

MLD Trustees Meeting – January 14, 2025 - 6:00 P.M.

TENTATIVE AGENDA – SUBJECT TO ADDITIONS AND/OR CHANGE

(* - Action Items)

Call to Order/Attendance

Adoption of agenda*

Minutes – December 2024*

Executive Session- Employment Related

Finance Report -

Motion to approve abstract of vouchers*

Director's Report –

Committee Reports –

- Long Range Plan- No Report
- Policy/ By-Law- See Below
- Building and Grounds- No Report
- Budget- No Report

Old Business:

- Water Heater update
- Bylaws Edit
- Meeting Dates for February-May

New Business:

- Attorney Proposals*
- Board Officer Elections*
- Director Job Description*

Policy review/ revisions:

- Security Camera Policy*
- Open Meetings Policy*
- Update to FOIL Policy*
- Ethics Statement Policy*

Privilege of the Floor - Public Comment- 3-minute limit per person

Adjournment

**MAMAKATING LIBRARY
BOARD OF TRUSTEES MEETING**

Held on Tuesday, December 10th, 2024 at 6:00pm at 128 Sullivan Street, Wurtsboro NY

PRESENT: Trustees Patricia Andersen, John Buying, Jennifer Holmes, Pamela Mann, Chelsea Roth, Mark Tourtellott, and Director Cheryl Jones

ABSENT: Pamela Rice

The meeting was called to order at 6:13pm

ADOPTION OF AGENDA

Motion to adopt agenda made by Chelsea Roth, seconded by Pamela Mann.
Nay vote by John Buying. Motion carried.

APPROVAL OF MINUTES – November 2024

Motion to adopt November minutes made by Chelsea Roth, seconded by Jennifer Holmes
Nay vote by John Buying. Motion carried.

FINANCE REPORT

Motion to approve November vouchers by Jennifer Holmes, seconded by Chelsea Roth.
Motion carried.

DIRECTORS REPORT

Director Cheryl Jones's comprehensive report was distributed. See attached.

COMMITTEE REPORTS

- Long Range Plan- No Report
- Policy/ By-Law- See Below
- Building and Grounds- No Report
- Budget- No Report

OLD BUSINESS

NEW BUSINESS

Motion to approve 4th quarter budget adjustments for donations
by Chelsea Roth, seconded by Pamela Mann. Motion carried.

Motion to approve estimate to replace acid neutralizers on furnace by Pamela Mann, seconded by Jennifer Holmes. Motion carried.

Policy review/ revisions:

- Motion to approve Notary Policy as amended by Jennifer Holmes, seconded by Pamela Mann.
Motion carried.

EXECUTIVE SESSION:

Motion to enter executive session by Jennifer Holmes, seconded by Chelsea Roth. Motion carried.

Motion to exit executive session by Pamela Mann, seconded by Jennifer Holmes. Motion carried.

Motion to increase director's salary following review Jan 1 by Chelsea Roth, seconded by Jennifer Holmes. Motion carried.

Privilege of the Floor - Public Comment- 3-minute limit per person

ADJOURNMENT:

Motion to adjourn Pamela Mann, seconded by Chelsea Roth. Motion carried. Meeting adjourned at 9:00pm

Respectfully submitted,
Mark Tourtellott, Board Trustee

Mamakating Library

2024 Budget vs. Actuals (Dec. 2024 Bills Not Included)

January - December 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
A1049 REAL PROPERTY TAXES			
A1001 Real Estate Taxes	372,000	372,000	100.00 %
Total A1049 REAL PROPERTY TAXES	372,000	372,000	100.00 %
A2499 USE OF MONEY & PROPERTY	34		
A2401 Interest & Earnings	21	100	21.00 %
Total A2499 USE OF MONEY & PROPERTY	56	100	56.00 %
A2649 FINES & FORFEITURES			
A4050 Fines income	522	350	149.00 %
Total A2649 FINES & FORFEITURES	522	350	149.00 %
A2799 MISCELLANEOUS LOCAL SOURCES		4,000	
A2770 Miscellaneous income	4,573		
Total A2799 MISCELLANEOUS LOCAL SOURCES	4,573	4,000	114.00 %
A3089.6 Restricted Grants & Donations	3,653	3,203	114.00 %
A3099 STATE AID	5,789	3,340	173.00 %
A4060 UNRESTRICTED DONATIONS			
A4061 Donations - Unrestricted	955	780	122.00 %
Total A4060 UNRESTRICTED DONATIONS	955	780	122.00 %
Total Income	\$387,546	\$383,773	101.00 %
GROSS PROFIT	\$387,546	\$383,773	101.00 %
Expenses			
A7999 CULTURE & RECREATION			
A7410.1 Library- Personal Services	473	2,040	23.00 %
7410.11 Clerical	116,198	119,000	98.00 %
7410.12 Librarian	72,257	72,360	100.00 %
Total A7410.1 Library- Personal Services	188,928	193,400	98.00 %
A7410.2 Library- Equipment		1,400	
7410.21 Equipment expense	1,208		
Total A7410.2 Library- Equipment	1,208	1,400	86.00 %
A7410.4 Library- Contractual Expenses			
7410.41 Books	13,977	16,500	85.00 %
7410.405 Digital Media	12,488	10,300	121.00 %
Total 7410.41 Books	26,465	26,800	99.00 %
7410.42 Periodicals	647	500	129.00 %
7410.43 Audio/Visual	1,670	2,700	62.00 %
7410.44 Accounting	1,685		
7410.47 Cleaning Service	8,115	7,810	104.00 %
7410.48 Elections	460	460	100.00 %
7410.52 Memberships	235	450	52.00 %
7410.53 Miscellaneous expense	1,450	1,310	111.00 %
Reimbursed payments to other libraries	43		

Mamakating Library

2024 Budget vs. Actuals (Dec. 2024 Bills Not Included)

January - December 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Total 7410.53 Miscellaneous expense	1,493	1,310	114.00 %
7410.54 Professional Fees			
101 Accounting Fees	5,000	7,500	67.00 %
102 Legal Fees		300	
Total 7410.54 Professional Fees	5,000	7,800	64.00 %
7410.55 Postage and Delivery	245	450	54.00 %
7410.56 Program	3,129	3,883	81.00 %
7410.565 Program Supplies	656	780	84.00 %
Total 7410.56 Program	3,785	4,663	81.00 %
7410.57 DEBT Service Principal & Interest		26,200	
7410.58 Building & Grounds R&M	9,873		
7410.581 Repairs	2,977	8,140	37.00 %
7410.582 Maintenance	3,856	2,500	154.00 %
7410.583 Landscaping	2,658	3,500	76.00 %
Total 7410.58 Building & Grounds R&M	19,363	14,140	137.00 %
7410.59 Office expense	3,685	3,200	115.00 %
7410.60 Telecom	3,653	4,600	79.00 %
7410.61 Utilities	6,541	9,250	71.00 %
7410.62 Technology	16,586	18,000	92.00 %
7410.85 RCLS Service Fee	1,891	2,200	86.00 %
7410.86 Meetings & Conference	395	400	99.00 %
7410.87 Travel & Mileage	241	200	121.00 %
Total A7410.4 Library- Contractual Expenses	102,157	131,133	78.00 %
Total A7999 CULTURE & RECREATION	292,293	325,933	90.00 %
A9199 EMPLOYEE BENEFITS			
A9010.7 Payroll Taxes	97	15,500	1.00 %
9010.80 Taxes	16,548		
Total A9010.7 Payroll Taxes	16,645	15,500	107.00 %
A9030.8 Insurance			
9030.81 Disability	979	1,215	81.00 %
9030.82 Hospitalization	26	15,000	0.00 %
9030.83 Workers' Compensation	1,600	1,500	107.00 %
9030.84 Property Liability	3,773	3,700	102.00 %
9030.85 Directors and Officers	1,008	925	109.00 %
Total A9030.8 Insurance	7,386	22,340	33.00 %
A9040.0 Pension Expense	18,858	15,000	126.00 %
Total A9199 EMPLOYEE BENEFITS	42,889	52,840	81.00 %
Capital Reserve		5,000	
Total Expenses	\$335,181	\$383,773	87.00 %
NET OPERATING INCOME	\$52,365	\$0	0%
Other Income			

Mamakating Library

2024 Budget vs. Actuals (Dec. 2024 Bills Not Included)

January - December 2024

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
A2405.1 NYLAF Dividend Income	3,427		
Total Other Income	\$3,427	\$0	0%
Other Expenses			
Interest Payment	-120		
Total Other Expenses	\$ -120	\$0	0%
NET OTHER INCOME	\$3,547	\$0	0%
NET INCOME	\$55,912	\$0	0%

Mamakating Library

Budget vs. Actuals: January = 8%

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
A1049 REAL PROPERTY TAXES			
A1001 Real Estate Taxes		390,300	
Total A1049 REAL PROPERTY TAXES		390,300	
A2499 USE OF MONEY & PROPERTY			
A2401 Interest & Earnings		12,000	
Total A2499 USE OF MONEY & PROPERTY		12,000	
A2649 FINES & FORFEITURES			
A4050 Fines income	2	400	1.00 %
Total A2649 FINES & FORFEITURES	2	400	1.00 %
A2799 MISCELLANEOUS LOCAL SOURCES			
A2770 Miscellaneous income	202	4,500	4.00 %
Total A2799 MISCELLANEOUS LOCAL SOURCES	202	4,500	4.00 %
A3099 STATE AID		3,100	
A4999 Assigned Fund Balance		15,000	
Total Income	\$204	\$425,300	0.00 %
GROSS PROFIT	\$204	\$425,300	0.00 %
Expenses			
A7999 CULTURE & RECREATION			
A7410.1 Library- Personal Services			
7410.11 Clerical	5,495	140,220	4.00 %
7410.12 Librarian	2,847	78,200	4.00 %
Total A7410.1 Library- Personal Services	8,342	218,420	4.00 %
A7410.2 Library- Equipment			
7410.21 Equipment expense		2,000	
Total A7410.2 Library- Equipment		2,000	
A7410.4 Library- Contractual Expenses			
7410.41 Books		15,000	
7410.405 Digital Media		11,500	
Total 7410.41 Books		26,500	
7410.42 Periodicals		500	
7410.43 Audio/Visual		1,800	
7410.44 Accounting		7,500	
7410.47 Cleaning Service		8,200	
7410.48 Elections		200	
7410.51 Legal fees		1,000	
7410.52 Memberships		500	
7410.53 Miscellaneous expense		600	
7410.55 Postage and Delivery		450	
7410.56 Program		2,500	
7410.565 Program Supplies		510	
Total 7410.56 Program		3,010	
7410.57 DEBT Service Principal & Interest		29,220	

Mamakating Library

Budget vs. Actuals: January = 8%

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
7410.58 Building & Grounds R&M			
7410.581 Repairs		6,000	
7410.582 Maintenance		3,500	
7410.583 Landscaping		4,500	
Total 7410.58 Building & Grounds R&M		14,000	
7410.59 Office expense		4,000	
7410.60 Telecom		6,750	
7410.61 Utilities		10,000	
7410.62 Technology		19,900	
7410.85 RCLS Service Fee		2,200	
7410.86 Meetings & Conference		3,850	
7410.87 Travel & Mileage		250	
Total A7410.4 Library- Contractual Expenses		140,430	
Total A7999 CULTURE & RECREATION	8,342	360,850	2.00 %
A9199 EMPLOYEE BENEFITS			
A9010.7 Payroll Taxes		17,300	
A9030.8 Insurance			
9030.81 Disability		1,400	
9030.82 Hospitalization		15,000	
9030.83 Workers' Compensation		1,600	
9030.84 Property Liability		4,000	
9030.85 Directors and Officers		1,150	
Total A9030.8 Insurance		23,150	
A9040.0 Pension Expense		18,000	
Total A9199 EMPLOYEE BENEFITS		58,450	
Capital Reserve		6,000	
Total Expenses	\$8,342	\$425,300	2.00 %
NET OPERATING INCOME	\$ -8,138	\$0	0%
NET INCOME	\$ -8,138	\$0	0%

January 2025

Voucher #	Payee	Amt	Note
0125-01	Orange & Rockland	\$ 400.04	Autopays 1/26
0125-02	Frontier	\$ 366.55	autopays 1/14
0125-03	VISA (CJ)	\$ 838.27	autopays 1/21
0125-04	OverDrive	\$ 60.00	ebooks/audio books
0125-05	Wells Fargo	\$ 103.00	Autopays after Dec. 2024
0125-06	Baker & Taylor	\$ 609.54	books
0125-07	Robert Hrabowsky	\$ 640.00	
0125-08	Midwest Tape	\$ 468.68	Hoopla Balance
0125-09	RefKo Landscaping	\$ 1,010.00	snow removal
0125-10	Village of Wurtsboro	\$ 75.00	Water Bill
0125-11	Junior Library Guild	\$ 1,450.96	Annual Renewal
0125-12	Playaway	\$ 343.94	Wonderbooks
0125-13	Dafro Inc	\$ 100.00	Electrical Work
0125-14	RCLS	\$ 143.58	MS365 & Barcodes
0125-15	DEMCO	\$ 150.52	Office Supplies
0125-16	WK Mechanical	\$ 1,063.14	Furnace Repair
0125-17	Toshiba	\$ 237.00	Toner for color printer
0125-18	Mirabito	\$ 405.35	Fuel Delivery
0125-19	Valley Mountains LLC	\$ 359.00	Website Maintenance
0125-20	Christine Adams	\$ 270.00	Performer Fee
0125-21	Patiana McMahon	\$ 75.00	Performer Fee
0125-22	Neco Fire & Safety	\$ 65.00	Fire Extinguisher Inspection
0125-23	Utica National	\$ 4,099.08	Insurance
0125-24	RCLS	\$ 3,736.50	Service Fee, ILS Fee
0125-25	Kristt Kelly Office Sys	\$ 178.00	Toner for Kyocera
Total:		\$ 17,248.15	

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Subtotal (Dec Bills):	\$ 7,141.61
Subtotoal (Jan Bills):	\$ 10,106.54

Mamakating Library Board of Trustees Meeting

January 14th, 2024

Director's Report



Building & Grounds:

- Filter for the water fountain was changed. The last one lasted almost exactly 1 year.
- All Fire extinguishers were inspected/serviced 12/20
- A “128” house number was added to the front of the building for easier ID by emergency workers
- The condensate neutralizers were replaced on the furnaces 12/16 by WK Mechanical.
- Paul from WK Mechanical came to check out the water system and sent over a quote to be discussed at the 1/14 BOT Meeting.
-



Closings/Service Interruptions & Generator Statistics:

- Generator has run for 33.1 hours total as of 1/1 (1.7 hours in Dec)
- The Library was closed on 12/24, 12/25, & closed at 1pm on 12/31 for holiday closures
- The Library was closed at 12pm on 12/20 due to a snow storm
- The Library was closed 12/4 12:30-2pm for staff training

Programming:

Community Partnership Programs:

- FOL Gift Wrapping Event: 35 Participants

Stand-alone programs

- Holiday Cello Concert w/ Alex Prizgintas: 30 Participants
- Folded Book Angel Craft Program: 7 Participants

Series programs

- Books & Tea Discussion :10 Participants
- Keep It Short...Stories (KISS) Group: 5 Participants
- Culinary Club: 12 Participants
- Writers' Group:6 Participants (Zoom Option-1) (LRP Social Equity, Goal 4, Action 4)
- Malcolm's Tech Topics: No Dec. Program
- Zen Schooling : 27 Participants (2 Sessions)
- Patiana's Art Program:No Dec.Program
- Classic Sci-Fi Movie Night: No Dec. Program
- Kates Lego Club: 18 Participants
- Read to Mocha: 14 Participants
- Storytime: 21 Participants (3 Sessions)
- Curiosity Club: No Dec.Program

Program Totals:

- 9Adult Programs serving 133 patrons



Patrons showing off their book folded angels—
Recycling books in a beautiful way!



30 patrons enjoyed a Holiday Cello Performance
at the library



A holiday themed
storytime gave
kids a chance to
decorate a mini
tree and other fun
holiday activities.

- 9 Patrons received dedicated Tech Help time
- 7 Youth Programs serving 80 patrons
- 2 Teen volunteers completed 4 hours of community service at the library

Press:

- We were featured in the 12/3 SC Democrat in an article about the upcoming Holiday Cello Performance by Alex Prizgintas.

IT/ILS & Technical Services:

- Computer Users: 140 uses
- Wi-Fi Users: 690 uses
- New monitors were installed at 3 staff workstations on 12/26
- The new laptop for remote staff member arrived and was provided to the staff member on 12/27.
- We are expecting the new automated translation device that we received via an RCLS grant to be delivered this month. RCLS will provide training opportunities for staff soon.
- New printing fees took effect 1/1
- The Books by Mail SUPLA program has official been discontinued due to lack of use by patrons and increasing postage costs that made the program unsustainable. (LRP Social Equity, Goal 4, Action 5)

Circulation/Registration:

Previous Month's Physical Circulation								
	2017	2018	2019	2020	2021	2022	2023	2024
January	2206	2231	2487	2400	1823	2040	1882	2195
February	1973	1956	2088	2169	1335	1840	1531	1925
March	2414	2225	2093	1180	1929	2110	1734	2264
April	2331	2013	2064	--	1710	1751	1705	2165
May	2121	2161	2180	--	1644	1636	1667	2026
June	2539	2288	2292	233	1909	1836	1818	1963
July	3150	2640	2682	939	2225	2232	2628	2457
August	2941	2760	2742	948	1870	2195	2822	2307
September	2440	2015	2310	1224	1904	1597	2276	2075
October	2166	2273	2239	1323	1969	1404	2029	2045
November	2214	2309	1956	1496	2126	1492	1947	1964
December	1704	2000	1924	1600	1991	1362	1918	1764
TOTAL	28,199	24,871	25,133	13,512	22,435	23,517	24,004	25,150

Previous Month's New User Registrations								
	2017	2018	2019	2020	2021	2022	2023	2024
January	29	14	19	19	9	17	19	17
February	16	18	12	20	8	16	12	12
March	12	22	9	4	15	12	12	14
April	28	23	18	2	8	21	11	31
May	24	16	15	3	6	21	16	22
June	24	30	28	0	12	16	30	17

July	34	32	32	8	34	41	42	39
August	28	22	31	12	28	35	48	24
September	26	14	31	9	23	21	22	18
October	28	16	21	8	10	19	62	36
November	28	10	11	6	12	20	21	22
December	28	11	8	7	10	12	8	12
TOTAL	305	228	227	98	175	251	303	264

Digital Collections:

Overdrive Circulation						
	2019	2020	2021	2022	2023	2024
January	323	305	394	486	603	658
February	264	229	429	400	508	635
March	334	298	444	439	552	642
April	293	475	338	448	564	544
May	291	497	408	495	537	600
June	344	409	362	559	448	547
July	296	373	404	552	438	640
August	284	311	474	578	522	596
September	272	314	427	499	524	565
October	236	323	367	510	582	579
November	205	334	419	506	569	583
December	209	320	405	546	537	599
Total	3142	4188	4871	6018	6384	7188

Unique Patron Access Hoopla			
	2022	2023	2024
January	32	36	54
February	27	42	53
March	33	49	55
April	28	35	44
May	20	36	56
June	21	37	59
July	31	39	58
August	34	38	60
September	33	36	68
October	26	50	67
November	33	37	53
December	35	39	62
Total:	353	474	687

Overall Circulations Report Hoopla			
	2022	2023	2024
January	108	131	178
February	98	133	179
March	112	137	162
April	98	127	167
May	63	94	160
June	60	127	160
July	116	90	149
August	124	116	172
September	113	118	163
October	87	169	194
November	118	111	146
December	128	115	198
Total:	1225	1468	1524

Director's Meetings & Trainings:

- 12/16 DA System Services Committee
- 12/17 Deferred Comp Training on new system
- 12/27 Lawyer Interview

Staff Development:

- Media Manager attended two more training and began work on 1/2/25 (LRP Governance, Goal 4, Obj, 2)
- Library Clerk attended the Mock Caldecott Awards at RCLS 1/10
- Our New Substitute Clerk has completed her training and is in our regular sub rotation now



Friends of the Library News:

- The Friends will be taking the book fairies on the road again and attending the MEEC Winterfest in February to give out books to the children.
- The Friends have decided to sponsor 2 DIA: Beacon museum passes for 2025. They should arrive and be ready for check out soon. This level of memberships also affords us a yearly 20 person guided tour that we can invite patrons to as a program.
- The Annual gift wrapping event was a big success with the friends and volunteers wrapping over 60 gifts in under 3 hours for people in our community.

Other News:

- December Patron Count: 2415
- Director and Principal Clerk are still working on the picture book re-categorization project. We are hoping to complete this by March 1.
- Director was asked to present on sustainable libraries panel in Vermont this February.
- A patron is sharing his unique collection of crystals with our patrons in the display case throughout January. Many patrons have expressed interest in the collection and crystal properties in general. (LRP Environmental Sustainability, Goal 1, Obj, 2, Action 2)
- We renewed our membership with Junior Library Guild for 2025 and received \$600 in credit to buy backlist titles from them.
- We received dozens of cards and gifts from patrons who truly appreciate all that this library does for them throughout the year.
- The library contributed ornaments and the banner to the Mamakating Historical Society's Christmas tree that was displayed at the SC Historical Society in Hurley in December.
- Director is in talks with FOL to sponsor a year of the Library Speakers Consortium which will give our patrons access to at least 2-3 big name author talks per month, marketing materials, and statistics monitoring. (LRP Governance, Goal 4, Obj, 3) & (LRP Social Equity, Goal 4, Action 2)
- Another shipment of dental packaging has been sent to Terra Cycle (the 3rd of 2025). We are helping to keep things out of landfills. (LRP Environmental Sustainability, Goal 1, Obj, 1, Action 5)



Upcoming Programs of Note:

- Tiny Art Show begins 2/1—Canvases available for Pick up beginning 1/2
- Tech Topics w/ Malcom 1/4 @ 12:00pm
- Public Health Info Table 1/8 @ 11:00am
- Classic Movie Discussion Group: Forbidden Planet 1/16 @ 5:00pm
- Fearless Foodies: Anti-Inflammatory Kitchen 1/21 @ 1:00pm
- Book Club: The Island of the Sea Women 1/21 @ 2:30pm
- Curiosity Club (Circuits)1/21 @4:30pm

- Needle Felting 1/23 @ 5:00pm
- LEGO Club 1/25 @ 11:00am
- Understanding Alzheimer's & Dementia 1/28 @ 5:30pm
- Writer's Group 1/31 @ 10:30am

Reminder:

- Thank you all for completing your yearly trainings

Respectfully submitted,
Cheryl Jones, Library Director
January 7th, 2024

MAMAKATING LIBRARY
POLICY & BYLAWS COMMITTEE

Held on Tuesday, January 7th, 2025 at 6:00pm at 128 Sullivan Street, Wurtsboro NY

PRESENT: Trustees Patricia Andersen, Pamela Rice, and Director Cheryl Jones

The meeting was called to order at 6:00pm

MEMBERS OF THE PUBLIC:

No members present.

POLICIES TO REVIEW/CREATE

1. Update to FOIL Policy

Update allows director to designate another staff or board member as Records Access Officer. Committee recommended to Board of Trustees for approval during its January meeting.

2. New Mamakating Library Security Camera Policy

Proposed policy discussed and recommended to Board of Trustees for approval during its January meeting.

3. Change to Open Meetings Policy to address board member filming meetings

Proposed changes to address recordings of meetings discussed and recommended to Board of Trustees for approval during its January meeting.

4. Director Job Description

The proposed job description recommended to the Board of Trustees for approval during its January meeting.

BYLAWS REVISIONS

1. Discussion and recommendation of Bylaws in accordance with Ed Law 226 to the Board of Trustees for approval during its February meeting.

2. Discussion and recommendation of proposed Ethics Statement, to be signed yearly, sent to Board of Trustees for approval during its February meeting.

NEXT MEETING DATE: TBA

Respectfully submitted, Pamela Rice, Board Secretary



Residential & Commercial
Heating • Cooling • Water Treatment • Generators

PROPOSAL

845.342.8133

21 Howells Rd. Middletown, NY 10940 WKMechanical.com

To: Mamakating Library
128 Sullivan St
Wurtsboro, NY 12790

PHONE 845-888-8010	DATE 12/30/2024
JOB NAME / LOCATION Water Treatment	
JOB NUMBER	JOB PHONE

We hereby submit specifications and estimates for:

- Install (1) IMPRC 1054 water treatment system.
- Impression RC Series water softeners bring soft, odor-free water you want and need. The unique split tank design eliminates the need for two systems, by combining two medias into a single tank. Activated carbon removes chlorine and other unwanted tastes, while high capacity resin maximizes softening capabilities. This unit is perfect for municipal water uses.
- Other functions:
 - The meter monitors and self-adjusts regeneration cycles based on water consumption.
 - Efficient to operate, using less water and energy and with less wear on appliances.
 - The single tank design reduces pressure drops.
 - Extends the life of resin media on chlorinated water.
 - Advanced history, diagnostic screens, and lithium battery backup.
 - Upper flange on tank for convenient access.
 - New electrical outlet from main breaker panel.
 - Drain connections will be made to nearby floor drain with pan.
 - Warranty 10 year fiberglass mineral tank, 5 year valve and brine tank, 1 year all other softener components.
 - Water Results 5 grains hardness, chlorine odor, 7.5ph, 194tds, 0 iron.

**Total cost of above project installed \$3,695.00 No tax capital improvement.

We Propose hereby to furnish material and labor --- complete in accordance with the above specifications, for the sum of: **\$3,695.00**
dollars

Payment to be made as follows:

50% Down Payment. balance Upon Completion. 100% Financing available. 18 Months 0%

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard industry practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Customer agrees to pay a monthly charge of 2% on all balances not paid in full in 30 days, further agrees to pay reasonable attorney fees on all accounts referred for collection.

Date of Acceptance: _____

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within **30** days.

Signature _____

Signature _____

"Do it The Right Way With WK!"

BYLAWS
OF
MAMAKATING LIBRARY
A SPECIAL DISTRICT LIBRARY
INCORPORATED UNDER THE LAWS OF
THE STATE OF NEW YORK

Accepted April 2010
Amended March 2017
Amended January 2019
Amended June 2024
Amended November 2024

MAMAKATING LIBRARY

845-888- 8004

128 Sullivan Street

<https://mamakatinglibrary.org> || mam@rcls.org

PREAMBLE

These are the by-laws of the Mamakating Library, originally established in 1912 as the Bloomingburg Free Library, provisionally chartered in 2003 as the Town of Mamakating Library District, and granted permanent charter as the Mamakating Library on March 9, 2010 by the Board of Regents of New York State.

ARTICLE I – NAME

The corporate name of this Library shall be Mamakating Library hereinafter referred to as the Library; branch shall be located in Wurtsboro, Sullivan County, New York.

ARTICLE II – PURPOSE

The fundamental objective of the Library shall be to provide free access to books and other media for the residents of the Mamakating Library Special District. The library is dedicated to providing materials, programs and other services to promote the education, knowledge and creativity in the community it serves, as well as to provide materials and information representing diverse points of view on current and historical issues, carry out all aspects of its operations in accordance with the laws and regulations of the United States of America and the State of New York, and shall not deny or abridge any person's rights to use the Library because of origin, gender, age, background, or beliefs.

ARTICLE III – ANNUAL BUDGET REFERENDUM & TRUSTEE ELECTION

SECTION 1. Powers. All powers of the Library shall be vested in the Board of Trustees. The Board shall be authorized to take any and all actions in furtherance of the Library's purposes, and make all rules, regulations, and policies for the transaction of the business of the Library, not inconsistent with law, its charter and these By-laws.

SECTION 2. Composition. The Board of Trustees of the library shall be made up of seven (7) people dedicated to good library service for the Town of Mamakating. The trustees must be Town of Mamakating residents of voting age, who have lived in the town at least one year and are residents of the Pine Bush, Minisink, or Monticello school districts. A trustee's change in residence out of the district or resignation shall automatically create a vacancy for library trustee.

SECTION 3. Election and Qualification. The Annual Budget Referendum and Trustee Election will be held in August at a date to be determined by the Board. A new trustee is elected by the voters. A vacancy can be filled by a majority vote of the Board, and the appointee shall hold office until the next annual election of trustees. Upon election, the trustee will serve the remaining length of the term originally vacated.

SECTION 4. Terms and Term Limits. A trustee will serve no less than four (4) years, but no more than twenty-five (25) consecutive years. The terms of office of the Trustees have staggered end dates so that not more than two (2) Trustees' terms shall expire in any year.

SECTION 5. Removal of a Trustee from Office

1. A Trustee who misses three (3) consecutive Board meetings in any calendar year shall be subject to removal.

2. A Trustee may also be removed for misconduct, incapacity, neglect of duty or refusal to carry into effect the Library's educational purpose, pursuant to NY Education Law Section 226, subdivision 8. In the event that the Board seeks to remove a Trustee for the above-mentioned reasons, the following procedures are employed:

a. A written complaint to remove a Trustee from office must state the factual basis for removal, and be submitted for a Resolution to remove by the Board. All proceedings for Resolutions to remove and for the actual removal of Trustees shall remain within the Board.

b. A Trustee who is subject to removal is entitled to written notice, including a copy of the complaint and delivered at least seven (7) days prior to the meeting at which the Resolution is to be considered for vote.

c. Before the Board of Trustees votes on the proposed Resolution, the board member in question may present arguments in opposition before the vote. A majority vote of the Board is required for removal.

ARTICLE IV – OFFICERS OF THE BOARD

SECTION 1. The officers of the board shall be a President, a Vice-President, a Secretary, and a Finance Officer.

SECTION 2. A nominating committee may be appointed by the president two months prior to the end of the library budget year.

SECTION 3. The officers shall be elected at the first regular meeting of the library year by a majority vote of the board.

SECTION 4. All officers shall have the usual powers associated with their offices, as outlined in Article 5

SECTION 5. Removal or Replacement: An officer may be removed from office for just cause and after fair hearing by a two-thirds majority vote of the Board.

SECTION 6. Should an office become vacant, the President shall be empowered to appoint a trustee with the approval of the Board to that vacant office.

ARTICLE V – DUTIES OF OFFICERS

SECTION 1. The President shall preside over all Board meetings, carry out all its decisions, maintain order, create and appoint all necessary committees and coordinate their activities, act as ex-officio member of all committees, call special meetings when deemed advisable with one week's notice, and, in general, do everything in their power to expedite the business of the Library and general welfare of its trustees, staff, and members.

SECTION 2. The Vice-President, in the absence or disability of the President or a vacancy in that office, shall act with full power and authority in the absence of the President and shall perform such other duties as the Board of Trustees shall prescribe.

SECTION 3. The Secretary shall carry on all routine correspondence of the Board, read all important correspondence at all meetings as directed by the President,

keep accurate minutes of all proceedings of the Board, maintain a roster of names and addresses of the Library trustees, keep a roll of attendance of each meeting, and keep such records and documents of the Library as may accrue.

SECTION 4. The Financial Officer shall prepare and present financial reports at monthly meetings, assist in developing procedures and managing processes related to financial controls and interface with banks to manage cashflow.

ARTICLE VI – MEETINGS

SECTION 1. Regular meetings shall be held monthly, at dates and times to be established by the board at the beginning of the library year and shall be open to the public except when in executive session. Meeting dates and times may be subject to change. Public will be notified in accordance with Open Meeting Law.

SECTION 2. Special meetings shall be held at the call of the president or any three trustees or the Director.

SECTION 3. A majority of the board shall constitute a quorum.

SECTION 4. The order of business shall be as follows:

- a. Attendance
- b. Adoption of Agenda
- c. Review of minutes of previous meeting
- d. Finance report
- e. Director's report
- f. Committee reports, if any
- g. Nominations and elections, if any
- h. Unfinished business
- i. New business
- j. Adjournment

SECTION 5. Vacancies among the officers shall be filled at an election at a regular meeting and a majority of the trustees present shall be necessary for the election.

ARTICLE VII: LIBRARY DIRECTOR

The Library Director, appointed by the Board, shall serve as advisor to the Board; be responsible for the administration of the Library and its staff under the general policies approved by the Board; be directly responsible to the Board and through the Board to the community; attend all meetings of the Board but have no vote; submit monthly reports to the Board concerning activities, condition, and affairs of the Library and its staff; prepare such regular reports, papers, and statistics as may be periodically required by the laws and regulations of the State of New York; notify the Board of appointments, dismissals, and specific duties of other staff and be responsible for the proper direction and supervision of such staff; be responsible for the care and maintenance of library property and for an adequate and proper selection of books, other media, and furnishings in keeping with the stated policies of the Board for the efficiency of library service to the public.

ARTICLE VIII – COMMITTEES

SECTION 1. The President shall appoint all committees as the business of the Board may require. All committees and committee members shall serve at the pleasure of the President.

SECTION 2. Each committee shall consist of at least one trustee who shall be chairman. Non-board members may be appointed to such committees to bring special capabilities for the resolution of problems facing a committee.

SECTION 3. Committee appointments shall expire December 31st or at the expiration of the time assigned for the committee's work.

SECTION 4. Committees may include but are not limited to: building, finance, bylaws and policies, long range plan; and, their duties shall be such as are associated with the name or as shall be assigned to them by action of the Board; the Library Director may serve as consultant to these committees.

SECTION 5. Committees shall meet as necessary to carry out their functions; and, each committee chairman shall report the committee's actions to the Board.

SECTION 6. Committee recommendations are subject to approval by a majority of the board.

ARTICLE IX – FINANCE

SECTION 1. The fiscal year for the Library shall be January 1 to December 31, as stated in the enabling legislation

SECTION 2. All receipts and disbursements are subject to a monthly review by and approval of the Board. The funds of the Library shall be deposited in a bank or other financial institution to be selected by the Board. All financial obligations of the Library shall be discharged by check and signed by any Board member so designated. Financial institutions and designated signers shall be chosen annually at the Reorganizational meeting. All receipts and disbursements are subject to a monthly review by and approval of the Board.

SECTION 3. All financial records and accounts may be audited either by an independent accountant or by a committee appointed by the Board. The Board shall determine the appropriate procedure for conducting such an audit.

SECTION 4. The Library shall have the power to accept any grant, gift, or donation of money from any source deemed advisable by the Board. This money will be used to aid the Library to carry out its objectives. Existing and future gifts can be designated for a specific use by the Library.

ARTICLE X – AMENDMENTS

SECTION 1: These by-laws may be repealed, amended or added to by a two-thirds vote of the whole board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior regular or special meeting and the notice thereof has been given in the agenda of the meeting at which it is to be considered.



January 2, 2025

TO: Mamakating Library
Attn: Cheryl Jones, Library Director
PO Box 806
Wurtsboro, NY 12790

Via Email To: cjones@rcls.org

RE: Letter of Engagement for Legal Services

To the Board:

This letter sets out the scope and proposed terms for the Law Office of Stephanie Adams, PLLC (“LOSA”) to provide legal services to the Mamakating Library.

Ethics

Legal services in NY are governed by Rules of Professional Conduct, which require attorneys to serve their clients with loyalty, confidentiality, and commitment. Accompanying this letter is a **Statement of Client’s Rights & Statement of Client’s Responsibilities**, emphasizing important aspects of the attorney-client relationship.

We have found that emphasizing these rules keeps ethics at the forefront of legal services, while client awareness of them promotes a trusting and productive relationship. Should you or your organization ever have any questions about these rules, please do not hesitate to ask.

Scope of Service

The LOSA will work with the Mamakating Library, having an initial focus on policy review, revision, development and compliance. When developing board policies, we like to start with an initial meeting with the director and a few trustees, so the objective and budget can be confirmed. Please let us know if you'd like to set that up.

In addition to services in relation to the currently identified needs, the LOSA may provide a variety of legal services to the Mamakating Library, for issues as they arise. We will work with you to set budgets and deadlines on a per-project basis. At the present time, these are limited to non-litigation services.

If at any point the Mamakating Library needs representation in litigation (currently not expected), the issue should be presented to the LOSA, which would evaluate our ability to provide representation in that matter, and if affirmative, prepare a separate letter of engagement for services, to be proposed to the Library.



Billing Practices, Fees and Expenses

It is important to our office that clients not only understand their bill, but that billing is used as a tool for enhanced collaboration. Accounts are invoiced monthly, and payments are due within 30 days of receipt.

Expenses and disbursements will be separately stated on the bill and our fees will be charged per the **LOSA 2025 Pro Bono rates**, set forth below:

Senior Attorney time:	\$250/hour (non-litigation)
Paralegal time:	\$150/hour
Disbursement (postage, copying, etc.) will be billed at cost.	

Please note that these costs are a specially reduced rate available to the Mamakating Library due to its membership with the Ramapo Catskill Library System. If this rate is to increase, you will have no less than 90 days' notice.

Retainer

To initiate services, please return a signed copy of this letter of engagement. If you would now or at any later date like to place a retainer deposit for work scheduled or future work, please contact Brian Calisto in my office (brian@stephaniecoleadams.com) to arrange setting this up in my attorney trust account. The LOSA can accept a retainer of any amount and at any time, to be billed against. For libraries, we suggest an initial deposit of \$2,000, or \$500 quarterly. A balance of the retainer and refund of such can be requested at any point in time by writing to billing@stephaniecoleadams.com. If you opt to not place a retainer deposit, we will do a pay as you go system.

Your account will be billed in the beginning of the month following that in which the work was completed. You will only receive an invoice during months in which the LOSA completed work on your behalf during the previous month. Invoices will include a precise breakdown of attorney time, paralegal time, costs, and disbursements. Payment is due within 30 days.

Arbitration

In the event that a dispute arises between us relating to our fees, you may have the right to arbitration of the dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which will be provided to you upon request. Hopefully, good communication and clear billing practices will avoid any concerns.

Termination

You may terminate legal services upon written notice.

The firm may terminate services for cause upon 3 days' written notice, based on: 1) any violation by the client of the "Client Responsibilities" with respect to the firm, 2) failure to pay bills within 90 days, and 3) fundamental disagreements about strategy that in our determination are likely to impinge on a suitable working relationship.



Your File

You may request an electronic or hard copy of your file, and the firm will honor your request as expeditiously as possible. Internal memoranda and notes for internal purposes only are not considered a part of your file. A fee for duplication will apply, and all outstanding bills must be paid prior to release. At its discretion, the firm will retain a copy of your file for up to seven years.

Acceptance of Terms

If these terms are acceptable, please sign in the space below. If you need to discuss any aspect of the proposal, please let me know.

Thank you for entrusting my office with the Mamakating Library's legal needs.

Very truly yours,

Stephanie A. Adams, Esq

ACCEPTED BY: _____
Cheryl Jones, Library Director

DATE: _____

Accompanying: Statement of Client Rights and Statement of Client's Responsibilities



Statement of Client's Rights

Section 1210.1 of the Joint Rules of the Appellate Division amended April 15, 2013 (22 NYCRR §1210.1)

1. You are entitled to be treated with courtesy and consideration at all times by your lawyer and the other lawyers and nonlawyer personnel in your lawyer's office.
2. You are entitled to have your attorney handle your legal matter competently and diligently, in accordance with the highest standards of the profession. If you are not satisfied with how your matter is being handled, you have the right to discharge your attorney and terminate the attorney-client relationship at any time. (Court approval may be required in some matters, and your attorney may have a claim against you for the value of services rendered to you up to the point of discharge.)
3. You are entitled to your lawyer's independent professional judgment and undivided loyalty uncompromised by conflicts of interest.
4. You are entitled to be charged reasonable fees and expenses and to have your lawyer explain before or within a reasonable time after commencement of the representation how the fees and expenses will be computed and the manner and frequency of billing. You are entitled to request and receive a written itemized bill from your attorney at reasonable intervals. You may refuse to enter into any arrangement for fees and expenses that you find unsatisfactory. In the event of a fee dispute, you may have the right to seek arbitration; your attorney will provide you with the necessary information regarding arbitration in the event of a fee dispute, or upon your request.

5. You are entitled to have your questions and concerns addressed promptly and to receive a prompt reply to your letters, telephone calls, emails, faxes, and other communications.
6. You are entitled to be kept reasonably informed as to the status of your matter and are entitled to have your attorney promptly comply with your reasonable requests for information, including your requests for copies of papers relevant to the matter. You are entitled to sufficient information to allow you to participate meaningfully in the development of your matter and make informed decisions regarding the representation.
7. You are entitled to have your legitimate objectives respected by your attorney. In particular, the decision of whether to settle your matter is yours and not your lawyer's. (Court approval of a settlement is required in some matters.)
8. You have the right to privacy in your communications with your lawyer and to have your confidential information preserved by your lawyer to the extent required by law.
9. You are entitled to have your attorney conduct himself or herself ethically in accordance with the New York Rules of Professional Conduct.
10. You may not be refused representation on the basis of race, creed, color, religion, sex, sexual orientation, age, national origin or disability.

Statement of Client's Responsibilities

1. The client is expected to treat the lawyer and the lawyer's staff with courtesy and consideration.
2. The client's relationship with the lawyer should be one of complete candor and the client should apprise the lawyer of all facts or circumstances of the matter being handled by the lawyer even if the client believes that those facts may be detrimental to the client's cause or unflattering to the client.
3. The client must honor the fee arrangement as agreed to with the lawyer to the extent required by law.
4. All bills tendered to the client for services rendered pursuant to the agreed upon arrangement regarding fees and expenses should be paid when due.

5. A client who discharges the attorney and terminates the attorney-client relationship must nevertheless honor financial commitments under the agreed to arrangement regarding fees and expenses to the extent required by law.
6. Although the client should expect that his or her letters, telephone calls, emails, faxes, and other communications to the lawyer will be answered within a reasonable time, the client should recognize that the lawyer has other clients who may be equally deserving of the lawyer's time and attention.
7. The client should maintain contact with the lawyer, promptly notify the lawyer of any change in telephone number, address, email, or other electronic contact information, and respond promptly to a request by the lawyer for information and cooperation.
8. The client must realize that the lawyer is required to respect only legitimate objectives of the client and that the lawyer will not advocate or propose positions that are unprofessional or contrary to law or the New York Rules of Professional Conduct.
9. The lawyer may decline to accept a matter if the lawyer has previous personal or professional commitments that will prohibit the lawyer from devoting adequate time to representing the client competently and diligently.
10. A lawyer is under no obligation to accept a client if the lawyer determines that the cause of the client is without merit, a conflict of interest would exist or a suitable working relationship with the client is not likely.

One Commerce Plaza
Albany, New York 12260
518.487.7600

Robert T. Schofield
Partner
518.487.7616 phone
rschofield@woh.com

January 10, 2025

Via Email (.pdf) Only to cjones@rcls.org

Cheryl Jones, Library Director
Mamakating Library
P.O. Box 806
Wurtsboro, New York 12790

Re: Engagement of Whiteman Osterman & Hanna LLP

Dear Ms. Jones:

Thank you for taking the time to speak with me about Whiteman Osterman & Hanna LLP potentially providing services to the Mamakating Library (the "Library"). As discussed, the firm appreciates the opportunity to be considered to provide legal services to the Library on an annual retainer basis. Our representation could be effective immediately or on a date that you choose. In accordance with our Firm policy, the purpose of this letter is to set forth our understanding as to the terms upon which we have been engaged.

MUTUAL RESPONSIBILITIES

We will provide the legal services that, in our professional judgment, are appropriate for this matter and in accordance with applicable legal and ethical standards. The Library agrees that you and the other officers of the Library will be reasonably available to confer with us upon request, will provide us with such documents and information as the Library may possess relating to the matter, will disclose all facts and circumstances of which the Library or its officers are aware that may bear upon our handling of the matter, will promptly pay our fees in accordance with the terms of this letter, and will otherwise assist our efforts as we reasonably request.

It is understood that I will be the partner of this Firm primarily responsible for this engagement.

DETERMINATION OF FEE

Our fees are determined, in accordance with applicable ethical rules, by considering a number of factors, including the amount of time that our lawyers, legal assistants and staff devote to the matter, the experience and expertise of the professionals who perform the services, the

complexity, novelty and difficulty of the questions involved, the magnitude of the matter, any time limitations or other special demands presented, and the results obtained. Our fees in this representation are as follows:

Retainer

For general representation, which we would define as responding to routine telephone inquiries and correspondence, including any supporting research, remote attendance at Board meetings as requested, legal opinions as requested by the Board or Director, review of contracts and policies, routine advice regarding litigation and administrative proceedings, and day-to-day counsel and advice, we would propose to charge a retainer of **\$2,000** per year, plus out-of-pocket costs and disbursements as explained below, payable in equal quarterly installments in January, April, July, and October.

Non-Retainer

Unless otherwise agreed in writing, for all non-retainer matters, we will charge an hourly rate outside of the retainer. Non-retainer matters include all litigation (including arbitrations and other proceedings), collective bargaining, building projects, and other matters of such unusual scope or depth that we mutually agree require extended time or research to complete. We will not undertake such a matter without your express approval.

We only charge for time we actually work and only for actual out-of-pocket disbursements. In effort to keep costs down, we will assign work to associates and paralegals whenever appropriate. Any associate's or paralegal's work will always be supervised by me or another partner of the firm. On non-retainer matters, our attorneys will charge a discounted blended rate for their time of \$250 per hour. Paralegal services would be billed at \$150 per hour. We would submit monthly bills that show the hours worked and disbursements incurred during the preceding month.

BILLING FOR COSTS AND EXPENSES

In addition to our fees, we will bill the Library for any out-of-pocket expenditures which we make or expenses we incur on the Library's behalf. These may include computer-based legal research costs, the costs of reproducing documents, long distance telephone charges, parking and travel costs, expenses which we incur while we are away from our office on your business, fees which accountants or consultants retained on the Library's behalf charge us, and other similar expenditures.

STATEMENTS

We will send you statements for services rendered and for expenditures which we have made for you on a monthly basis. The amounts set forth in the statements are due within thirty days after the statement is mailed. If you have any questions about any statement, please call me

promptly to discuss it.

If your account becomes delinquent, we have established collection procedures which may include stopping all legal services of a non-emergency nature and, where consistent with our ethical obligations, withdrawing from this representation. We also reserve the right to ask you for reasonable security for past due balances and work required in the near future. As a condition of our undertaking this representation, you agree to provide such security to us upon request.

In fairness to the majority of our clients who pay our statements promptly, we have established late payment charges designed to recover the costs of carrying overdue accounts. We reserve the right, to the extent permitted by law, to add a late payment charge at the rate of 9% per annum (0.75% per month) to your past due account. These late charges will accrue from the due date of the bill until the date it is paid.

Under certain circumstances, disputes regarding our fees may be subject to the New York Fee Dispute Resolution Program established under 22 NYCRR Part 137.

CONFLICTS OF INTEREST

As you are aware, Whiteman Osterman & Hanna LLP has a diverse practice that includes representation of many other companies and individuals in many areas. We have performed our standard internal conflicts check and we believe our performance of this engagement will not conflict with any client or matter on which we are engaged as of the date of this letter. In the event any such conflict comes to our attention, we will promptly notify you, and you agree to promptly meet with us to discuss, in good faith, a reasonable resolution. Within applicable ethical and legal guidelines, we will endeavor to continue our representation and to preserve our relationship.

RECORDS RETENTION

The Firm maintains a records retention and destruction policy, which may be amended from time to time. It is the Firm's practice, in accordance with its records retention policy, to review the file at the conclusion of our engagement for purposes of determining information and documents that will be returned, retained in our files, or destroyed. With respect to documents that are retained in our files, under our current records retention policy, the Firm reserves the right to destroy client files seven years after the conclusion of the matter, except as to matters, such as trust and estate matters, which require a longer document retention period. You may also arrange for the return of the file to it, upon payment of shipping costs.

DOCUMENT PRESERVATION

If this matter involves litigation, or the assertion or defense of a potential claim, it is imperative that you immediately take all necessary steps to ensure that there is no disposal, alteration, or destruction of documents (including electronic documents and emails) that might relate in any way to the claim at issue. Under applicable court rules and judicial precedent, you

are obligated to preserve all documents and communications that relate in any way to the claim and you can be subject to judicial sanctions for failing to do so. This may require you to ensure that any systems that automatically archive or destroy electronic documents are turned off. We would be pleased to provide you with additional assistance and advice in this regard if you have questions.

TERMINATION

We anticipate a long and mutually satisfactory relationship. However, you have the right to terminate our engagement at any time by giving us written notice of termination. We also have the right, subject to our responsibilities under applicable ethical rules, to terminate our engagement by giving you written notice if you fail to cooperate with us or to pay our bills when due or if we determine that continuing to represent you would be unethical, impractical or improper. If our relationship is terminated by either of us, you will remain obligated to pay us in full for our past services and for costs and expenses in accordance with the terms of this letter.

AGREEMENT APPLICABLE UNTIL CHANGED IN WRITING

This agreement will apply to any additional matters we agree to undertake upon your behalf unless we enter into an express written agreement reflecting an alternate arrangement. Please review this letter carefully and raise and discuss with me any questions which you may have. If this letter accurately reflects the Library's understanding of our attorney-client relationship, please indicate the Library's approval and acceptance by having the Library Board President execute it below and returning a signed .pdf to me. That signature evidences the authority of the President to sign on behalf of the Board of Trustees. We will send you an invoice for the first quarterly payment.

Very truly yours,

Robert Schofield

Robert T. Schofield

ACCEPTED AND AGREED:

MAMAKATING LIBRARY

Cheryl Jones, Library Director

Dated



MAMAKATING

LIBRARY

Mamakating Library Security Camera Policy

The Mamakating Library strives to offer a welcoming environment where customers can use the Library's resources in safety and comfort. Security cameras are in use at the Library for the narrow purpose of enhancing the physical security of the Library, its property, staff and customers. The purpose of this policy is to establish guidelines for the placement and use of the cameras, as well as the access and retrieval of recorded images.

Security Camera Purpose and Placement Guidelines

- Security cameras will be used in public places to document events involving the safety and security of patrons, staff, and Library property. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms, private offices, or staff break rooms. Cameras will be placed in indoor and outdoor areas.
- Cameras will not be positioned to identify a person's reading, viewing, or listening activities in the Library.
- Notices are posted at the Library entrances informing the public and staff that cameras are in use.
- Cameras are not installed for the purpose of monitoring staff performance and will not be used for the purpose of routine staff performance evaluations.
- Cameras are not continuously monitored and therefore individuals should continue to take appropriate precautions for their safety and for the security of their personal property.
- Camera locations will not be changed without permission from the Director or designee.

Use and Disclosure of Video Records

- Digital records may be used to identify the person or persons responsible for Library policy violations, criminal activity, damage or destruction of Library property or actions disruptive to normal Library operations.
- Data from the cameras is recorded and stored. Recorded data is considered confidential and secure. Access to recorded data is limited to the following Library staff: Director or the Director's designated appointees. Authorized individuals may review recorded data in order to identify those responsible for suspected Library policy violations or criminal activity on Library property.

- Digital security records are not to be used to identify the activities of individual Library patrons except as viewed in relation to suspected criminal activity, suspected violation of the Library's policies, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability.
- The Director or their designee may use a still shot or selected portions of recorded data to request law enforcement review of a specific individual or for investigating a crime on Library property.
- A copy of digital security data will be made available to law enforcement upon request and with the approval of the Director or their designee. Recorded data will be accorded the same level of confidentiality and protection provided to library users by the Mamakating Library's Privacy & Confidentiality Policy
- Images may be used by Library staff to identify person(s) suspended from Library property.
- Images may be shared by Library staff upon request by law enforcement for suspected criminal activity on Library property during a limited specified time period.
- Confidentiality and privacy issues prevent the Library from allowing the public to view security camera footage. If the Library receives a request from the general public to view recorded camera footage, the public will be advised to file a police report.
- Video images are stored digitally and retained for approximately 30 days.
- In the event of a suspected crime or incident, still shots or selected portions of the recorded data will be maintained until resolution of the specific incident.
- Occasional spot-checking of images and recordings will occur to assure proper operation of security equipment.
- Live viewing of data may occur to alert staff to customers in an unstaffed public area of the Library or in cases of suspected criminal activity, or policy violations.
- Recordings shall not be used or disclosed other than as specifically authorized by this policy. Staff who misuse this data will be subject to disciplinary action.

Draft 12/26/2024



OPEN MEETING POLICY

Public Notification of Meetings

The Board of Trustees of the Mamakating Library operates in accordance with Open Meetings Law (see [Education Law §260-a](#); and [Public Officers Law, Article 7](#)). This law requires that board meetings must be properly posted and advertised and open to the public. In addition, working sessions of the board (even if they are not formal meetings) will, in accordance with the law, be advertised and open if a quorum of the board is expected to attend. Notice of all board meetings will be sent to the news media, noted on the Library's website and posted in a public place such as the Library bulletin board. (Educational sessions in which the board does not conduct business are exempt from Open Meetings Law.)

As the requirements of the Open Meetings Law for special legislative district libraries also apply to all committees and sub-committees of the board of which two or more trustees are members, these committees will operate in the same fashion.

Provision of Documents

Also in accordance with Open Meetings Law, when a document is scheduled to be the subject of discussion during an open meeting, the document will be made available online prior to the meeting and copies will be available for the public at the meeting.

Executive Sessions

Executive sessions, from which the public and the news media may be excluded, will be convened during an open meeting for only the following specific purposes:

- Discussions regarding proposed, pending or current litigation;

- The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by the Board, but only when publicity would substantially affect the value thereof.

The board will vote to enter executive session and state the general nature of the session for its minutes.

Executive sessions may include advisors, such as the library director, system consultant or the library's lawyer.

If formal action and vote are taken in executive session, the minutes will provide a record or summary of the final determination or action the board took in the session. Alternately, the Board may adjourn from executive session and return to the regular meeting to vote on any formal action or approve specific resolutions. The appropriation of public monies will not take place in executive session.

Recordings of Meetings:

Any recordings made by a board member must be supplied, unaltered, to the library within 48 hours of the meeting to be kept in case of a FOIL Request.

Recordings made & maintained by the library will be kept in accordance with the library's Records Retention & Disposition Policy.

Adopted by the Mamakating Library Board of Trustees

March 6, 2019

DRAFT 12/26/24



MAMAKATING

LIBRARY

Freedom of Information Policy

In compliance with Public Offices Law, article 6, and NYS Executive Law, the Board of Trustees of Mamakating Library adopts this Freedom of Information Law Policy.

RECORDS ACCESS OFFICER

As Chief Executive Officer of the Mamakating Library, the Library Director is hereby designated to Records Access Officer. The Library Director may designate a board or staff member to serve as Records Access Officer. The Records Access officer of the Library and can be reached by email at mam@rcls.org or in person at 128 Sullivan Street, Wurtsboro, NY 12790.

The Records Access Officer shall comply with the responsibilities of this office as outlined in the NYS Committee on Open Government's (COOG) Model Rules for Agencies, Section 2(2) a-g:

- a. Maintain an up-to-date subject matter list.
- b. Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.
- c. Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.
- d. Upon locating the records, take one of the following actions:
 - a. Make records available for inspection; or,
 - b. Deny access to the records in whole or in part and explain in writing the reasons therefor.
- e. Upon request for copies of records:
 - a. Make a copy available upon payment or offer to pay established fees, if any, in accordance with Section 8; or,
 - b. Permit the requester to copy those records.
- f. Upon request, certify that a record is a true copy ; and
- g. Upon failure to locate records, certify that;
 - a. The Mamakating Library is not the custodian for such records, or



MAMAKATING

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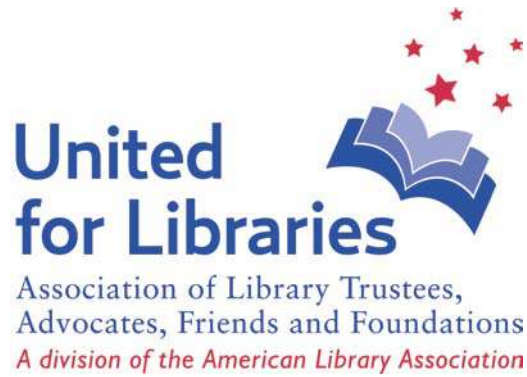
Mamakating Library Code of Ethics Policy

The Board of Trustees of the Mamakating Library hereby adopts the *Public Library Trustee Ethics Statement* published by United for Library.

Annual Statements

Each trustee shall annually sign a statement which affirms they have received a copy of *Public Library Trustee Ethics Statement* published by United for Libraries, and that they have read, understand, and agree to uphold the standards it sets forth. Copies of this yearly signed statement will be kept by the Library and maintained according to the Library's Records and Retention Policy.

Draft 1/7/2025



PUBLIC LIBRARY TRUSTEE
ETHICS STATEMENT

Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Signature _____ Date _____

Approved by the United for Libraries Board in January 2012



MAMAKATING

LIBRARY

Job Description- Library Director

The Library Director is a community leader who provides vision and initiative. The Library Director reports to the Library Board of Trustees and is responsible for operating the Mamakating Library by following the policies adopted by the Library Board of Trustees.

Duties and Responsibilities

LEADERSHIP Serves as spokesperson and advocates for Library, assuring proper Library representation within the community, local businesses, nonprofits, elected officials, and stakeholders. Leads the Library in a manner that supports and guides the Library's Long Range Plan. Communicates regularly with the Library Board of Trustees; providing pertinent information, including library achievements and challenges.

COMMUNITY Establishes cooperative working relationships with the School District, local businesses, and nonprofits; communicates effectively with stakeholders. Works to increase awareness of library services and is active and visible in the community.

MANAGEMENT Establishes short and long-range goals for the Library and staff. Supervises and retains competent, qualified staff while maintaining open communication with library staff and volunteers. Effectively and efficiently delegates to management staff and evaluates them. Reviews and develops policies and procedures for the Library's operation, including training, professional development, scheduling, and annual evaluation of employees to ensure accountability.

FISCAL Develops and maintains a viable library budget in collaboration with the Library Board of Trustees. Evaluates fiscal needs and makes financial recommendations based on the strategic plan and the library's current and future operational needs. Provides financial reports that accurately reflect the financial condition of the Library. Negotiates professional contracts and sees that appropriate salary structures are developed and maintained.

FACILITY Ensures the library building is fully operational. Recommends preventative maintenance, repairs, and routine building inspections to identify possible issues to the Library Board. Schedule and supervise maintenance repairs, installations and services to the building as needed. Maintain ongoing communication with contractors and vendors.

TECHNOLOGY Creates a technology plan that will meet community and staff needs. Follows appropriate backup procedures and cybersecurity structures as recommended by system level IT Department. Recommends information technology strategies, policies, and approaches to the Library Board of Trustees.

Other responsibilities as directed by the Mamakating Library Board of Trustees.

Qualifications

- A master's degree in Library and Information Science from an ALA-accredited program
- Experience with administration and management of staff
- Excellent leadership, communication, and interpersonal skills with a hands-on mindset
- Knowledge of current and emerging trends in library services and technology
- A passion for community engagement and sustainability

Board Approved _____