

**PAWLING FREE LIBRARY**  
**Board of Trustees**  
**Minutes of Meeting**  
**August 9, 2018**

**Attendees:** Stephanie McLaughlin, Verna Carey, Nick Robertshaw, Brian Smith, Susan Stone, Karen Franco, Dennis Munnely, and Brian Avery (Director)

**Absent:** Amy Emke

**Call to order:** Meeting was called to order at 6:45.

**Minutes of Previous Meeting:** Motion to approve by Stephanie & 2<sup>nd</sup> by Verna. All in favor.

**Director's Report:** A copy of the report was provided to all trustees. Items discussed were:

- Nina has received a grant for outreach to the Spanish-speaking population in the community.
- The Library will be promoting the Birding Backpacks which can be checked out of the Library.

Move to approve the director's report by Stephanie and 2<sup>nd</sup> by Brian S. All in favor.

**Treasurer's Report:** A copy of the report was provided to all trustees. Move to file.

**New Business:**

1. Buildings and Grounds Committee Update.
  - The dead tree on the Library property is scheduled to be cut down.
  - The garden in front of the Library will be cleaned up.
  - The Library attic fan is scheduled to be checked.
  - Roof will be re-done before winter with the Donaldson grant. An RFP will be posted.
  - Reimbursement request for construction of the Teen Space has been submitted to Mid-Hudson Board who will submit to the State.
  - Letter to request grant for Teen Space furnishings sent to West Mountain Mission.
2. Policy Committee Update.
  - Policy Committee created new or revised text for several policies. Motion by Stephanie to accept the Credit Card Policy. 2<sup>nd</sup> by Susan. All in favor. Motion by Stephanie to accept the Trustee Code of Conduct Policy, 2<sup>nd</sup> by Susan. All in favor. Motion by Stephanie to accept the Travel and Conference Policy, 2<sup>nd</sup> by

Susan. All in favor. Motion by Stephanie to accept the revised Computer Use and Internet Policy, 2<sup>nd</sup> by Susan. All in favor.

3. Special Events Committee Update.
  - The Library was founded in 1921. Thus, the Library centenary will be celebrated in 2021.
  - February Fundraiser venue to be decided.
  - 97<sup>th</sup> Birthday Party for the Library to be held in the Courtyard, August 26, 1-3.
4. Rotary Fall Festival.
  - Saturday October 13. We will man a table with Library logo banner.
  - Flyers about the 414 vote should be on display.
5. Officers.
  - Nick nominated Brian Smith to fill the interim office of vice president of the Board. 2<sup>nd</sup> by Susan. All in favor.

Motion to adjourn by Stephanie, 2<sup>nd</sup> by Brian Smith. Meeting adjourned at 7:45.

Respectfully submitted by: Karen Franco, Secretary

**Next Meeting September 13, 2018 @ 6:00 p.m.**

### **Credit Card Policy**

A bank credit/debit card will be established in the name of the Pawling Free Library and the specific name of the library director. Any printed bank statements and correspondence will be sent to the Library's mailing address.

The bank credit card will be held by the director until needed by other staff members or trustees, and then returned to the director for safekeeping.

Each bank credit card transaction must be documented with a receipt submitted via the library director to the treasurer.

Expenses incurred on the bank credit card shall be paid in such a manner as to avoid overdrafts or interest charges.

The bank credit card may not be used for personal expenses.

The bank credit card does not replace requisitions and purchase orders.

## Trustee Code of Conduct

*As a member of the Pawling Library's Board of Trustees, I accept the following guidelines with respect to my conduct as a member of the Board of Trustees.*

I will support and promote the benefits of the Pawling Library and the Mid-Hudson Library System.

I will comply with all national, state and local laws, rules and regulations regarding public libraries and follow only legal, professional and ethical procedures to bring about desired changes.

I will join with my fellow members on the board, the staff and the community in the continuing study of the nature, value, and direction of public libraries in our society in order to facilitate needed changes and growth patterns. I will support the maintenance of a comprehensive and balanced collection.

I will work to keep all library policies and Trustee conduct free of racism, sexism, prejudice, bigotry and intolerance.

In my interactions with my colleagues, I will recognize the need for trust as the basis for team building and shared leadership. During meetings I will conduct myself in accordance with the following norms:

- Focus on the situation and consider the broader implications,
- Respect others and promote positive relationships,
- Express ideas and opinions constructively,
- Share responsibility for effective and positive communication,
- Take initiative to develop solutions,
- Lead by example.

I will make decisions on issues before the Board and reach conclusions only after deliberation and full public debate with my fellow board members.

I will attend required regular and committee meetings, read distributed materials/information, and participate in discussions/votes. I acknowledge that I will be removed from the board should I fail to attend three consecutive regular board meetings.

I will make a good faith effort to make myself available to carry out projects voted on by the board.

I will accept the responsibility to work with the library director and respect the professional expertise of the Pawling Library staff and acknowledge that the internal operation of the library system is the responsibility of the library director and Mid-Hudson Library System. I will refer questions about the system's operations to the library director.

I will recognize that my responsibilities are limited to policy-making decisions, planning, budgeting, evaluations, and the overseeing of the director.

I recognize the need to recuse myself immediately whenever the appearance of a conflict of interest exists or an actual conflict exists.

I will participate in official board discussions and decisions, and recognize that authority rests with the whole board assembled in public meetings. I will make no personal promises nor take any private action which may compromise the board. Nor will I, when representing the board, promote the special interests of individuals, myself, organizations or political views which may be in conflict with the role of the library to serve our entire public.

I will uphold all policies adopted by the board. I acknowledge that it is appropriate for trustees to state their opposition during board discussion of an issue, and register their dissent at any meeting. He or she should not, however, undermine or interfere with implementation of the final decisions of the board. I agree that if a board member is so strongly opposed to the actions of the Board that he or she cannot support the decision, he or she should consider resignation from the Board.

I support the mission statement of the Pawling Library and embrace the First Amendment, relevant principles of New York Library Association and American Library Association and the right of our patrons to pursue knowledge for their enrichment and continued education.

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Signature

Date

## Travel & Conference Policy

*It is the policy of the Pawling Library to reimburse employees for reasonable travel expenditures incurred in the pursuit of library business. Travel is a necessary activity for library staff to:*

- 1. Carry out official business (e.g., attending meetings and conferences, special delivery or pick up of material).*
- 2. Pursue training and professional development through attendance at off-site conferences, conventions and training sessions.*

### Hours Worked

Time devoted to official business or professional development will be compensated as regular work hours so long as the library director has granted prior approval for the employee to engage in said official business or professional development.

The Pawling Library complies with all federal, state, and local labor laws. Employees will be paid their normal hourly pay rate for time spent traveling only to the degree required by law. For questions about accurate recording of hours worked and travel time, please consult the library director.

### Travel Approvals

Prior approval from the library director is required for travel to conferences, conventions, staff training, workshops and seminars. Travel that occurs without prior approval may not be eligible for reimbursement. Requests for approval not submitted at least 14 days prior to the intended date of travel may not be eligible for reimbursement. Travel within the town of Pawling does not require prior approval.

### Allowable expenses

- Registration and event fees
- Mileage
- Tolls and parking fees\*
- Lodging\*
- Meals\*

\*Allowable expense only for travel outside of the Mid-Hudson Library System service area

### Privately Owned Vehicles

Staff members using privately owned vehicles for official business will be reimbursed for mileage at the rate specified by the IRS.

### Extraordinary Expenses

Requests for reimbursement of extraordinary expenses that either could not have been anticipated prior to travel or that exceed the maximum allowable rates are subject to approval before reimbursement. A letter explaining the circumstances and containing the appropriate supporting documents should be sent to the library director. A board officer will review the relevant facts and determine how to handle the matter within 60 days of the library director receiving the letter.

### Special Conditions

Employees who have special travel needs not specifically addressed by these policies should notify the library director of these needs at the same time as the request for travel approval. Expenses related to special conditions may not be eligible for reimbursement if the director was not notified of these conditions at the time approval was requested.

### Travel Outside the Mid-Hudson Library System Service Area

Approval to travel outside of the Mid-Hudson Library System service area may be granted by the library director. Requests for a meal per diem or lodging allowance will be subject to the discretion of the library director.

### Meals

Employees traveling outside the Mid-Hudson Library System service area may request a per diem allowance for meals.

- Trips with no overnight stay qualify for a partial meal per diem of \$25.
- Trips with an overnight stay qualify for full-day meal per diem of \$75 per day.
- Per diem meal amount includes all expenses for breakfast, lunch, dinner and all related tips and taxes.

### Lodging

For conventions, conference, staff training, workshops, training seminars and other trips in excess of an eight hour workday, the library may pay for a staff member's overnight lodging. When travel requires overnight lodging, the allowable cost is limited to actual reasonable expenditures.<sup>1</sup> Where lodging is shared with others, reimbursement will be limited to the staff member's share of the cost. Itemized hotel check-out bills must be submitted for hotel cost reimbursement.

### Tolls and parking fees

Expenses for tolls and parking fees may be reimbursed at the cost incurred.

### Payment Methods

Employees are encouraged to use purchase orders whenever practical. The Pawling Library will issue a check within thirty days of receipt of any valid purchase order for an approved expense. Purchase orders may be submitted in advance of actual travel dates.

Use of the library's credit card for travel and conference expenses is strongly discouraged. Library employees (including the library director) are expected to use other methods of payment whenever practical.

### Reimbursement

Employees may only be reimbursed for expenses paid out of their personal finances. Only travel expenses submitted with original receipts are reimbursable. Travel vouchers submitted without receipts or with copies of receipts will be returned to the originator to complete the required documentation. Failure of the employee to submit materials for reimbursement within 30 days of the return date of travel may be treated as forfeiture of reimbursement.

### Trustee Travel

Trustees may be reimbursed for travel pertaining to official library business or library-related training and professional development.

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<sup>1</sup> <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>



Approval for expenditure of library funds on trustee and volunteer travel may only occur by a majority vote of the board of trustees at an open board meeting. Travel that occurs without prior board approval will not be eligible for reimbursement.

## **Computer Use & Internet Policy**

**The library establishes this Computer Use and Internet policy to ensure appropriate use of Internet resources. Providing access to the Internet is in keeping with the library's mission to provide materials and information to help community residents meet their personal, educational, and professional needs. The Internet allows users to connect to networks of information, resources, and ideas outside the library. Information on the Internet may be reliable and current or it may be inaccurate, out-of-date, or misleading. Material on the Internet may contain items that are illegal, defamatory, and potentially offensive and/or disturbing. The library takes no responsibility for the accuracy of information on the Internet or ideas, points of view, and images expressed.**

- 1.** Residents of Pawling must have an active MHLS library card to access computers; visitors must sign in with staff.
- 2.** The viewing of lewd or offensive material will result in loss of computer privileges.
- 3.** The library reserves the right to regulate the amount of time patrons may use the computers, based on demand, as well as the right to charge for printing. The library also reserves the right to limit the type and nature of peripheral devices, including storage devices, used in order to maintain computer functionality.
- 4.** The library takes no responsibility for the safety or security of information transferred via the internet or saved on a storage device attached to library equipment.
- 5.** The library does not store data for patrons and takes no responsibility for lost data due to system failure.
- 6.** Internet resources through the Library are provided equally to all users regardless of age. The Library upholds and affirms the right of each individual to access constitutionally protected material. A minor's access to the Internet, as well as access to all other materials, is the sole responsibility of the parent or legal guardian. The library strongly encourages parents or legal guardians to supervise their children's Internet use and to provide them with guidelines about acceptable use. It is the responsibility of parents and/or guardians to safeguard their children's privacy online.
- 7.** Damage to public computers due to physical damage or transfer of malware, spyware or viruses to public computers by download or physical media will result in loss of library privileges and are subject to financial liability for damages.
- 8.** All illegal activity, including all rules of copyright and personal property, must be honored. Information in the form of text, graphics, music, video, software, and other media retrieved or utilized electronically should be considered protected.
- 9.** Computer users are required to abide by the Patron Code of Conduct while on library property. Failure to abide by this code of conduct or to comply with staff directions will result in disciplinary actions at the discretion of the library staff. Examples of disciplinary actions may include (but are not limited to) proscription of specific activities, temporary or permanent suspension of computer use privileges, and denial of access to the library and its property.