

MLD Trustees Meeting – February 11, 2026
TENTATIVE AGENDA – SUBJECT TO ADDITIONS AND/OR CHANGE
(* - Action Items)

Call to Order/Attendance

Adoption of agenda*

Minutes – January 2025*

- Motion to approve the January meeting minutes

Finance Report -

- Motion to approve abstract of vouchers*

Director’s Report

Committee Reports –

- Long Range Plan- Update
- Policy/ By-Law- Update
- Building and Grounds- No Update
- Budget/ Finance- Update

Old Business:

- Committee Chair Appointments*
 - Motion to approve the 2026 Committee & Chair appointments

New Business:

Policy review/ revisions:

- Employee Disability Accommodation Policy*
 - Motion to approve the Employee Disability Accommodation Policy as presented/amended
- Employee Notification of Disciplinary Record Request Policy*
 - Motion to approve the Employee Notification of Disciplinary Record Request Policy as presented/amended
- Lactation & Milk Expression Policy*
 - Motion to approve the Lactation & Milk Expression Policy as presented/amended

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

Adjournment

MLD Trustee Minutes – January 14, 2026

Call to Order/Attendance meeting started 6:10PM

Present:

Patricia Andersen, Chelsea Roth, Thomas DePaulo, Pamela Mann, Mark Tourtellott & Cheryl Jones (Director)

Absent (Excused): Jennifer Holmes, Sam Meyer

Adoption of agenda

Motion to approve the agenda as presented

Motion: Pamela Mann

Second: Chelsea Roth

In Favor: all

Motion passed

Minutes – December 2025

Motion to approve the December meeting minutes

Motion: Chelsea Roth

Second: Thomas DePaulo

In Favor: all

Motion passed

Finance Report

Motion to approve abstract of vouchers

Motion: Mark Tourtellott

Second: Pamela Mann

In Favor: all

Motion passed

Motion to approve finalized budget allocations for 2025:

Motion Thomas DePaulo

Second: Pamela Mann

In Favor: all

Motion passed

Director's Report presented by Director, Cheryl Jones

Committee Reports

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

Old Business:

none

New Business:

Officer Elections:

Nominations for President - Patricia Andersen

Nominated by Mark Tourtellott

Second by Pamela Mann

Nomination Accepted by Patricia Andersen

In Favor: all

Nominations for Vice President - Chelsea Roth

Nominated by Thomas DePaulo

Second by Pamela Mann

Nomination Accepted by Chelsea Roth

In Favor: all

Nominations for Finance Officer - Jennifer Holmes

Nominated by Pamela Mann

Second by Patricia Andersen

Nomination Accepted by Jennifer Holmes (noted her willingness to continue in role via email prior to meeting)

In Favor: all

Nominations for Secretary - Mark Tourtellott

Nominated by Chelsea Roth

Second by Thomas DePaulo

Nomination Accepted by Mark Tourtellott

In Favor: all

Committee Assignments

President has appointed committee members as discussed.

- Finance Committee: Patricia Andersen, Jennifer Holmes, Library Director
- Long Range Plan Committee: Patricia Andersen, Sam Meyer, Chelsea Roth, Library Director
- Bylaw & Policy Committee: Patricia Andersen, Mark Tourtellott, Pamela Mann, Library Director
- Building Committee: Sam Meyer, Thomas DePaulo, Jennifer Holmes, Library Director & invited community members

Staff Salary Schedule

Motion to approve the Salary Schedule for 2026

Motion: Chelsea Roth

Second: Pamela Mann

In Favor: all

Motion passed

Newspaper of Record

Motion to use the Sullivan County Democrat as our 2026 Newspaper of Record

Motion: Mark Tourtellott

Second: Thomas DePaulo

In Favor: all

Motion passed

Budget Adjustment

Motion to approve the Budget Adjustment as presented

Motion: Thomas DePaulo

Second: Chelsea Roth

In Favor: all

Motion passed

Policy review/ revisions: none

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

No public comment

Adjournment: 7:00PM

Motion by Pamela Mann

Second: Chelsea Roth

In Favor: all

Motion: passed

Respectfully Submitted 1/14/2025

Mark Tourtellott

Secretary

Mamakating Library
Budget vs. Actuals: Thru January =8%
 January - December 2026

	Actual	Total Budget	% of Budget
Revenue			
A1049 REAL PROPERTY TAXES			
A1001 Real Estate Taxes		425,000	0.00%
Total A1049 REAL PROPERTY TAXES	\$ 0	\$ 425,000	0.00%
A2499 USE OF MONEY & PROPERTY			
A2401 Interest & Earnings		12,000	0.00%
Total A2499 USE OF MONEY & PROPERTY	\$ 0	\$ 12,000	0.00%
A2649 FINES & FORFEITURES			
A4050 Fines income	7	400	1.79%
Total A2649 FINES & FORFEITURES	\$ 7	\$ 400	1.79%
A2799 MISCELLANEOUS LOCAL SOURCES			
A2770 Miscellaneous income	579	6,000	9.65%
Total A2799 MISCELLANEOUS LOCAL SOURCES	\$ 579	\$ 6,000	9.65%
A3099 STATE AID			
A3089.2 State Aid- Grant		3,100	0.00%
Total A3099 STATE AID	\$ 0	\$ 3,100	0.00%
A4999 Assigned Fund Balance		17,800	0.00%
Total Revenue	\$ 586	\$ 464,300	0.13%
Gross Profit	\$ 586	\$ 464,300	0.13%
Expenditures			
A7999 CULTURE & RECREATION			
A7410.1 Library- Personal Services			
7410.11 Clerical		159,037	0.00%
7410.12 Librarian		85,963	0.00%
Total A7410.1 Library- Personal Services	\$ 0	\$ 245,000	0.00%
A7410.2 Library- Equipment			
7410.21 Equipment expense	103	2,000	5.15%
Total A7410.2 Library- Equipment	\$ 103	\$ 2,000	5.15%
A7410.4 Library- Contractual Expenses			
7410.41 Books	2,396	15,000	15.98%
7410.405 Digital Media		13,000	0.00%
Total 7410.41 Books	\$ 2,396	\$ 28,000	8.56%
7410.42 Periodicals		600	0.00%
7410.43 Audio/Visual		2,200	0.00%
7410.47 Cleaning Service		8,200	0.00%
7410.48 Elections		400	0.00%
7410.52 Memberships		2,800	0.00%
7410.53 Miscellaneous expense		600	0.00%
7410.54 Professional Fees			
101 Accounting Fees		7,000	0.00%

102 Legal Fees			2,000	0.00%
Total 7410.54 Professional Fees	\$	0	\$ 9,000	0.00%
7410.55 Postage and Delivery			3,700	0.00%
7410.56 Program		225	2,850	7.89%
7410.565 Program Supplies			700	0.00%
Total 7410.56 Program	\$	225	\$ 3,550	6.34%
7410.57 DEBT Service Principal & Interest			24,000	0.00%
7410.58 Building & Grounds R&M				
7410.581 Repairs			6,000	0.00%
7410.582 Maintenance		75	3,500	2.14%
7410.583 Landscaping			4,750	0.00%
Total 7410.58 Building & Grounds R&M	\$	75	\$ 14,250	0.53%
7410.59 Office expense		105	4,000	2.62%
7410.60 Telecom			5,000	0.00%
7410.61 Utilities			10,000	0.00%
7410.62 Technology		1,723	22,500	7.66%
7410.85 RCLS Service Fee		1,917	2,500	76.68%
7410.86 Meetings & Conference			3,850	0.00%
7410.87 Travel & Mileage			250	0.00%
Total A7410.4 Library- Contractual Expenses	\$	6,441	\$ 145,400	4.43%
Total A7999 CULTURE & RECREATION	\$	6,544	\$ 392,400	1.67%
A9199 EMPLOYEE BENEFITS				
A9010.7 Payroll Taxes			19,500	0.00%
A9030.8 Insurance				
9030.81 Disability		1,488	1,400	106.28%
9030.82 Hospitalization			18,000	0.00%
9030.83 Workers' Compensation			1,600	0.00%
9030.84 Property Liability			4,000	0.00%
9030.85 Directors and Officers			1,150	0.00%
Total A9030.8 Insurance	\$	1,488	\$ 26,150	5.69%
A9040.0 Pension Expense			20,000	0.00%
Total A9199 EMPLOYEE BENEFITS	\$	1,488	\$ 65,650	2.27%
Capital Reserve			6,250	0.00%
Total Expenditures	\$	8,032	\$ 464,300	1.73%
Net Operating Revenue	-\$	7,445	\$ 0	
Net Revenue	-\$	7,445	\$ 0	

Wednesday, Feb 04, 2026 10:16:55 AM GMT-8 - Accrual Basis

February 2026

Voucher #	Payee	Amt	Note
0226-01	Orange & Rockland	\$ 571.26	Autopays 2/26
0226-02	Frontier	\$ 592.28	autopays 2/14
0226-03	VISA (CJ)	\$ 1,103.16	autopays 2/21
0226-04	OverDrive	\$ 231.41	ebooks/audio books
0226-05	Wells Fargo	\$ 103.00	autopays 2/21
0226-06	RCLS	\$ 3,384.75	IT support fees
0226-07	Robert Hrabowsky	\$ 640.00	Cleaning
0226-08	Midwest Tape	\$ 407.94	Hoopla Balance
0226-09	Mirabito	\$ 588.75	Propane Delivery
0226-10	Patiana McMahan	\$ 75.00	Program fees
0226-11	Time and the Valleys Museum	\$ 50.00	Membership fee
0226-12	Whiteman Osterman & Hanna LLP	\$ 500.00	Legal Retainer fee
0226-13	Kristt Kelly Office Systems Corp.	\$ 178.00	Kyocera toner
0226-14	Toshiba America Business Sol.	\$ 239.00	HP ink
0226-15	Library Journal	\$ 159.00	Periodical subs.
0226-16	Cheryl Jones	\$ 70.57	Travel/Mileage
0226-17	Office of the State Comptroller	\$ 85.00	Meetings & conf.
0226-18	Utica National Insurance Group	\$ 4,710.91	Insurance
0226-19	Utica National Insurance Group	\$ 1,373.00	Insurance
0226-20	Cengage Learning Inc.	\$ 237.70	LP books
0226-21	Bookazine	\$ 528.79	Books
0226-22	Beth Goodman	\$ 100.00	Program fees
0226-23			
Total:		\$ 15,829.52	

Mamakating Library Board of Trustees Meeting

February 11th, 2026

Director's Report



Building & Grounds:

- We are having a bit of an issue with ice damming and melt near both the front and back doors, making it difficult to open doors sometimes due to drifts and ice melt/refreeze. We had to call Refko for extra help with this and will need to look into a permanent remedy for this with the building committee.
- We will also need to get the carpets cleaned again this spring—I'd like to wait until we are done with salt/sand for the year though.

Closings/Service Interruptions & Generator Statistics:

- Generator has run for ??? hours total as of 2/9 (unable to get to generator due to snow build up, weekly tests are running smoothly)
- Library was closed 1/17 & 1/26 due to snow/ice
- Library was closed 1/19 for MLK Day

Programming:

Community Partnership Programs:

- ERHN Exercise Class: 21 Participants (4 sessions)

Stand-alone programs

- Tiny Art Show Canvases: 100 distributed

Series programs

- Books & Tea Discussion : 9 Participants
- Culinary Club: 9 Participants
- Writers' Group: 8 Participants (2 sessions)
- Tech Topics: 3 Participants
- Classic Sci-Fi Movie Night: 9 Participants
- Non-Fiction Book Club: rescheduled due to snow storm
- Coffee Klatch for Parents: 90 Participants (4 Sessions)
- Builders Brigade: 19 Participants
- Storytime: 76 Participants (4 sessions)
- LSC Author Visits: 9 Live (3 Programs)
- Curiosity Club: 13 Participants
- Art with Ms. Pati: 6 Participants
- Read to Mocha: 10 Participants
- Homework Help: 2 Participants (Last Session)

Program Totals:

- 25 Adult Programs serving 262 patrons
- 10 Patrons received dedicated Tech Help time
- 9 Youth Programs serving 124 patrons
- 11 Teen Volunteer worked 31 Hours

IT/ILS, Website, & Technical Services:

- Computer Users: 143
- Wi-Fi Users: 1527



Another great meeting at Library Advocacy Day
Thank you to Paula Kay for meeting with us and supporting library funding.



The Friends Seed Library is almost ready for its
spring debut!

Circulation/Registration:

Previous Month's Physical Circulation

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
January	2206	2231	2487	2400	1823	2040	1882	2195	2006	2092
February	1973	1956	2088	2169	1335	1840	1531	1925	2124	
March	2414	2225	2093	1180	1929	2110	1734	2264	2288	
April	2331	2013	2064	--	1710	1751	1705	2165	1977	
May	2121	2161	2180	--	1644	1636	1667	2026	2034	
June	2539	2288	2292	233	1909	1836	1818	1963	1932	
July	3150	2640	2682	939	2225	2232	2628	2457	2634	
August	2941	2760	2742	948	1870	2195	2822	2307	2666	
September	2440	2015	2310	1224	1904	1597	2276	2075	2377	
October	2166	2273	2239	1323	1969	1404	2029	2045	2170	
November	2214	2309	1956	1496	2126	1492	1947	1964	2166	
December	1704	2000	1924	1600	1991	1362	1918	1764	1821	
TOTAL	28,199	24,871	25,133	13,512	22,435	23,517	23,957	25,150	26,195	2092

Previous Month's New User Registrations

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
January	29	14	19	19	9	17	19	17	21	18
February	16	18	12	20	8	16	12	12	11	
March	12	22	9	4	15	12	12	14	33	
April	28	23	18	2	8	21	11	31	16	
May	24	16	15	3	6	21	16	22	17	
June	24	30	28	0	12	16	30	17	30	
July	34	32	32	8	34	41	42	39	42	
August	28	22	31	12	28	35	48	24	37	
September	26	14	31	9	23	21	22	18	24	
October	28	16	21	8	10	19	62	36	21	
November	28	10	11	6	12	20	21	22	32	
December	28	11	8	7	10	12	8	12	9	
TOTAL	305	228	227	98	175	251	303	264	284	18

Digital Collections:

Overdrive Circulation

	2019	2020	2021	2022	2023	2024	2025	2026
January	323	305	394	486	603	658	598	596
February	264	229	429	400	508	635	591	
March	334	298	444	439	552	642	632	
April	293	475	338	448	564	544	604	
May	291	497	408	495	537	600	627	

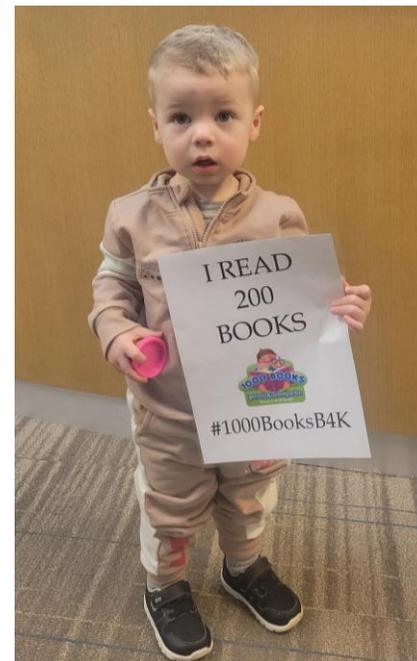
June	344	409	362	559	448	547	634	
July	296	373	404	552	438	640	602	
August	284	311	474	578	522	596	577	
September	272	314	427	499	524	565	581	
October	236	323	367	510	582	579	537	
November	205	334	419	506	569	583	544	
December	209	320	405	546	537	599	596	
Total	3142	4188	4871	6018	6384	7188	7123	596

Unique Patron Access Hoopla				
	2023	2024	2025	2026
January	36	54	67	69
February	42	53	61	
March	49	55	64	
April	35	44	62	
May	36	56	58	
June	37	59	62	
July	39	58	62	
August	38	60	57	
September	36	68	66	
October	50	67	66	
November	37	53	68	
December	39	62	69	
Total:	474	689	762	69

Overall Circulations Report Hoopla				
	2023	2024	2025	2026
January	131	178	262	173
February	133	179	236	
March	137	162	194	
April	127	167	210	
May	94	160	273	
June	127	160	262	
July	90	149	211	
August	116	172	202	
September	118	163	195	
October	169	194	200	
November	111	146	186	
December	115	198	198	
Total:	1468	2028	2629	173

Director's Meetings & Trainings:

- 1/2 SLI Office Hours
- 1/5 Libraries as Cooling Centers Webinar
- 1/7 Zoom Meeting with Furniture company/Library Designer
- 1/8 Bookazine Training
- 1/9 SUPLA Meeting
- 1/10 FOL Meeting
- 1/12 Meeting with RCLS e-pool coordinator
- 1/13 Meeting with TLS (furniture company)
- 1/14 Director's Association Meeting
- 1/14 BOT Meeting
- 1/15 ILS Committee Meeting
- 1/16 Indie Lens site training
- 1/20 System Services Committee Meeting
- 1/22 AI & The Environment Webinar
- 1/26 ALA Sustainability Roundtable Book Award Committee
- 1/27 Strategic Plan Committee Meeting
- 1/29 Lightening Talk: Community Partnerships



Staff Development:

- New Staff Development Plan implemented for 2026 with monthly theme and tailored trainings assigned based on job duties. January's theme was safety. Staff will submit brief summary of their takeaways and the assigned trainings and associated policies will be discussed in upcoming staff meeting.
- All staff have completed the 2026 Sexual Harassment Training.
- All staff in charge of ordering materials did a webinar with Bookzine to learn the new platform

Friends of the Library News:

- The Seed Library is nearly ready to make its debut for the season!
- The Friends are planning a Tea Party Fundraiser for early May in coordination with MEEC in order to raise funds to help pay for the new furniture in the children's area.

Other News:

- January Patron Count: 2945 patrons
- All of our insurances have been moved over to Sprague & Killeen as discussed. Cyber insurance has been added to our policy and we are saving a small amount of money on the General Liability policy.
- Thank you to the board members and Friends that attended the screening of the Librarians. We had a great discussion about the importance of our library, and many letters were sent to our representatives urging them to fully support these vital institutions.
- The Borscht Belt Museum pass is available now. Staff and patrons have already checked it out and loved visiting.
- We are again partnering with Neighborhood Trees to give out saplings for children to plant this earth day. Last year we gave out 96 trees, and we are hoping to break 100 this year. Encourage anyone with a child to sign up online or stop by to register for their free tree!
- We will be hosting 3 focus group sessions to help us collect information and opinions from the community to help shape our next Strategic Plan. Grace Riario from RCLS will run these sessions. The Dates are:
 - Saturday April 11th @ 11:30am (Community)
 - Wednesday April 22nd @ 6pm (Staff & Board Members)
 - Tuesday April 28th @ 6pm (Community)

Director's Activities:

- This semester's class is LIS 703 ie: the Finance Semester!
- Applied for a Dollar General Grant to help cover programming cost for summer reading.
- Still working with library furniture vendors to redesign the layout/shelving of the children's room --Finance committee to come up with a budget by March.
- Library Advocacy Day—Kathy Hochul vetoed the Freedom to Read Act, and cut library construction aid funding in the executive budget. We are lobbying senate and congress to increase library aid and construction funding as well as student materials aid, NovelNY funding and backing the advancement of two bills, The Open Shelves Act and the Freedom to Read Act (recently vetoed).
- Registered for a 3 day course in May: Accounting for Local Gov. Agencies thru the state Comptrollers Office.



Reminders:

UPCOMING RCLS TRUSTEE EDUCATION WEBINARS

Introduction to State Advocacy [<i>* Developing Advocates Cohort</i>] (Jen Park - facilitator)	2/12/2026
Deconstructing Trustee Education - How to make it work for you! (Presenter: Anita Baumann)	2/24/2026
"The Librarians" Film Screening, Ethelbert B Crawford Public Library (Monticello)	3/4/2026
Who's Who & Relationship-Building [<i>* Developing Advocates Cohort</i>] (Jen Park - facilitator)	3/5/2026
"The Librarians" Film Screening, Albert Wisner Public Library (Warwick)	3/6/2026
Board Documents & Meetings - How to Tame Them (Presenter: Anita Baumann)	3/9/2026
Wellness in the Library: Supporting Staff Needs (Presenter: Beth Sousa, Palatine Library District; Facilitator Joanna Goldfarb)	3/24/2026
How Policy Passes [<i>* Developing Advocates Cohort</i>] (Jen Park - facilitator)	3/26/2026
*Supporting Library Sustainability (Presenter: Joanna Goldfarb)	4/14/2026
Networking & Advocacy Plan Creation [<i>* Developing Advocates Cohort</i>] (Jen Park - facilitator)	4/16/2026
"The Librarians" Film Screening, Valley Cottage Library	4/20/2026
"The Librarians" Film Screening, Albert Wisner Public Library (Warwick)	4/22/2026
"The Librarians" Film Screening, Ethelbert B Crawford Public Library (Monticello)	4/25/2026

Respectfully submitted,
Cheryl Jones, Library Director
February 9th, 2026

Media & Press Report

JANUARY 2026

Facebook:

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Reach	9,645												
Engagement	456												
Likes	1,408												
New Likes	5												
New Follows	9												
Original Posts	47												
Total Followers	1,408												

Facebook Notes:

- Two Facebook posts on 1/24 boosted engagement to nearly 100 in a single day. These were pictures of some new library card-holders. These very cute pictures seemed to invigorate our audience.
- This success was followed by our sharing of followers' snow storm pictures. This post generated a lot of sharing and support for each other in the community.

Instagram:

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Views	6,682												
Engagement/ Reach	25/3 47												
Interactions	171												
Profile Visits	58												
Original Posts	30												
Total Followers	567												

Instagram Notes:

- The top three Instagram posts were all pictures of our patrons, programs, and staff. Our most popular post was a picture of Patianna's photography exhibit in the Artist's Corner. This post from January 2 was reposted, shared, and had 15 interactions. The second top performing post was a carousel post of photographs of new library card holders on January 25. The third top performer was a carousel post of photographs of our exercise class. This post garnered eight interactions and profile activity.
- We have also begun using our mascot for weekly posts—"Sprout Says" will be an on-going way to engage with our users and utilize our new mascot to communicate important or fun information to our followers.

Press:

- A press release for, **IndieLens Presents: The Librarians film screening** went out to **WJFF, Sullivan County Democrat, Shawangunk Journal, River Reporter, and Delaware & Hudson Canvas.**
- **Mid-Hudson News** reached out to me for a quote regarding, The Librarians screening. I referred them to **Cheryl.** An interview was conducted and was posted to **YouTube** <https://www.youtube.com/watch?v=O0GiAEY8LDg>
- **The Mid-Hudson News** also interviewed Cheryl this month for a piece about State Construction Aid to libraries.

Other Notes:

- We have been incorporating our new mascot in our social media posts and our audience loves it. We are communicating with our patrons now more, by having Sprout “speak” to them. Sprout’s first job was to ask our artists to return their tiny art canvases and they responded well.

Respectfully Submitted,
Alethea Pape (2/5/26)

Committee Meeting Minutes

Strategic Planning Committee

1/27/26 @ 6pm

Attendance: Patricia Andersen (Chair), Sam Meyer, Cheryl Jones, Grace Riario (Guest)

- Discussion of Timeline as presented
- Grace offered help from RCLS with focus group questions, running of Focus Groups and Survey questions
 - Three Focus Groups will be held in April/May Dates TBA
 - One will be for staff and BOT
 - Two at different days and times for the general public with specific demographics invited to participate.
 - Grace will run the focus groups with Anita taking notes. The notes will be provided to us after the sessions as a consultant report.
 - Discussion regarding questions to ask attendees during the focus groups. Grace will send email with the finalized questions.
- Discussion regarding participation, giveaways, raffles, food, etc.
 - We will provide refreshments for all focus groups and some kind of raffle for the community focus groups.
- Discussion regarding paper/digital survey questions
 - Tips from RCLS include:
 - Remove Demographic questions
 - Discuss what information we need first and then create questions to get that information.
 - Pose questions in a positive way, rather than negative
 - Only offer options based on what you are willing and able to offer
 - 4/5 possible choices for multiple choice questions
 - Remove tech questions since we just did a tech survey this year and can use those results.
 - Have the QR code for the survey readily available at programs & outreach
 - Reduce and refine the questions to make it short and easy for people to do.

Action Steps:

- Grace will send the questions we drafted for the Focus Groups and they will be presented to the BOT at the February Meeting.
- Cheryl will map out what we are hoping to learn from the paper survey and draft questions.
- Committee will meet again in February to fine tune the survey questions
- Cheryl will choose dates for the Focus Groups and send them to Grace for confirmation

Mamakating Library Policy & Bylaws Committee

Meeting Date: 2/10/2025 6pm

Agenda

Attendance: Patricia Andersen (Chair), Mark Tourtellott, Pamela Mann, Cheryl Jones (Library Director)

Minutes:

- Policies developed for new staff manual
 1. Employee Disability Accommodation Policy
 - Committee voted to recommend this policy to the Board at Large as amended.
 2. Employees Disciplinary Record Request Policy
 - Committee voted to recommend this policy to the Board at Large as written.
 3. Lactation & Milk Expression Policy
 - Committee voted to recommend this policy to the Board at Large as amended.
- On-Going Projects for 2026
 1. Policies up for Review in 2026: Cheryl will have these ready for review at our next committee meeting
 - Laptop Use Policy
 - Library Card Eligibility & Use Policy
 - Privacy & Confidentiality Policy
 - Smoking Policy
 - Non-Competitive Bidding Policy
 2. Update and Consolidate Financial Controls Policies (with Finance Committee)
 - Finance Committee will begin work on these after budget season and will pass them to this committee when ready for review.
- Comprehensive Review of Personnel Policy Manual
 1. Reviewed sections 1.0-4.3.
 - Edits to be made by Cheryl and we will continue review of next sections at our next meeting 3/10 @ 6pm
- New Minimum Standard Policies Audits
 1. We are already in compliance with all of these new requirements as of 2/1/2026

- Next Meeting Date: March 10th @ 6pm

Mamakating Library Finance Committee

Meeting Date: 2/5/2026 6:00pm

Minutes

Attendance: P. Andersen (chair), J. Holmes, C. Jones (Library Director)

- Reviewed Finances to determine max budget for children's room shelving project
- Reviewed of early draft 2027 Budget

Action Steps:

- Jen will review accounts and have numbers for committee review at next meeting
 - Library Director will stay on top of Discretionary aid opportunities
 - Library Director will adjust draft budget with regards to items discussed by committee
-
- Next Meeting Date: March 3rd, 6pm



Employee Notification of Disciplinary Record Request Policy

1. Purpose

Pursuant to §87(6) of the Public Officers Law, all agencies must develop a policy to notify public employees if their disciplinary records may be released in response to a FOIL request. This policy provides for the proper notification to an employee, the contents of the notification, delivery of the notification, and the opportunity for the employee to respond or object to the release of the disciplinary records.

2. Notification Requirement

The Mamakating Public Library will provide notice to current and former public employees if their disciplinary records are subject to a FOIL request. Within five (5) business days of receiving a FOIL request for an employee's disciplinary records, the Records Access Officer or designee will notify the employee in writing (by email or mail) of the FOIL request and include a copy of the FOIL request. If the contact information of a former employee is not readily available, reasonable notification efforts will be made and those efforts documented. Such notification efforts shall be the responsibility of the Library Director.

3. Employee Response to Notification

An employee shall be given five (5) business days from the date of notification to submit a written objection or other response in writing (by email) to the Records Access Officer to the release of the disciplinary records, specifying the grounds for an objection based on FOIL exemptions and provide any other information that the employee believes may be relevant to the decision-making process regarding release of the records.

4. Review of Objections and Decision

The Records Access Officer or designee will review any objection or other response (jointly, "objection") submitted by the employee within the required time frame. If the employee's objection is not received in the required five (5) business days' time period, the Records

Access Officer shall have no obligation or responsibility to review the employee's objection. After reviewing any employee objection, the Records Access Officer will make a final determination whether all or a portion of the disciplinary records, with or without redactions, will be released in accordance with law. The Records Access Officer will provide to the employee a copy of the Records Access Officer's response and released records at the same time or soon after the response and records are released to the FOIL requestor.

5. Application of FOIL to FOIL Requests and Objections

FOIL requests for disciplinary records and objections to such requests are subject to disclosure under FOIL. If a FOIL request is made for the release of such requests or objections, that FOIL request will be reviewed and such records released in accordance with FOIL without notice or opportunity for objection by any person.

6. Definition of Disciplinary Records

The Library will utilize the definition of "law enforcement disciplinary records" as provided in Public Officers Law §86(6), applying that definition to disciplinary records of non-law enforcement employees.

Adopted by the Board of Trustees ??/??/2026



Employee Disability Accommodation Policy

1. Policy

The Americans with Disabilities Act ("ADA") and New York Human Rights Law ("HRL") require that people with disabilities not be denied the right to work when accommodations would not impose an undue hardship on the employer.

In furtherance of its mission and to provide an inclusive work environment, the Mamakating Library uses the ADA and the HRL to guide policy and procedure regarding disability accommodations and employment.

To ensure the library's actions reflect this commitment, employees shall follow the below procedures:

2. Procedures

Job Notices: All job notices shall include notice as to how an applicant may request ADA accommodations to apply and/or interview for a job at the Mamakating Library.

Applicants: no pre-employment inquiries (e.g., on an employee application or in an employment interview) will be made into an applicant's disability, into the nature or severity of an applicant's disability, or into prior workers' compensation claims that an applicant may have filed.

Consistent with current law, regulations, and guidance, applicants may be asked about their ability to perform job-related functions and/or to describe or demonstrate how, with or without reasonable accommodation, the applicant will be able to perform job-related functions.

3. Procurement of workplace equipment

Within established budgets, all procurement efforts shall include consideration of accessibility and universal design.

4. Requesting accommodations

Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions.

Employees may initiate a request for disability accommodations by contacting their supervisor or the Director and filling out the form linked in part 7 below. The Library will attempt to reasonably accommodate qualified individuals with a temporary or long-term disability so that they can perform the essential functions of the job, unless doing so would create an undue hardship for the operations of the Mamakating Library.

Accommodations will be confirmed or denied in a letter. A denial of accommodations may be appealed per number 6, below.

The Library refers to resources such as askjan.org to be proactive about access to particular resources and to develop responses to reasonable accommodation requests.

5. Coordination with other policies

System employees are able to coordinate use of sick leave, family medical leave, disability leave, and other types of leave with disability accommodations, but such types of leave are additive and shall not be a substitute for ongoing disability accommodations if such reasonable accommodations are granted.

6. Reporting Concerns

Any individual who believes that they have been denied an accommodation in error or discriminated against on the basis of having, or being perceived to have, a disability, or believes they have witnessed such discrimination by the Library, is encouraged to report their concerns to their supervisor, the Director, or the President of the Board of Trustees, who shall create a record of such report, ensure it is investigated to the degree warranted, and that any necessary remedial actions are taken.

7. Forms

- Accommodation Request Form: <https://askjan.org/Forms/upload/raform.doc>
- Medical Inquiry Request Form: <https://askjan.org/Forms/upload/medical.doc>
- Accommodation Approval Form:
<https://askjan.org/Forms/upload/accommodationapprovalform.doc>
- Onboarding Form: <https://askjan.org/Forms/upload/onboardingform.doc>
- Temporary or Trial Accommodation Approval Form:
<https://askjan.org/Forms/upload/temporaryaccommodationform.doc>
- Monitoring Form:
<https://askjan.org/Forms/upload/MonitoringRASampleForm.doc>
- Denial Form: <https://askjan.org/Forms/upload/accommodationdenialform.doc>
- Appeals Form: <https://askjan.org/topics/upload/raappeal.doc>
- Plan of Action Form: https://askjan.org/Forms/upload/Sample-Plan-of-Action_2018.doc

Adopted by the Board of Trustees 2/11/26



MAMAKATING

LIBRARY

Lactation & Milk Expression Policy

1. The Mamakating Public Library is committed to care and respect for its employees. As such, the Library has created this policy to set forth the terms of employee breaks for expression of breast milk.
2. New York State Labor Law Section 206-c requires employers to provide lactating employees with 30 minutes of paid break time when they need to pump breast milk at work.
3. These lactation breaks are in addition to any meal time or regular paid breaks employees are entitled to have. If employees need more than 30 minutes for breast milk expression, they may use existing meal time or paid break time for this purpose.
4. The number of paid breaks is not limited; employees may take a lactation break whenever they reasonably need to. Employees may take advantage of lactation breaks for up to three years after the birth of their children.
5. The library will provide a clean, well-lit, private location having a chair, table, nearby access to clean running water and an electrical outlet, where an employee can express breast milk; this location shall not be in the restroom. The location will have a functional lock, or if a lock is impractical, there will be a sign warning the location is in use and not accessible to others.
6. The lactating employee is responsible for storage of expressed breast milk.
7. To take advantage of the lactation breaks, employees must notify their supervisors in writing in advance, preferably before they return to work from maternity leave. Employees' notice must include in their written notification: anticipated return date, details regarding how many breaks they anticipate needing during the work day, and potential preferred times to express breast milk. Upon receiving a request, the Library Director will respond in writing within five (5) days to the employee.
8. No employee who chooses to express breast milk in the workplace will be discriminated against. Any employee who feels they have been discriminated against on this basis should contact the Library Director or President of the Board of Trustees.

9. For more information on this topic, please see the New York State Department of Labor's policy at on.ny.gov/breastmilkexpression and the New York State Department of Health's Breast Feeding Bill of Rights at health.ny.gov/publications/2028/.

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