00
Deposit	01/31/23		Income	Deposit		12.58	-12.58
Total Fines					0.00	12.58	-12.58
Printing							0.00
Deposit	01/31/23		Front Desk	Deposit		19.00	-19.00
Total Printing					0.00	19.00	-19.00
Total 11.17 · Library Charges					0.00	58.48	-58.48
Total 11.13 · Other Receipts					0.00	1,390.71	-1,390.71
Employee Expenses							0.00
12.3 · Salaries							0.00
Assistant							0.00
Check	01/15/23		Payroll	estimate	362.10		362.10
Check	01/31/23		Payroll		660.30		1,022.40
Total Assistant					1,022.40	0.00	1,022.40
Manager							0.00
Check	01/15/23		Payroll	estimate	426.25		426.25
Check	01/31/23		Payroll		1,214.81		1,641.06
Total Manager					1,641.06	0.00	1,641.06
Total 12.3 · Salaries					2,663.46	0.00	2,663.46

4:51 PM

02/12/23

Cash Basis

Sinclairville Free Library
YTD General Ledger
 As of January 31, 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
12.4 · Employee Benefits							0.00
Check	01/15/23		NYSIF	workers co...	456.62		456.62
Check	01/15/23		Payroll	estimate		83.06	373.56
Check	01/15/23		Payroll Taxes	eftps	121.50		495.06
Check	01/31/23		Payroll			293.02	202.04
Check	01/31/23		Payroll Taxes	eftps	427.93		629.97
Total 12.4 · Employee Benefits					1,006.05	376.08	629.97
Total Employee Expenses					3,669.51	376.08	3,293.43
Library Materials							0.00
12.6 · Printed Material							0.00
Books							0.00
Check	01/03/23		Brodart Co.	B6535360	327.86		327.86
Check	01/15/23		Brodart Co.	B6540540	83.13		410.99
Total Books					410.99	0.00	410.99
Total 12.6 · Printed Material					410.99	0.00	410.99
12.7 · Electronic Material							0.00
Check	01/03/23		CCLS	17778	100.00		100.00
Total 12.7 · Electronic Material					100.00	0.00	100.00
Total Library Materials					510.99	0.00	510.99
12.17 · Building Operation & Maintenananc							0.00
Other Bldg Oper & Maint							0.00
Cleaning							0.00
Check	01/04/23		Kathleen L. ...	Nov/Dec	360.00		360.00
Total Cleaning					360.00	0.00	360.00
Utilities							0.00
Check	01/15/23		National Grid	Electric	170.37		170.37
Check	01/15/23	1381	Office of Sh...	alarm fine/...	50.00		220.37
Check	01/20/23		Allen Fire E...		30.00		250.37
Check	01/20/23		Village of Si...	Water	152.24		402.61
Check	01/26/23		National Fuel	gas	265.36		667.97
Total Utilities					667.97	0.00	667.97
Other Bldg Oper & Maint - Other							0.00
Check	01/06/23	1380	DFT Comm...		91.97		91.97
Total Other Bldg Oper & Maint - Other					91.97	0.00	91.97
Total Other Bldg Oper & Maint					1,119.94	0.00	1,119.94
Total 12.17 · Building Operation & Maintenananc					1,119.94	0.00	1,119.94
12.25 · Miscellaneous Expense							0.00
Office & Library Supplies							0.00
Check	01/03/23		CCLS	17778	55.50		55.50
Check	01/05/23		Amazon		10.20		65.70
Check	01/26/23		Amazon		32.21		97.91
Total Office & Library Supplies					97.91	0.00	97.91
Telephone & Internet							0.00
Check	01/19/23		Spectrum B...		39.99		39.99
Total Telephone & Internet					39.99	0.00	39.99
z-Miscellaneous - other							0.00
Advertising							0.00
Check	01/05/23	1379	Valley View	2023 year ...	55.00		55.00
Total Advertising					55.00	0.00	55.00

4:51 PM
02/12/23
Cash Basis

Sinclairville Free Library
YTD General Ledger
As of January 31, 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Program Expense							0.00
Check	01/05/23		Amazon		11.99		11.99
Check	01/05/23		Amazon		15.30		27.29
Total Program Expense					27.29	0.00	27.29
Total z-Miscellaneous - other					82.29	0.00	82.29
12.25 - Miscellaneous Expense - Other							0.00
Check	01/26/23	1382	Bill Newton	Signatory ...	165.75		165.75
Total 12.25 - Miscellaneous Expense - Other					165.75	0.00	165.75
Total 12.25 - Miscellaneous Expense					385.94	0.00	385.94
TOTAL					10,220.49	10,220.49	0.00

Changes to Open Meetings Laws: A Summary for Libraries

A new bill was introduced that amended Open Meetings Law to make permanent (until July 1, 2024) the expanded use of videoconferencing by public bodies to conduct open meetings, *under extraordinary circumstances*, regardless of a declaration of emergency.

The Board is allowed to have members meet remotely, regardless of extraordinary circumstances, if the location(s) is open to in-person public attendance as it was prior to the pandemic. This does require that the address of the meeting location be published so the public would have access to that location.

Each board must decide if they will permit members to participate remotely at a location that does not allow for in-person physical attendance of the public, *under extraordinary circumstances*. The law does not require that boards permit this.

If a board decides to allow members to participate remotely at a location that does not allow for in-person physical attendance of the public *under extraordinary circumstances*, they must:

- Pass a resolution authorizing such remote attendance, and must establish written procedures (template provided) that set forth what they determine to be "*extraordinary circumstances*."
 - The Law includes a non-exhaustive list of examples of such circumstances, "including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting."
- Must provide the public the opportunity to view remotely as well as at the physical location. Members of the public meeting via videoconferencing have the right to speak during a public comment period or other authorized time.
- Teleconferencing is not an allowable form of remote participation for a board member. The law requires that the board members be heard, seen, and identified throughout the meeting.

Important requirements for meetings that allow members to participate remotely.

- Only members attending the meeting at a physical location that is open to the public will count toward a quorum.
- Members in locations not accessible to the public may participate and vote, but will not count toward the quorum.
- Meeting minutes must detail which members, if any, participated remotely.
- Boards are **required** to record all meetings if videoconferencing is used. The recordings to be posted or linked on the library website within five business days of the meeting where they must remain there for five years. Transcripts must be provided upon request. Recording and transcription are not required during executive session.

The Law states that the "in person" participation requirements of the Law shall not apply during a state disaster emergency declared by the governor pursuant to section twenty-eight of the executive law, or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to section twenty-four of the executive law, if the public body determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the public body to hold an in person meeting.

Insert Library Name
Procedures for Board Member Videoconferencing
Pursuant to Public Officers Law § 103-a

In compliance with Public Officers Law (POL) § 103-a(2)(a), the Insert Library Name, following a public hearing, authorized by resolution on [insert date] the use of videoconferencing as described in POL § 103-a.

The following procedures are hereby established to satisfy the requirement of POL § 103-a(2)(b) that any public body which in its discretion wishes to permit its members to participate in meetings by videoconferencing from private locations – under extraordinary circumstances – must establish written procedures governing member and public attendance.

1. Insert Library Name members shall be physically present at any meeting of the Insert Library Name unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.

2. For purposes of these procedures, the term “extraordinary circumstances” includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.

3. If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify [REPRESENTATIVE OR CHAIR OF PUBLIC BODY] no later than four business days prior to the scheduled meeting in order for proper notice to the public to be given. If extraordinary circumstances present themselves on an emergent basis within four days of a meeting, the Insert Library Name shall update its notice as soon as practicable to include that information. If it is not practicable for the [PUBLIC BODY] to update its notice, the Insert Library Name may reschedule its meeting.

4. If there is a quorum of members participating at a physical location(s) open to the public, the Insert Library Name may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public *shall not* count toward a quorum of the Insert Library Name but may participate and vote if there is a quorum of members at a physical location(s) open to the public.

5. Except in the case of executive sessions conducted pursuant to POL § 105, the Insert Library Name shall ensure that its members can be heard, seen, and identified while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. This shall include the use of first and last name placards physically placed in front of the members or, for members participating by videoconferencing from private locations due to extraordinary circumstances, such members must ensure that their full first and last name appears on their videoconferencing screen.

6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances pursuant to POL § 103-a shall include which, if any, members participated by videoconferencing from a private location due to such extraordinary circumstances.

Insert Library Name
Procedures for Board Member Videoconferencing
Pursuant to Public Officers Law § 103-a

7. The public notice for the meeting shall inform the public: (i) that extraordinary circumstances videoconferencing will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.

8. The Insert Library Name shall provide that each open portion of any meeting conducted using extraordinary circumstances videoconferencing shall be recorded and such recordings posted or linked on the Insert Library Name website within five business days following the meeting, and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.

9. If members of the Insert Library Name are authorized to participate by videoconferencing from a private location due to extraordinary circumstances, the Insert Library Name shall provide the opportunity for members of the public to view such meeting by video, and to participate in proceedings by videoconference in real time where public comment or participation is authorized. The Insert Library Name shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.

10. Open meetings of the Insert Library Name conducted using extraordinary circumstances videoconferencing pursuant to the provisions of POL § 103-a shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this guideline, "disability" shall have the meaning defined in Executive Law § 292.

11. The in-person participation requirements of POL § 103-a(2)(c) shall not apply during a [state disaster emergency declared by the governor pursuant to Executive Law § 28 or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to § 24 of the Executive Law] if the Insert Library Name determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the Insert Library Name to hold an in-person meeting.

12. These procedures shall be conspicuously posted on the Insert Library Name website.

Insert Library Name
Board Member Videoconferencing Resolution
Pursuant to Public Officers Law § 103-a

WHEREAS, by passing Chapter 56 of the Laws of 2022 (“Chapter 56”), the New York State Legislature amended Section 103 of the Open Meetings Law; and

WHEREAS, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the **Insert Library Name** to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

WHEREAS, Section 103-a(2)(a) requires the **Insert Library Name** to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

WHEREAS, Section 103-a(2) allows for hybrid meetings by requiring “that a minimum number of members are present to fulfill the public body’s quorum requirement in the same physical location or locations where the public can attend”; and

WHEREAS, Section 103-a(2)(c) requires that members be physically present at any such meeting “unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances . . . including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting”; and

WHEREAS, in accordance with Section 103-a(2)(d), any members attending by videoconference must, excerpt during executive session, be “heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon”; and

WHEREAS, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the **Insert Library Name** webpage within five business days, and transcribed upon request; and

WHEREAS, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

BE IT RESOLVED, that the **Insert Library Name** authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and be it further

RESOLVED, that the **Insert Library Name** shall create written procedures further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.