

THE RICHARDS LIBRARY



The Board of Trustees Meeting Agenda

Tuesday, June 7, 2022 @ 10:00 AM

In the Jeffrey M. Levine Community Room

- I Call to Order and Roll Call of Members
- II Consent Agenda
 - Approval of Mtg. Agenda
 - Approval of Prior Mtg. Minutes
 - Treasurer's Report: Financials
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: n/a
- V Director's Report: *See attached*
- VI Committee Reports
 - a. Personnel: n/a
 - b. Budget & Finance: n/a
 - c. Building & Grounds: n/a
 - d. Ad Hoc: n/a
 - e. Outreach: John
 - f. Policy: Reviewed and revised Code of Conduct Policy (now includes Cell Phone Use, Non-Smoking, and Unattended Children), Building Use Policy for the Jeffrey M. Levine Community Room, Internet and Equipment Use Policy, and Whistleblower Policy.
- VII Old Business
 - Donation from Sarah F.- *Thank you notes sent*
- VIII New Business
 - Barrier Free Elevators
 - Addition of Videoconferencing to By-Laws
- IX Other Business
 - Report from Thurman Town Board Meeting (5/19).
 - Sue attending Warrensburg Town Board Meeting (6/15 @ 7:00p). Need volunteer for Thurman Town Board Meeting (7/21 @ 7:00p).
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, June 21, 2022
- XII Next Board Meeting: Tuesday, July 5, 2022
- XIII Adjournment

The Richards Library
Board of Trustees Meeting Minutes
Tuesday, May 3, 2022 @ 10:00 am

Present: Esther McTague, John Schroeter, Sarah Gebbie-Measeck, Suzanne Glebus, Susan Matzner, Mary Beadnell, Gina Colburn, and Shelby Burkhardt, Library Director

Excused: Becky Lawler

Meeting called to order at 10:05am

Consent agenda approved. Motion made by John and seconded by Suzanne and approved by board.

Public Expression: None

Correspondence: Northern Lifts will no longer service our elevators. They recommended Barrier Free Elevators to provide service. Barrier Free Elevators will do the 2 times yearly required inspections. We are waiting for a quote for costs.

Director's report:

- Discussion of inspections, repairs and service
- Gravel delivered to prevent basement leaking
- Wi-fi/ethernet internet issues April 19th-22nd, resolved.
- On-going programs listed on website, Facebook and flyers
- Take and make crafts available every Friday – very popular
- Reviewed statistics for the year, wi-fi usage increased due to patio usage.

Committee Reports:

- Personnel Committee: n/a
- Outreach: quarantine in place, 1 person died, but continue to get book requests.
- Policy: Board workshop on May 17 to review policies
- Ad Hoc: n/a
- Budget and Finance: n/a
- Building and Grounds: n/a

Old Business

- That's my Brick – potential display shown to Board by Director

New Business

- Library received a donation from Sarah F and will receive a thank you from the Director.
- Found an embroidery in small archive that needs to be restored. Will check with Bev Saunders to see if this is something she can do.
- The Compliance Officer will be the Board President.

Other Business:

- Shelby reported on the Warrensburg Town Meeting and Thurman Town Meeting
- Book Challenge Binder – this will be discussed at the Board workshop on May 17
- SALS Survey – waiting for survey

- Hickory Mountain – still waiting for response

Meeting adjourned at 10:55am (Motion by John, seconded by Mary).

Approved by The Richards Library Board of Trustees on

DRAFT

Richards Library

Monthly Statement of Revenues & Expenses

Accrual Basis

May 2022

	May 22
Ordinary Income/Expense	
Income	
PUBLIC FUNDING (1e)	42,806
OPERATING RECEIPTS	405
NON-OPERATING RECEIPTS	1,092
Total Income	44,303
Gross Profit	44,303
Expense	
OPERATING EXPENSES	7,793
PAYROLL, WAGES, BENEFITS & EX...	11,830
COLLECTION & OTHER CAPITAL EX...	618
Total Expense	20,240
Net Ordinary Income	24,063
Other Income/Expense	
Other Expense	
DESIGNATED FUNDS EXPENDED	951
Total Other Expense	951
Net Other Income	-951
Net Income	23,112

Richards Library Monthly Funds Activity Report

May 2022

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
GFNB #-6131 -Operat & DF (X1)						
Operating Account - GFNB						
Deposit	05/01/2022			Deposit	80.00	
Bill Pmt -Check	05/01/2022	6416	BAKER & TAYLOR	BOOKS		111.39
Bill Pmt -Check	05/01/2022	6417	BRALEY & NOXON			192.94
Bill Pmt -Check	05/01/2022	6418	DUNKLEY, MICHAEL	#2 STONE		160.00
Bill Pmt -Check	05/01/2022	6419	NORTHERN MECHANICAL SERVICES	MAINTENANCE ON ALL 4 OIL FURNACES CHANGE FILTERS		686.28
General Journal	05/06/2022	PAYROLL		-MULTIPLE-		6,093.64
Deposit	05/08/2022			Deposit	69.00	
Bill Pmt -Check	05/10/2022	6420	BRALEY & NOXON			339.97
Bill Pmt -Check	05/10/2022	6421	CHS WEALTH MANAGEMENT & CPA's LLC	2021 Taxes		4,975.00
Bill Pmt -Check	05/10/2022	6422	ERIE INSURANCE COMPANY	05/14/22-05/14/23		6,235.16
Bill Pmt -Check	05/10/2022	6423	NATIONAL BUSINESS TECHNOLOGIES*	3/31/2022-4/29/2022		51.90
Bill Pmt -Check	05/10/2022	6424	NATIONAL GEOGRAPHIC	1 YEAR RENEWAL (6 ISSUES)		44.00
Bill Pmt -Check	05/10/2022	6425	NYSIF - WORKER'S COMP	6/1/22-6/1/23		737.90
Credit Card Char...	05/10/2022	2766800	GAYLORD ARCHIVAL	TRANSFER DF FUNDS TO OPERATING ACCT FOR CREDIT CARD PAYMENT	184.44	
Deposit	05/11/2022			Deposit	42,806.00	
Check	05/12/2022	A/W	VERIZON	4/22/22-05/21/22		31.99
Check	05/12/2022	A/W	TIME WARNER CABLE #2501	05/04/2022-06/03/2022		129.98
Deposit	05/15/2022			Deposit	49.00	
Check	05/15/2022	A/W	NATIONAL BUSINESS LEASING	4/15/22 - 5/14/22 (NO INVOICE RECEIVED)		96.56
Bill Pmt -Check	05/17/2022	6426	BAKER & TAYLOR	BOOKS		7.91
Bill Pmt -Check	05/17/2022	6427	READER'S DIGEST	2 YEAR SUBSCRIPTION		15.00
Bill Pmt -Check	05/17/2022	6428	SOUTHERN ADIRONDACK LIBRARY SYSTEM	AUTOMATION FEES - APRIL 2022		368.70
Bill Pmt -Check	05/17/2022	6429	WILLIAM P GATES	GROWING UP IN LG		14.00
Bill Pmt -Check	05/17/2022	6430	WORLD BOOK, INC	books THIS BILL IS FROM 2021 WAS NEVER GIVEN TO THE ACCOUNTANT		219.00
General Journal	05/20/2022	PAYROLL		-MULTIPLE-		5,666.37
Credit Card Char...	05/20/2022	22052003	WALGREENS	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT	33.67	
Credit Card Char...	05/20/2022	110191323	FAMILY DOLLAR	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT	9.70	
Deposit	05/22/2022			Deposit	83.13	
Bill	05/22/2022	616186(1...	JUNIOR LIBRARY GUILD	MOVEMENT OF DF TO OPERATING FOR FUTURE PAYMENT	234.92	
Check	05/26/2022	6431	COMMERCE BANK	CREDIT CARD PAYMENT		600.30
Bill Pmt -Check	05/26/2022	6432	BAKER & TAYLOR			292.64
Bill Pmt -Check	05/26/2022	6433	CINTAS			47.82
Bill Pmt -Check	05/26/2022	6435	SOUTHERN ADIRONDACK LIBRARY SYSTEM	NYLA MEMBERSHIP		127.50
Check	05/27/2022	A/W	NATIONAL GRID	4/6/22-5/6/22		274.42
Deposit	05/29/2022			Deposit	55.00	
Total Operating Account - GFNB					43,604.86	27,520.37
ALA Grant Funds						
Credit Card Char...	05/20/2022	22052003	WALGREENS	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT		33.67
Credit Card Char...	05/20/2022	110191323	FAMILY DOLLAR	MOVEMENT OF DF TO OPERATING FOR CREDIT CARD PAYMENT		9.70
Bill	05/22/2022	616186(1...	JUNIOR LIBRARY GUILD	MOVEMENT OF DF TO OPERATING FOR FUTURE PAYMENT		234.92
Bill Pmt -Check	05/26/2022	6434	JUNIOR LIBRARY GUILD			723.10
Total ALA Grant Funds					0.00	1,001.39
Director Discretionary Funds						
Credit Card Char...	05/10/2022	2766800	GAYLORD ARCHIVAL	TRANSFER DF FUNDS TO OPERATING ACCT FOR CREDIT CARD PAYMENT		184.44
Total Director Discretionary Funds					0.00	184.44
Total GFNB #-6131 -Operat & DF (X1)						
					43,604.86	28,706.20
RESERVE FUNDS						
GFNB Reserve Sav #40392707 (X2)						
Director's Discretionary Fund						
General Journal	05/06/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS	0.82	
General Journal	05/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS	1.23	
General Journal	05/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS	1.03	
General Journal	05/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS	1.23	
General Journal	05/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS	1.23	
Total Director's Discretionary Fund					5.54	0.00
Total GFNB Reserve Sav #40392707 (X2)					5.54	0.00
RESERVE FUND CD's @ GFNB (X2)						
CD #839682 (1 YEAR LADDER)						
General Journal	05/06/2022	CD #839...		RESERVE CD INTEREST EARNED	0.82	
General Journal	05/06/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS		0.82
Total CD #839682 (1 YEAR LADDER)					0.82	0.82
CD #839683 (1 YEAR LADDER)						
General Journal	05/09/2022	CD #839...		RESERVE CD INTEREST EARNED	1.23	
General Journal	05/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS		1.23
Total CD #839683 (1 YEAR LADDER)					1.23	1.23
CD #839684 (3 YEAR LADDER)						
General Journal	05/09/2022	CD #839...		RESERVE CD INTEREST EARNED	1.03	
General Journal	05/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS		1.03
Total CD #839684 (3 YEAR LADDER)					1.03	1.03
CD #839685 (3 YEAR LADDER)						
General Journal	05/09/2022	CD #839...		RESERVE CD INTEREST EARNED	1.23	
General Journal	05/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS		1.23
Total CD #839685 (3 YEAR LADDER)					1.23	1.23
CD #839686 (3 YEAR LADDER)						
General Journal	05/09/2022	CD #839...		RESERVE CD INTEREST EARNED	1.23	
General Journal	05/09/2022	CD #839...		TRANSFER RESERVE CD INTEREST TO DIRECTOR'S DISCRETIONARY FUNDS		1.23
Total CD #839686 (3 YEAR LADDER)					1.23	1.23
Total RESERVE FUND CD's @ GFNB (X2)					5.54	5.54
Total RESERVE FUNDS					11.08	5.54
RESTRICTED FUNDS						
TEMPORARY - RESTRICTED BY BOARD						
Special Acc't #5976 - GFNB (X1)						
Levine Trust Funds						
Deposit	05/22/2022			Deposit	1,000.00	
Total Levine Trust Funds					1,000.00	0.00
Non-Designated Funds - S/A						
Deposit	05/01/2022			Deposit	50.00	
Deposit	05/01/2022			Deposit	36.61	

Richards Library
Monthly Funds Activity Report
May 2022

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit
Total Non-Designated Funds - S/A					86.61	0.00
Total Special Acc't #5976 - GFNB (X1)					1,086.61	0.00
Total TEMPORARY - RESTRICTED BY BOARD					1,086.61	0.00
Total RESTRICTED FUNDS					1,086.61	0.00
TOTAL					44,702.55	28,711.74

THE RICHARDS LIBRARY



Director's Report

June 3, 2022

- Initial videos of Library completed
- Donor recognition sign posted
- Letter sent to Elementary School for Summer Reading Program
- Thank you letters sent for Shakespeare's Epitaph
- Electrical Survey- should have for July meeting
- Community Room has ethernet access for Staff laptop only
- Donation from Jeffrey Levine
- Riverside Farmers' Market Festivals
- SALS Annual Meeting added to Compliance Calendar
- Received second check from WCS
- CPR & AED Training- 6/6
- New Hours Starting Monday, June 13th
 - Monday, Wednesday, Friday 9a-5p
 - Tuesday, Thursday 9a-7p
 - Saturday 9a-12p
- Programs:
 - Stretching for Teens - *offered*
 - Story Time & Activity
 - Read at Small Tales
 - Take and Make Crafts
 - Tech Help
 - The Richards Library: Past, Present, and Future Community Conversations
 - Rhubarb Festival

Upcoming Events & Programs

** Program flyers can be found on the Richards Library website, our Facebook page, or at the library. **

- Tech Help, Tuesdays & Thursdays, 2:00-5:00p
- New *Take and Make Crafts* each Friday
- Stretching for Teens (6/15, 29)
- Reading at *Small Tales* (6/16)
- Needle Felting w/Filomena (6/18) *rescheduled from May*
- Story Time & Activity (6/28)

Statistics for the Year

See attached *2022 Monthly Statistics*.

Respectfully submitted,

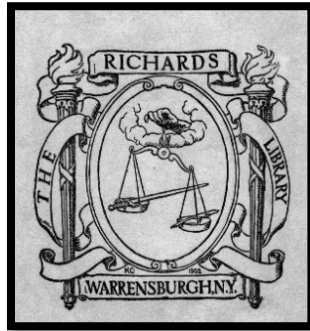
Shelby Burkhardt

Library Director

2022 Monthly Statistics

Month	Att Adult	Att Juv	Comp Use Ad	Comp Use Juv	Circ.	Ref	Holds Placed	Holds Sat	Items W/D	Items Acc	WiFi Conn
January	497	46	76	4	1137	20	370	368	1	97	175
February	379	51	73	0	1084	18	373	341	4	106	148
March	631	87	105	1	1332	20	468	436	44	117	196
April	561	85	92	2	1267	12	431	447	2	101	242
May	530	110	89	1	1209	6	351	334	16	67	243
June											
July											
August											
September											
October											
November											
December											
2022 TOTALS	2598	379	435	8	6029	76	1993	1926	67	488	1004
	O/A Att 2977		O/A Comp 443		O/A Circ. 6029						

The Richards Library



Code of Conduct Policy

The following are rules and regulations of The Richards Library Board of Trustees. These are effective February 6, 2017 and will be reviewed every 5 years.

In order to provide resources and services to all people who visit The Richards Library in a manner that ensures both their safety and an atmosphere of courtesy, respect, and service excellence, The Board of Trustees has adopted the following Code of Conduct Policy. Its purpose is to guarantee that The Richards Library is able to carry out its mission and ensure that no person or group is denied access to Library facilities, programs or services due to behaviors that create an environment or atmosphere that is unsafe, disruptive, or not conducive to the Library's mission.

The enforcement of the Code of Conduct will be applied evenly, consistently, and fairly. Access to Library facilities and/or services may be denied to any patron involved in behavior that is disruptive, constitutes a nuisance, creates an unsafe environment, or prevents The Richards Library from accomplishing its mission.

The Library reserves the right to request patron I.D. at any time.

Personal Rules of Conduct include, but are not limited to:

- Weapons of any type are prohibited;
- Use of profane, obscene, threatening, or injurious language or gestures is prohibited;
- Viewing of pornography on Library devices or through Library Wi-Fi is strongly discouraged as not to infringe upon the rights of other patrons;
- Use of skateboards, roller blades, roller skates, or "razor" style scooters is not allowed in the Library or on Library premises;
- Sidewalks must remain obstacle-free at all times;
- Library property, including all buildings, outside grounds and parking areas are designated smoke and tobacco-free areas. The use of tobacco products, electronic or "e-cigarettes", and vaping is prohibited;
- Shirts and shoes are required for health reasons and must be worn at all times while in the Library;

- Silence cell phones upon entering the building. There are labeled “cell phone friendly” locations in the Library, or outside, that may be used for phone calls;
- Use of alcoholic beverages, except for private Library events, or illegal drugs is prohibited. Persons under the influence of alcohol or illegal drugs are not allowed on Library property and will be asked to leave;
- Solicitation is not allowed on Library property;
- Sleeping in the Library or on Library property is discouraged.

Patrons may not interfere with the Staff's performance of their duties. This includes engaging in extended conversations or behavior that engages or forces the attention of:

- Staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment;
- Animals are not allowed in the Library with the exception of a certified service animal and animals brought in for special programs.

The Library prohibits any activity or conditions that unreasonably interferes with Library safety or use; performance of duties by Library Staff; or the quiet and peaceful enjoyment of the Library or Library resources. This includes, but is not limited to:

- Harassing or threatening Library patrons or Staff;
- Staring at, following, photographing or any type of videography without permission of Library patrons or Staff;
- Making any loud or unreasonable noise or other disturbances such as running or talking loudly;
- Disruptive use of personal communications or entertainment devices;
- Offensive body odor due to poor personal hygiene, overpowering perfume and/or cologne;
- Inappropriate public displays of affection;
- Sexual misconduct;
- Defacing or intentionally damaging Library property;
- Theft or attempted theft of Library property or the property of patrons and/or Staff;
- If the person refuses to leave the premises and/or property, the Warren County Sheriff's Office will be called.

The Library reserves the right to search bundles, packages, backpacks, briefcases, purses, and other containers upon a patron entering or leaving the Library in order to protect and preserve the safety and security of property and people using the Library.

Unattended Children

The Richards Library welcomes children of all ages to the Library. The present Staff is engaged in entirely circulation, reference and other library related customer service duties. The Staff is not licensed to perform child care duties. It is the responsibility of the parents and/or guardians to supervise their child or children at all times in the Library or on Library grounds.

For the safety and comfort of children:

- All children under 5 years of age shall be accompanied by a responsible person or caregiver, 16 years of age or older, at all times;
- Children 5 to 11 years of age may be left unattended for up to an hour and a half, subject to the rules and regulations of the Library.
- Children 12 years and older may use the Library unattended, subject to the rules and regulations of the Library;
- Children who have special needs related to physical or mental ability, to behavior, emotional problems, lack of adequate attention span, incomplete social skills, etc., shall be attended by responsible persons at all times;
- It is recommended that any child left unattended at the Library knows emergency contact information;
- The Library is not responsible for the whereabouts of unattended minors;
- Children could be asked to leave if misbehaving or be stranded at closing time or during an unexpected closing. In this situation, if no parent or responsible adult is available or reachable by telephone, Warren County Sheriff's Office will be requested for the safety of the child.

Disciplinary Process

Any Staff member will enforce this Policy by pointing out violations to patrons and requesting compliance. Failure to comply will result in the restriction of access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period or by denying access to specific services and/or programs.

Suspension of Library Privileges

A Richards Library Staff member will suspend Library privileges of a patron, including access to materials, activities, services, or facilities if the situation is a serious offense and constitutes a violation of The Richards Library Policies. Examples of serious offenses include, but are not limited to: verbal abuse, violence, threatening behavior, sexual harassment, theft/attempted theft, or any behaviors that threaten the safety and security of Staff and/or patrons. The person-in-charge shall call the Warren County Sheriff's Office rather than place themselves or others in a threatening situation.

- The Staff member will issue an immediate suspension order by requesting that the offending individual(s) leave the Library immediately;
- The Staff member will issue a warning to the offending individual(s) for offenses that do not require immediate suspension of privileges (Example: situational anger inappropriately expressed in a disruptive manner);
- The Staff member will issue a suspension of privileges order when behavior is serious and/or repeated after a verbal warning has been issued. The time of suspension will be based upon the seriousness of the offense and the number of times the individual(s) has been suspended previously;
- Suspension orders will be issued in writing when possible.

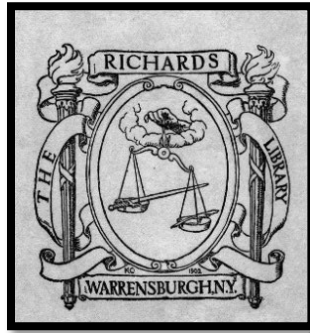
Right of Appeal

A patron with suspended privileges may appeal a suspension in writing to The Board of Trustees within the following 3 business days. The patron must state clearly why they believe that their privileges should be restored.

The Board of Trustees will respond to the appeal in writing within 7 business days of the date the appeal was reviewed. Privileges will remain suspended throughout the appeals process. **The decision of The Richards Library Board of Trustees is final.**

Reformatted, Revised, Reviewed and Approved by The Richards Library Board of Trustees: April 19, 2018
Revised, Reviewed and Approved: May 19, 2020
Amended, Reviewed and Approved: October 5, 2021
Revised, Reviewed and Approved:

The Richards Library



Building Use Policy for the Jeffrey M. Levine Community Room

The following are rules and regulations of The Richards Library Board of Trustees. These are effective December 1, 2013 and will be reviewed every 5 years.

The Board of Trustees makes the Jeffrey M. Levine Community Room, hereafter known as the Community Room, available for uses that will enhance the Library's role as an essential community resource. **All** programs will be held in the Community Room provided they do not impede the delivery of regular public Library Services.

1. Permission to use the Community Room does not constitute Library endorsement of the policies, beliefs, goals or activities of the program sponsor, nor shall any advertisement or publicity indicate endorsement or sponsorship by the Library without prior approval of The Board of Trustees or its Designee.
2. The Board of Trustees or its Designee reserves the right to approve or disapprove each application for the use of the Community Room. It may impose added restrictions it deems appropriate for a particular program or use. The Library Director shall be authorized to implement procedures for the use of the Community Room consistent with this Board-approved policy.
3. The Board of Trustees or its Designee may deny, rescind, or cancel any application.
4. Scheduled Library programs take precedence in cases of scheduling conflicts. The Library reserves the right to pre-empt the use of meeting space for Library purposes upon one (1) week notice to the organization requesting the space.
5. The room is scheduled on a first-come, first-served basis and is available at the sole discretion of The Board of Trustees or its Designee. No more than two (2) events will be scheduled per day. Exceptions must be approved by the Library Director.

6. One (1) week notice must be provided in case of cancellation unless the organization is faced with an emergency situation. If the library is closed due to weather conditions, the organization will be notified that the Community Room is not available.
7. In the case of events, the organization must provide a Certificate of Insurance that is acceptable to The Board of Trustees or Designee.
8. Use of the room by groups must be in compliance with local codes and regulations.
9. No meeting may have more than 78 people. All applicable fire and building codes must be complied with.
10. Applicants must announce fire exits prior to the start of the meeting/program.
11. The use of open flames or candles in the room is prohibited.
12. Library facilities may be made available to non-library organizations for the pursuit of cultural, educational and non-partisan political activities. Religious organizations are eligible to schedule meetings and events provided they do not hold worship or instructional services at the Library.
13. No meetings will be allowed if there is any commercial intent or solicitation for profit or sales from the group, the individual, the organization or business. However, at the discretion of The Board of Trustees or its Designee, the following will be permissible at Library sponsored programs:
 - a. Fund raising to benefit the Library and/or sponsored by the Library, Friends of the Library or other Library-related groups.
 - b. The sale of books, media, and other items by authors or artists as part of a Library program.
14. The Board of Trustees reserves the right to establish limitations on multiple uses of the room by any organization.
 - a. Reservations may not be made for more than three (3) successive months without specific authorization of the Library Director.
 - b. Reservations may not be made for more than two (2) days per month without specific authorization of the Library Director.
15. The room will be available during, and outside of, regular library hours. The hours the Community Room is available outside of regular library hours is determined by special arrangement with The Board of Trustees or Designee. Use of the room outside library hours must be obtained by special permission from The Board of Trustees or Designee at least two (2) weeks in advance of the meeting. If staff members are required outside of regular

working hours, compensation for said employees must be met by the organization using the room.

16. Reservations for the room should be made at least two (2) weeks prior to the scheduled program and no more than 3 months in advance. The organization or business should indicate in their registration if they need the AV equipment and whether tables and/or chairs are required.
17. All organizations are required to notify the Library Director or Designee when the meeting is finished.
18. When the room is scheduled for use by minors, adult supervision (25 years of age) must be present in the room at all times. The adult to child ratio must be appropriate for the age group.
19. All groups are responsible for their set-up in the Community Room. Please allow time for set-up and restacking of chairs and reflect that additional time needed in your reservation application.
20. Any personal or group equipment, supplies, or materials left in the room will be the responsibility of the group reserving the room. The Library assumes no responsibility for any loss or damage to personal property. Any items left for more than 24 hours will become the property of the Library and disposed of as the Library deems appropriate unless prior arrangements have been made.
21. The room must be left neat, clean and orderly. If cleaning is required, a minimum charge of \$25.00 will be assessed and billed to the organization to cover cleaning costs or repairs. The group will be charged for any damage to equipment or furnishings.
22. Refreshments may be served if noted on the application. However, no hospitality services or custodial assistance will be provided in connection with food service and groups will be responsible for cleaning and removal of all refuse. The Library does not supply porter service or storage space for supplies and equipment.
23. Smoking is prohibited. Alcoholic beverages are prohibited except in the event of fund-raising activities either hosted specifically for the Library or other requesting organizations. There will be no exception for private parties. Events directly related to the Library will be cleared through the current Insurance Agency of record to ensure the proper liability coverage is available and all rules, Town, County and State, are in compliance. The same will be required of all other organizations that request to use the Library for fund-raising purposes.
24. No object, poster or writing, etc. will be placed on the walls unless the group uses "Post it" papers. No tape, tacks, nails or glue are to be used to affix items to the walls.
25. The Library supplies AV equipment as a courtesy and assumes no responsibility for its availability or proper functioning. No organization may use the equipment unless they

have received prior training from Staff. Organizations must arrange for training of the person who will be responsible for using the equipment when reservations are made.

26. The organization agrees to indemnify the Library and hold the same harmless against any and all claims, demands, damages, costs and expenses, including reasonable attorney's fees for defense of such claims, arising out of the organization's use of the Community Room. A representative of the organization must sign the indemnification form.
27. An authorized adult (25 years of age) representative of the group must request use of the Community Room. This representative is required to sign this policy. By signing, the applicant agrees that the rules and regulations regarding use of the Community Room have been read and understood. Failure to abide by these regulations may disqualify the organization from future use of the room.

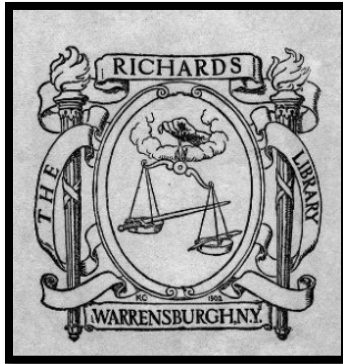
Signature

Print Name

Date

Adopted by The Richards Library Board of Trustees: December 1, 2013
Reformatted and Updated: March 10, 2016
Reformatted, Revised, Reviewed and Approved: April 19, 2018
Revised, Reviewed and Approved: February 4, 2020
Revised, Reviewed and Approved: February 1, 2022
Revised, Reviewed and Approved:

The Richards Library



Internet and Equipment Use Policy

The following are rules and regulations approved by The Richards Library Board of Trustees. These rules are effective February 6, 2017 and will be reviewed every 5 years.

The Board of Trustees makes the internet available for users that will enhance the Library's role as an essential community resource. From this point forward, the term internet is inclusive of both the physical wiring entering the building and the wireless capabilities of connections in and surrounding the building.

RULES GOVERNING USE:

In order to allow all users an opportunity to utilize the equipment, patrons are asked to comply with sign-up and time limitations.

All users are asked to respect the privacy of other users and not attempt to censor or comment upon what others are viewing.

Library internet connections may not be used for any illegal activity including, but not limited to:

- Damaging or altering computer equipment, systems or software;
- Displaying, printing or sending any material that is illegal, libelous, threatening or harassing;
- Downloading or installing any harmful program defined as, but not limited to, spyware, viruses, Trojans, malware, ransomware or any other illegal utility on any computer;
- Violating copyright or trademark laws, software licensing agreements or intellectual property rights.

Users engaging in these activities may lose computer privileges and/or be asked to leave the Library. Library staff may summon law enforcement authorities.

ACCESS BY CHILDREN:

The Library affirms the right and responsibility of parents and legal guardians to determine and monitor their children's use of Library materials and resources. To assist parents in their responsibility for their children's use of the internet, the Library **requires, on a yearly basis*, any child under 16 years of age to have a permission slip, signed by a parent/guardian and maintained by the Library, to access the internet at The Richards Library.**

In general, parents/guardians of children should also be aware that The Richards Library also applies the following criteria:

- Considers placement of public computers in the Library to minimize inadvertent viewing of public computer sessions;
- Regards children's safety and security when using electronic mail, chat rooms, gaming, and other forms of electronic communications;
- Prohibits unauthorized access, including "hacking" and other unlawful activities by children;
- Protects against unauthorized disclosure, use and dissemination of personal identification information regarding minors;
- Restricts children's access to internet sites that are harmful to minors.

Children/teens under the age of 16 are limited to 45 minutes of computer/internet access per day, unless they are using their own equipment, i.e., cell phones, tablets and laptops. If the child/teen is 16 or older, they are not required to have a signed permission slip, but will be limited to 1 hour. If additional time is needed for research/homework, the child/teen may have up to 90 minutes to do said research/homework.

By signing, I agree to the rules and regulations set forth in The Richards Library Internet and Equipment Use Policy.

Parent/Guardian Signature

Child's Name

Print Parent/Guardian

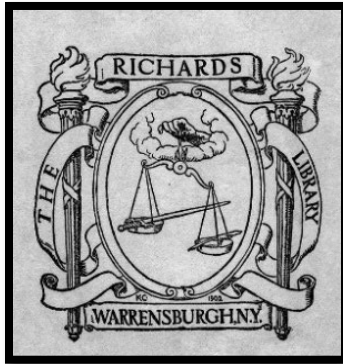
Relationship to Child

Date

***The year-to-year requirement is based upon the Warrensburg Central School District's calendar school year, or September to September.**

**Revised and Approved by The Richards Library Board of Trustees: February 6, 2017
Reformatted, Revised, Reviewed and Approved: April 19, 2018
Reviewed, Amended and Approved: April 10, 2019
Reviewed, Amended and Approved: April 6, 2021
Revised, Reviewed and Approved:**

The Richards Library



Whistleblower Policy

The following are rules and regulations approved by The Richards Library Board of Trustees. These rules are effective March 9, 2021 and will be reviewed every 5 years.

General

The Richards Library (the Library) requires Trustees, the Director, employees (part-time and qualified substitutes) [hereby also referred to as Protected Persons] who provide substantial services to the Library to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Representatives of the Library must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

The Objective of this Whistleblower Policy is to encourage and enable Protected Persons without fear of retaliation, to raise concerns regarding suspected unethical or illegal conduct on a confidential or anonymous basis so that the Library can address and correct inappropriate conduct.

Reporting Responsibility

It is the responsibility of all Protected Persons to report in good faith any concerns they may have regarding actual or suspected activities which may be illegal or in violation of Library policies or ethical or legal standards of any kind.

No Retaliation

No Protected Person who in good faith reports an actual or suspected ethics or legal violation shall suffer harassment, retaliation or adverse employment consequence. Any Trustee or Staff member who retaliates against someone who has reported such a violation in good faith is subject to discipline, up to and including, termination of employment.

Reporting Violations

Protected Persons should report their questions, concerns, suggestions or complaints to the Compliance Officer. Trustees, officers, the Director and all employees are required to report

suspected ethics violations to the Library's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. The Library's Compliance Officer is the current President of The Board of Trustees. Protected Persons may contact the Library's Compliance Officer directly.

Compliance Officer

The Library's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations and, at their discretion, shall advise The Board of Trustees. The Compliance Officer has direct access to The Board of Trustees and is required to report to The Board of Trustees at least annually on compliance activity.

Accounting and Auditing Matters

The Financial Officer and Treasurer shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify The Board of Trustees of any such complaint and work with the Board until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false, will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the Protected Person. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the Protected Person and acknowledge receipt of the reported violation or suspected violation within five (5) business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Compliance Officer: Current President of The Board of Trustees

Distribution: A copy of this policy is to be distributed to all Trustees, the Director and all employees (part-time and qualified substitutes) who provide substantial services to the Library.

Policy Developed and Modified from The Crandall Library Whistleblower Policy

**Approved and Adopted by The Richards Library Board of Trustees: March 9, 2021
Revised, Reviewed and Approved:**

Barrier Free Elevators, Inc.

10-B Holden Ave
Queensbury, NY 12804
(518) 798-5180 Voice
(518) 378-5000
siskj_bfelev@yahoo.com

E.L.R Contract Semi-Annual Examination – Lubrication – Report Agreement

Date: May 5, 2022

Richards Library, hereinafter referred to as the purchaser.

Barrier Free Elevators, Inc. hereinafter called the Company, proposes to furnish Examination and Lubrication Services on the following described elevator in the purchaser's Building located at: **36 Elm Street, Warrensburg, NY. 12885.** The elevator being serviced is **(1) OLS-NA hydraulic 3 stop passenger elevator.**

This service shall include all the labor required to make two (2) examinations Semi-Annually, the visits will include the annual safety inspection and pressure relief test. Also, the services will include cleaning and oiling machine, motor, and controller, greasing and/or oiling of guides, necessary lubricants, waste and/or rags. **Barrier Free Elevators will include the third-party elevator inspection by Assured Elevator Inspection co.**

No work, parts or materials, except for those specified above, will be furnished under this agreement. All work to be performed during regular working hours on regular working days, unless requested by customer for additional service. All travel, repair, and service work outside of the contract will be priced accordingly to the rates as follows:

Labor rates 2022

One Mechanic – Straight time = \$275 p/hr
One Mechanic – Over time = \$468 p/hr
One Mechanic – Holiday/Sunday = \$550 p/hr
Team – Straight time = \$550 p/hr
Team – Over time = \$1100 p/hr
Team – Holiday/Sunday = \$1100 p/hr

It is mutually understood and agreed as follows:

That the Company will provide liability and Worker's Compensation Insurance covering the Company for all work performed under this contract, but such insurance shall not provide coverage for the Purchaser. It being understood that the Company assumes no liability on account of accident or damage to person's property while riding or being in or about the elevators referred to in this contract.

That the Purchaser shall indemnify and save harmless the Company against all losses, costs, or damages, detention or delay or non-operation of this equipment, or strikes, lockouts, fires, explosion, water, theft, lightening, earthquake,

floods, storms, riots, civil commotion, malicious mischief, wars, government restrictions, acts of God or by any other acts beyond the reasonable control of the Company, whether or not such acts are herein specified, nor shall the Company be liable in any event for any consequential damages except those brought about through the active negligence of the Company or it's employees.

No work, service, materials, or liability on the part of the Company other than specifically mentioned herein is included or intended.

The term of this agreement shall be for **Two (2) year(s) effective: Date: _____** and renewal thereafter, yearly unless cancelled by either party at least ninety (90) days prior to any termination year. The terms of this contract can be and shall be canceled by Purchaser and/or Company, for any given reason. If payments are not made within the terms of this contract, when due, Barrier Free Elevators may elect to cancel this contract at will and shall not be liable for any acts or omission during the period of default, whether election is made to cancel the contract or not. Upon receipt of payment of arrears, Barrier Free Elevators may at its option, continue to render services hereunder, but such continuance shall not constitute a waiver of any of its rights because of such default.

Owner shall pay, in addition to the price, any tax imposed by any existing or future law.

The charge for the services herein stated shall be: **Nine Hundred Dollars (\$900) every 6 months**, which the owner agrees to pay upon receipt of invoice. This price includes third party inspection fees.

Respectfully Submitted,
Barrier Free Elevators, Inc.

By: James M. Sisk

Accepted for the Owner, Company or Corporation _____, 2022

By: _____

Invoicing Contact and Email address: (all required)

Name: _____

Address: _____

Phone: _____

Email: _____

Open meeting law revisions

Dallas,Sara <sdallas@sals.edu>

Fri 5/6/2022 9:58 AM

To: sals-directors (All directors at all SALS libraries) <sals-directors@sals.edu>

Cc: SALS-Pres (All SALS libraries board presidents) <sals-pres@sals.edu>;Freudenberger, Erica <EFreudenberger@sals.edu>;Scott, Jack <JScott@sals.edu>;Ryder, Jill <jryder@sals.edu>;DelSignore, Pamela <pdelsignore@sals.edu>;Smith, Colleen <csmith@sals.edu>

Good morning,

Recently there was a change in the open meeting law, which allows some trustees to attend an open meeting (board or committee) virtually. The quorum must be present in the face to face meeting, but some exceptions can be made for those unable to attend due to circumstances. In addition, to allow this to occur, the board must pass a resolution and hold a hearing. Please note, if a trustee wants to attend a meeting virtually and this resolution is not approved, then in the public notice, the address of where the trustee is attending virtually will need to be in the public notice.

I am sharing with you a template with sample language that can be used, <https://www.wnylrc.org/ask-the-lawyer/raqs/262>

Also included in this link is a template regarding videoconferencing.

If you have questions, please feel free to contact me.

Sara Dallas
Director
Southern Adirondack Library System
22 Whitney Place
Saratoga Springs, NY 12866

518-584-7300 ext 205
518-859-0742 (cell)
www.sals.edu



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RAQs: Recently Asked Questions

✚ Topic: Open Meetings Law 2022 Library Board Chart and Checklist - 05/04/2022

"Ask the Lawyer" got two questions about the April 9, 2022 changes to the Open Meetings ...

Posted: Wednesday, May 4, 2022

[Permalink \(/ask-the-lawyer/raqs/262\)](#)

MEMBER QUESTION

"Ask the Lawyer" got two questions about the April 9, 2022 changes to the Open Meetings Law ("OML"), which will enable library boards to more easily meet via videoconferencing. The questions asked for sample resolution language to enable a board to meet via videoconference, and compliance checklists to make sure a board is getting all the new details right.

WNYLRC ATTORNEY'S RESPONSE

To answer these questions, we've created an "Open Meetings Law 2022 Library Board Chart and Checklist" that sets out:

- The Education Law and OML's basic public access requirements for library trustee meetings;
- The OML's recent changes regarding meeting materials;
- The OML's new option for videoconferencing; and
- Old and new requirements for trustee meeting notices.

Below that are the requested sample resolutions and policies.[1]

What to do (requirements, tips, and hacks)	Why the board is doing it	How to do it
Open Meetings Law 2022 Library Board		
Requirement: Your board must meet "at least quarterly."	Because Section 260(5) of New York's Education Law requires it.	Your board must "fix" the "day and hour" of the meeting; if the meeting is known at least 2 weeks in advance, the notice must go out at least
Requirement: Your library's meetings must be "open to the public."	Because Section 260-a of New York's Education Law requires it.	Follow the requirements of Article 7 of the NY Public Officers Law, aka, the "OML" (more on that in the rows below).

What to do (requirements, tips, and hacks)	Why the board is doing it	How to do it
Requirement: Your library must notify the public and the news media at least one week in advance of the time and place (including virtual place) of a meeting scheduled at least two weeks in advance.	This timing for notice is a bit different from the timing in the OML; that is because Section 260-a of New York's Education Law modifies the notice requirements for meetings (to be a bit kinder to libraries).	The law doesn't require a specific medium, but the notice should be in writing. The new requirements include posting the means to attend a
Requirement/Hack: If your library is in a city of "one million or more," your committee meetings should also be open and noticed.	Because Section 260-a of New York's Education Law specifies that library trustee committee meetings be open in cities with that population.	If your board serves a library serving a city with a population of one million or more (in other words, if you are in NYC), treat your committee
Hack: Your board can create an "Executive Committee" to transact business between meetings.	Because Education Law 226(2) allows your library to do this.	Amend the bylaws to create an Executive Committee "...of not less than five, who, in intervals between meetings of the
Requirements: Make available any "proposed resolution, law, rule, regulation, policy or any amendment thereto", that is scheduled to be the subject of discussion by the board at the meeting, at least 24-hours prior to the meeting.	Because Section 103-e of the "Open Meetings Law" requires your library to do this.	Have the board packet available either in hard copy or upon request. NOTE: If your library regularly uses its website, the law also requires that the materials be posted on the website.
Hack: Adopt rules about the location of equipment and personnel used to photograph, broadcast, webcast, or otherwise record an open meeting.	OML 103(2) allows a library (or a public body that follows the OML) to do this so such broadcast is not disruptive (or a tripping hazard).	If your library adopts such a policy, the law requires that the rules "be conspicuously posted during meetings and written copies shall be pro A sample policy is below. (Before adopting such a policy, consider your library's unique space and needs.)

What to do (requirements, tips, and hacks)	Why the board is doing it	How to do it
Option: enable trustees to attend via videoconference, while the meeting has only one physical location.	Your board will do this if they want trustees to be able to attend even if caregiving, disability, health, or other compelling reasons prohibit attending in person.	Per the legislation signed by the Governor on April 9, 2022, the way to exercise this option is to: 1. Adopt procedures consistent with the new law; 2. Pass a resolution to authorize meeting via videoconference.

A generic bit of advice: before voting on a resolution to authorize meeting via videoconference, the board of trustees should consider whether the additional technical and notice requirements are both desirable and feasible.

For example: the new law requires that any meeting held via videoconference under this new provision must be archived on the library's website for five years. Does your library have that capacity?

For another example: the new law requires that any meeting held via videoconference and archived in this manner must be "transcribed upon request." Does your library have the capacity to transcribe sometimes lengthy meetings upon request?

And as a final example: the new law requires that if the agenda includes a public comment period, those attending via videoconference must be able to comment and participate just as those physically attending. Does your library have the technical capacity to enable that?

None of these examples is a deterrent to videoconferencing, so long as the library has the budget and technical capability to honor the requirements. **Since this could have an impact on budget, assessing that capability is critical before deciding to meet this way.**

TEMPLATE resolution

(Regarding rules about the location of equipment and personnel used to photograph, broadcast, webcast, or otherwise record a board meeting)

WHEREAS the board of the ABC library recognizes the requirement of the NY State Open Meetings Law to allow the public to photograph, broadcast, and webcast its open public meetings; and

WHEREAS, Section 103(2) of the Open Meetings Law allows public bodies to adopt rules about the location of equipment and personnel used to photograph broadcast webcast or otherwise record a public meeting;

BE IT RESOLVED that the board of trustees of the ABC library adopts the attached rules per Section 103(2) of the Open Meetings Law; and

BE IT FURTHER RESOLVED that as required by law, such rules shall be posted at the location of each meeting and included in the agenda posted at least 24 hours in advance of the meeting so the public attending can have notice of and abide by such rules.

[SAMPLE RULES]

Consistent with the requirements of the Open Meetings Law, attendees at open public meetings of the board of trustees are allowed to photograph, broadcast, webcast and otherwise record those portions of the meeting not in executive session.

To ensure such authorized activity does not disrupt the smooth and safe operation of a trustee meeting, and consistent with Section 103-a of the Open Meetings Law, the following "Rules" shall be posted at the location of each meeting and included on the posted agenda:

- No extension cords or other potential tripping hazards may be set up;
- No flash photography or additional lighting may be used;
- No recording instrument shall be closer than 3 feet of a meeting participant, without that person's express consent;
- All equipment should be silent enough to not cause a disruption;
- Equipment must not block aisles or exit and may not impede the view of other attendees;
- [INSERT]

The privilege to record in this manner at the library is limited to open meetings of the board.

When enforcing this rule with regards to the manner of recording, the ABC library board of trustees shall ensure that the First Amendment of the United States Constitution, and Article I, Section 8 of the New York constitution are honored.

Sample resolution to authorize videoconferencing and adopt policies

WHEREAS on April 9th, 2022, the governor of the state of New York signed into effect chapter 59 of the laws of 2022, in part amending the Open Meetings Law to enable public bodies to meet, under certain circumstances, via videoconference; and

WHEREAS, the board of the ABC Library has duly considered the benefit of this law to its routine operations, and determined that meeting via videoconferencing per the Open Meetings Law with further the operations and mission of the library;

BE IT RESOLVED that consistent with its bylaws and Charter, the board of trustees hereby authorizes the use of videoconferencing for its meetings; and

BE IT FURTHER RESOLVED that the board of trustees hereby adopts the attached written procedure governing member and public attendance at trustee meetings, and confirms each element of that written procedure in this resolution; and

BE IT FURTHER RESOLVED that members of the board of trustees are required to be physically present at any duly noticed meeting unless such member is unable to be physically present due to extraordinary circumstances (including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting); and

BE IT FURTHER RESOLVED that except in the case of executive sessions conducted pursuant to section one hundred five of the Open Meetings Law, and consistent with the requirements of the Not-for-Profit Corporation law, the trustees shall ensure that members of the public body can be heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon; and

BE IT FURTHER RESOLVED that the minutes of the meetings involving videoconferencing shall include which, if any, members participated remotely and shall be available to the public pursuant to section one hundred six of the Open Meetings Law; and

BE IT FURTHER RESOLVED that if videoconferencing is used to conduct a meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend; and

BE IT FURTHER RESOLVED that the board of trustees shall provide that each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked

on the library's website within five business days following the meeting, and shall remain so available for a minimum of five years thereafter, and such recordings shall be transcribed upon request; and

BE IT FURTHER RESOLVED if videoconferencing is used to conduct a meeting, the library shall provide the opportunity for members of the public to view such meeting via video, and to participate in proceedings via videoconference in real time where public comment or participation is authorized and shall ensure that videoconferencing authorizes the same public participation or testimony as in person participation or testimony; and

BE IT FURTHER RESOLVED that for so long as the board of trustees elects to utilize videoconferencing to conduct its meetings, the library will maintain an official website; and

BE IT FURTHER RESOLVED that, consistent with the library's mission to serve its community, the trustees' use of videoconferencing shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA).

Adopted this ____ day of _____, 2022.

Yay:

Nay:

Abstain:

TEMPLATE written procedure

governing member and public attendance at trustee meetings

1. *Members of the board of trustees are required to be physically present at any duly noticed meeting unless such member is unable to be physically present due to extraordinary circumstances (including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member's physical attendance at such meeting).*
2. *Except in the case of executive sessions conducted pursuant to section one hundred five of the Open Meetings Law, and consistent with the requirements of the Not-for-Profit Corporation law, the trustees shall ensure that members of the public body can be heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.*
3. *Minutes of the board meetings involving videoconferencing shall include which, if any, members participated remotely and shall be available to the public pursuant to section one hundred six of the Open Meetings Law.*
4. *If videoconferencing is used to conduct a board of trustees meeting, the public notice for the meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend.*
5. *The board of trustees shall provide that each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the library's website within five business days following the meeting, and shall remain so available for a minimum of five years thereafter, and such recordings shall be transcribed upon request.*
6. *If videoconferencing is used to conduct a meeting, the library shall provide the opportunity for members of the public to view such meeting via video, and to participate in proceedings via videoconference in real time where public comment or participation is authorized and shall ensure that videoconferencing authorizes the same public participation or testimony as in person participation or testimony.*
7. *For so long as the board of trustees elects to utilize videoconferencing to conduct its meetings, the library will maintain an official website, which is INSERT ADDRESS.*
8. *Consistent with the Library's mission to serve its community, the trustees' use of videoconferencing shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA).*

SAMPLE notice of meeting to use videoconferencing

The board of trustees of the ABC Library will hold a meeting at

DAY

HOUR

at

[AT LEAST ONE] PHYSICAL LOCATION

Per the policy of the board, videoconferencing will be used to enable attendance of trustees and public access to the open meeting.

The public can view and/or participate in the meeting by [INSERT].

[If public comment or participation is authorized and noted on the agenda] Those attending via videoconference may engage in the same public participation or testimony as in person participation or testimony by INSERT.

Document and records to be reviewed at that meeting will be posted at INSERT and available by request at INSERT.

The meeting shall be recorded, and the recording shall be posted [or linked] on the library's website (INSERT ADDRESS) within five business days following the meeting, and shall remain so available for a minimum of five years thereafter. The recording shall be transcribed upon request.

Consistent with the Library's mission to serve its community, the trustees' use of videoconferencing shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA). Questions regarding accommodations can be directed to INSERT and INSERT.[2]

[Insert rules of broadcasting meeting if applicable]

[1] As with all things template, whenever possible, review this guidance with your library's attorney.

[2] To enhance accessibility, accommodation requests should be able to be made through at least two different mediums; for example, a number to call and via e-mail.

Tags: Accessibility (<https://www.wnylrc.org/ask-the-lawyer/filter/15>), Board of Trustees (<https://www.wnylrc.org/ask-the-lawyer/filter/43>), Open Meetings Law (<https://www.wnylrc.org/ask-the-lawyer/filter/90>), Templates (<https://www.wnylrc.org/ask-the-lawyer/filter/128>)

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