
PRESENT
Chris Mirrione
Dave Giambattista
Liz King
Suzanne Stockman
Belinda O’Brien

OTHERS
Carl Gouveia
Lin Macholz
Pat Rapp
Marianne Michaud
Kathy Lepkowski

The meeting was called to order at 6:30 p.m. by Dave Giambattista, President.

30 MINUTE PUBLIC COMMENT PERIOD
There were no public comments.

REVIEW OF AGENDA
There were no changes to the agenda.

PREVIOUS MINUTES
A motion was made by Chris Mirrione and seconded by Belinda O’Brien to approve the minutes from the June 2019 Board meeting.
Motion carried unanimously.

TREASURER’S REPORT
A motion was made by Belinda O’Brien and seconded by Liz King to accept the Treasurer’s Report for May 2019. (See attachment.)
Motion carried unanimously.

BOARD BUSINESS
Mrs. Stockman signed the Oath of Office. (See attachment.)

A motion was made by Suzanne Stockman and seconded by Belinda O’Brien to appoint Chris Mirrione as President of the Board of Trustees for 2019-2020.
Motion carried unanimously.

A motion was made by Suzanne Stockman and seconded by Belinda O’Brien to appoint Liz King as Vice President of the Board of Trustees for 2019-2020.
Motion carried unanimously.
A motion was made by Dave Giambattista and seconded by Suzanne Stockman to appoint Nixon Peabody as attorneys to the Board. Motion carried unanimously.

A motion was made by Liz King and seconded by Dave Giambattista to select the Fairport-East Rochester Post and/or Democrat and Chronicle as official newspapers. Motion carried unanimously.

A motion was made by Suzanne Stockman and seconded by Belinda O’Brien to approve Pat Rapp as Clerk to the Board. Motion carried unanimously.

A motion was made by Belinda O’Brien and seconded by Dave Giambattista to approve Kathy Navarro as Custodian of Petty Cash. Motion carried unanimously.

A motion was made by Dave Giambattista and seconded by Liz King to establish the third Tuesday of the month at 6:30 p.m. as the regular meeting date of the Board of Trustees. Motion carried unanimously.

A motion was made by Dave Giambattista and seconded by Liz King to approve administrative payment for payroll, rent, utilities, common area maintenance and landlord's insurance subject to Board review at next regularly scheduled Board meeting. Motion carried unanimously.

A motion was made by Liz King and seconded by Belinda O’Brien to appoint the Fairport Central School District as Custodian of Funds. Motion carried unanimously.

A motion to approve the Claims Audit Policy was made by Dave Giambattista and seconded by Liz King. (See attachment.) Motion carried unanimously.

A motion was made by Dave Giambattista and seconded by Liz King to approve the Conflict of Interest Policy. (See attachment.) Motion carried unanimously.

The Conflict of Interest Policy Attestation was signed by Trustees and by Library management staff. (See attachments.)

A motion was made by Dave Giambattista and seconded by Suzanne Stockman to approve the Procurement Policy. (See attachment.) Motion carried unanimously.
FRIENDS OF THE FAIRPORT PUBLIC LIBRARY

Marianne Michaud gave a presentation to the Board about the Friends group. She gave background information on her interest in the Friends and outlined many of the things the Friends are working on, as well as plans for the future.

Ms. Michaud spoke about the revenue from the Corner Bookstore and the Book Bin, the new FROST program which matches homebound patrons with volunteers, the semi-annual newsletter, the updated membership form, and roles and responsibilities as described at NYLA.

Ms. Michaud spoke about ramping up committees, increasing membership, and looking for fundraising ideas. There will be a Friends meeting on August 13, 2019 at which interested people could learn more about joining committees.

CLAIMS

A motion was made by Belinda O’Brien and seconded by Liz King to approve Claims for June as follows:

- Ingram: $1,803.87
- All Other: $4,429.69
- Total of all Claims: $6,233.56

Motion carried unanimously.

A motion was made by Belinda O’Brien and seconded by Liz King to approve Claims for July as follows:

- Ingram: $5,121.81
- All Other: $14,916.45
- Total of all Claims: $20,038.26

Motion carried unanimously.

DIRECTOR’S REPORT

Mr. Gouveia reported that there was a 4% decrease in circulation in June. He also noted that circulation for all of MCLS decreased by 9%, so Fairport was not as much of a decrease as others. Mr. Giambattista requested that a comparison of the current door count to that of the previous year could be added to the monthly report.

Mr. Gouveia noted that he submitted a short article to the Friends newsletter to introduce himself to the Friends membership.

Mr. Gouveia stated that the library has a new civil service liaison and he has acquired access to the online portal (MAX) on behalf of the library. The new liaison came to the library and trained Kathy Navarro in the use of the software, and is working to update the library’s civil service records. This will be discussed in depth at an upcoming personnel committee meeting.
Draft – These minutes have not yet been approved by the Board of Trustees.

Mr. Gouveia reported that a Digital Literacy Volunteers program began on July 10, 2019. He also stated that teen volunteers have been helping with children’s programs.

COMMITTEE REPORTS

Finance – The committee did not meet.

Personnel – Mrs. Stockman stated that the committee is considering changes to some policies and will update at a future Board meeting.

Long Range Plan – The committee did not meet.

Fairport Library Council – The committee did not meet.

Facilities & Services – The committee discussed office furniture and will bring up under New Business. The committee is working with Mr. Gouveia to acquire a plaque to honor Joe Monachino.

PRESIDENT’S COMMENTS

Mr. Mirrione stated that he would update committee assignments prior to the next meeting.

NEW BUSINESS

A motion was made by Belinda O’Brien and seconded by Dave Giambattista to approve the Holiday and Close Dates for 2020. There was discussion about floating holidays, and the document was amended. A motion was made by Belinda O’Brien and seconded by Dave Giambattista to approve the amended Holiday and Close Dates for 2020. (See attachment.)
Motion carried unanimously.

A motion was made by Belinda O’Brien and seconded by Dave Giambattista to approve the hire of Katie Powell as temporary children’s librarian for approximately six months while another staff member is on maternity leave.
Motion carried unanimously.

A motion was made by Liz King and seconded by Belinda O’Brien to approve the appointment of Tori Payne as Assistant Director for Technology Services.
Motion carried unanimously.

A motion was made by Dave Giambattista and seconded by Liz King to approve the transfer of $10,000 from the capital reserve fund to the equipment budget for the purchase of office furniture. (See attachment.)
Motion carried unanimously.
A motion was made by Belinda O’Brien and seconded by Dave Giambattista to approve the updated Library Trustee job description. (See attachment.)
Motion carried unanimously.

ADJOURNMENT

A motion was made by Suzanne Stockman and seconded by Dave Giambattista to adjourn at 7:43 p.m.
Motion carried unanimously.

Attachments:
Oath of Office
Treasurer’s Report – May 2019
Claims Audit Policy
Conflict of Interest Policy
Conflict of Interest Policy Attestations
Procurement Policy
Claims Summary – June
Claims Ingram – June
Claims Other – June
Claims Summary – July
Claims Ingram – July
Claims Other – July
Holiday and Close Dates for 2020
Library Trustee Job Description
STATE OF NEW YORK
COUNTY OF MONROE

I, Suzanne T. Stockman, residing at
58 Clarke's Crossing, in the Fairport Central School
District, Monroe County, New York, do solemnly swear or affirm that I will support
the Constitution of the United States and the Constitution of the State of New York,
and that I will faithfully discharge the duties of trustee of the Fairport Public Library
according to the best of my ability.

Suzanne Stockman

Subscribed and sworn to before me
this 10th day of July, 2019.

PATRICIA A RAPP
NOTARY PUBLIC
STATE OF NEW YORK
NO. 01RA6113560
QUALIFIED IN MONROE COUNTY
MY COMMISSION EXPIRES 8/12/20A

Notary Public

1 Village Landing  Fairport, New York 14450  (585) 223-9091
Fairport Public Library  
Monthly Treasurer's Report  
For the period from May 1, 2019 to May 31, 2019

Total cash balance as reported at the end of preceding period: $2,782,405.09

RECEIPTS DURING THE MONTH:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Charges</td>
<td>3,987.90</td>
</tr>
<tr>
<td>Interest</td>
<td>120.54</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>790.06</td>
</tr>
<tr>
<td>Copies</td>
<td>958.35</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>75.00</td>
</tr>
<tr>
<td>Donations</td>
<td>425.00</td>
</tr>
</tbody>
</table>

Total Receipts: 6,356.85

TOTAL RECEIPTS AND BEGINNING BALANCE: $2,788,761.94

DISBURSEMENTS FOR THE MONTH: $470,616.13

CASH BALANCE* AS SHOWN BY RECORDS: $2,318,145.81

*INCLUDES:  
Checking $397,576.61  
Cash on Hand $50.00  
Money Market Savings $1,920,519.20

Total: $2,318,145.81

FUND BALANCE RECONCILIATION:

FUND BALANCE @ 04/30/2019 $2,104,944.96
DUE FROM OTHER FUNDS ($11,803.35)
YTD REVENUES 2,640,904.19
YTD EXPENSE (2,415,899.99)

Total @ 05/31/19 $2,318,145.81

This is to certify that the above Cash Balance is in agreement with the Bank Statements as reconciled.

Treasurer
Fairport Central School District
FAIRPORT PUBLIC LIBRARY
Claims Audit Policy and Procedure

The Fairport Central School District (FCSD) will process Fairport Public Library (FPL) claims once a month. The Library’s administrative clerk will prepare the claims to be processed. Prior to the monthly meeting of the Library Board of Trustees, the board representatives of the Budget Committee with review the claims. The claims are taken to the board meeting for full board approval. The following day they are taken to the claims processor at the School District to be paid.

Accepted by the Budget Committee on 8/6/2015
Adopted by the Board of Trustees on 8/11/2015
Revised by the Budget Committee on 8/16/2016
Adopted by the Board of Trustees on 9/13/2016
Adopted by the Board of Trustees on 7/7/2017
Adopted by the Board of Trustees on 7/17/2018
FAIRPORT PUBLIC LIBRARY
Conflicts of Interest Policy

1. "Interest" means a direct or indirect pecuniary or material benefit accruing to a Board member or employee, or his/her relative whether as a result of a contract with the Fairport Public Library or otherwise. For the purpose of this policy, a Library Board member or employee shall be deemed to have an interest in the contract if:

   a. A relative except as to a contract of employment with the Library

   b. A firm, partnership, or association of which such Board member or employee is a member or employee

   c. A corporation of which such Board member or employee is a Board member, director, or employee

   d. A corporation of which more than five percent of the outstanding stock is owned by any such Board member, employee, or his/her relative.

2. "Legislation" means a matter which appears on the agenda of the Library Board of Trustees or on a committee thereof, on which any official action will be taken and shall include proposed or adopted acts, or resolutions.

3. "Board member" or "Employee" means an elected or appointed Board member or employee of the Library whether paid or unpaid.

4. "Relative" means spouse, a child, stepchild, parent, stepparent, brother, sister, stepbrother, stepsister, or legal guardian of any of said persons of a Board member or employee.

5. "Spouse" means the husband or wife of a Board member or employee unless living separate and apart pursuant to:

   a. a judicial order, decree, or judgment of separation, or

   b. a legally binding written agreement of separation in accordance with the Domestic Relations Law.

Standards of Conduct:
Every officer or employee of the Library shall be subject to and abide by the following standards of conduct:

1. Gifts: No Board member or employee shall directly or indirectly solicit or receive any money, whether in the form of cash, check, loan, credit, or any other form in any amount, or solicit any gifts, or accept or receive any individual annual gift, having a value of seventy-five dollars or more, whether in the form of services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the money or gift was intended to influence or could be reasonably expected to influence him/her in the performance of official duties or was intended as a reward for any official action.
2. **Confidential Information**: No Board member or employee shall disclose confidential information acquired on the course of official duties or use such information to further a personal interest.

3. **Disclosure of Interest in Legislation**: To the extent known, any Board member or employee of the Library who participates in the discussion or gives an official opinion to the Library Board on any legislation before it shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she may have in such legislation.

4. **Disclosure of Interests in Contracts**: To the extent known, any Board member or employee of the Library who has, will have, or subsequently acquires any interest in any contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library Board as well as to his/her immediate supervisor as soon as he/she has knowledge of such actual or prospective interest.

5. **Investments in Conflict with Official Duties**: No Board member or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction which creates a conflict.

6. **Private Employment**: No Board member or employee shall engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her duties.

7. **Prohibited Conflicts of Interest**: No Library Board member or employee shall have an interest in any contract between the Library and a corporation or partnership of which he/she is a Board member or employee when such Library Board member or employee has the power to:
   
   a. negotiate, prepare, authorize, or approve the contract or authorize or approve payment thereunder,

   b. audit bills or claims under the contract,

   c. appoint a Board member or employee who has any of the powers or duties set forth above, and, no chief fiscal Board member, treasurer, or his/her deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the Library of which he/she is an Board member or employee.

The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library Board member or employee in one or more positions of public employment, the holding of which is not prohibited by law.

8. **Certain Interests Prohibited**: No Board member or employee of the Library who has an interest in any real property, either individually or as a Board member or employee of a corporation or partnership shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library. The term, participation, shall include the promotion of the site as well as the negotiation of the terms of acquisition.
9. No Library Board member or employee shall use or permit the use of property owned or leased to the Library for other than official purposes or for activities not otherwise officially approved.

Responsibilities:
It shall be the responsibility of the Director to ensure that: All staff (including the Director), volunteers, and Board of Trustees members are given a copy of this policy to read and to sign the attestation below. The signed attestations will be kept on file.

Accepted by the Budget Committee on 8/6/2015
Adopted by the Board of Trustees on 8/11/2015
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FAIRPORT PUBLIC LIBRARY
Conflicts of Interest Policy Attestation:

1. The standard of behavior at the Fairport Public Library is that all staff, volunteers, and Board members shall avoid any conflict of interest between the interests of the Library on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest.

2. I understand that the purposes of this policy are:
   a. to protect the integrity of the Library’s decision-making process,
   b. to enable our constituencies to have confidence in our integrity, and
   c. to protect the integrity and reputation of volunteers, staff, and Board members.

3. Upon or before election, hiring, or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

4. In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

5. I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signed: ___________________________________________ Date: ______________

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Signed: [Signature]
Date: 7/16/19
Dave Giambattista

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Signed: [Signature]  
Liz King  
Date: 7/16/19

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Signed: [Signature]  
Chris Mirrione  
Date: 7/16/19

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Signed: Belinda O'Brien
Date: 7/6/19

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Signed: Suzanne Stockman

Date: 7-16-2019

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Signed: Carl Gouveia

Date: 7/16/19

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Signed: [Signature]
Lin Macholz
Date: 7-16-19

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Signed: Tori Payne
Date: 7/22/19

Accepted by the Budget Committee on 8/6/2015
Adopted by the Board of Trustees on 8/11/2015
FAIRPORT PUBLIC LIBRARY
PROCUREMENT POLICY

This resolution sets forth the policies and procedures of the Fairport Public Library to meet the requirements of General Municipal Law, Section 104-b.

PURPOSE
Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Library Board is adopting internal policies and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or of any other general, special or local law.

PROCEDURES FOR DETERMINING WHETHER PROCUREMENTS ARE SUBJECT TO BIDDING
Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. The Procurement Policy Verification Form will be used to document this review and will be attached to all contracts when presented for signature. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law:
- purchase contracts under $20,000
- public works contracts under $35,000
- emergency purchases
- certain municipal hospital purchases, goods purchased from agencies for the blind or severely handicapped
- goods purchased from correctional institutions
- purchases under State and County contracts; and surplus and second-hand purchases from another governmental entity.
- purchases that are made by “Piggybacking” or by use of other state or federal contracts. These contracts must be made available for use by other governmental entities, per the Piggybacking exception added to GML 103.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item of service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase or any other written documentation that is appropriate.

STATUTORY EXCEPTIONS FROM THESE POLICIES AND PROCEDURES
Except for procurements made pursuant to General Municipal Law, Section 103(3) (through County contracts) or Section 104 (through State contract), Correction Law, Section 186 (articles manufactured in correctional institutions), or the items excepted herein (see below), alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of General Municipal Law, Section 104-b.

METHODS OF COMPETITION TO BE USED FOR NON-BID PROCUREMENTS
The methods of procurement to be used are as follows:

Estimated Amount of Purchase

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<th>Method</th>
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<tr>
<td>$1000 - $7,499</td>
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<td>$7,500 - $19,999</td>
<td>3 written, fax, email quotations, or written requests for proposals</td>
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Estimated Amount of Public Works

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<td>$5,000 - $34,999</td>
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ADEQUATE DOCUMENTATION
Documentation of actions taken in connection with each such method of procurement is required as follows:

- A good faith effort shall be made to obtain the required number of proposals or quotations. If the Purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

AWARDS TO OTHER THAN LOWEST RESPONSIBLE DOLLAR OFFERER
Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

ITEMS EXCEPTED FROM POLICIES AND PROCEDURES BY BOARD
Pursuant to General Municipal Law Section 140-b(2)(f), the procurement policy may contain circumstances when or types of procurements for which, in the sole discretion of the Library Board, the solicitation of alternative proposals or quotations will not be in the best interest of the Library. In the following circumstances it may not be in the best interest of the Fairport Public Library to solicit quotations or document the basis for not accepting the lowest bid:

a) Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment and integrity. These qualifications are not necessarily found in
the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category, the Fairport Public Library Board shall take into consideration the following guidelines:

a. whether the services are subject to State licensing or testing requirements.

b. whether substantial formal education or training is a necessary prerequisite to the performance of the services; and

c. whether the services require a personal relationship between the individual and Library officials.

d. whether the services to be rendered can be more effectively provided by a professional possessing a continuity of representation.

Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician, technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipality owned property; and computer software or programming services for customized programs, or services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

Recognizing that seeking competition for professional services and insurance coverage may be an opportunity to generate cost savings for the taxpayers, processes will be used whenever deemed prudent by the Board of Trustees to seek competitive proposals for these services.

a. Competitive bids for insurance coverage, excluding health care, will be solicited periodically.

b. Requests for Proposals (RFPs) or Requests for Qualifications (RFQs) will be issued for professional services whenever the Board of Trustees determines that the process will add value and potentially reduce costs for a particular service.

b) Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c) Purchases of surplus and second-hand goods from any source. If alternative proposals are required, the Fairport Public Library is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d) Goods or services under $1,000. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such contracts would be awarded based on favoritism.
ANNUAL REVIEW
The Board of Trustees shall annually review these policies and procedures. The Library Director and Library Board Budget Committee shall be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

UNINTENTIONAL FAILURE TO COMPLY
The unintentional failure to fully comply with the provisions of General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Fairport Public Library or any officer or employee thereof.

Approved by the Budget Committee  12/2013
Adopted by the Board of Trustees  1/14/2014
Revised by the Board of Trustees  8/12/2014
Revised by the Board of Trustees  7/17/18
INVOICE APPROVAL SHEET
BOARD MEETING
July 16, 2019 (June Invoices)

INGRAM: $1,803.87
ALL OTHER INVOICES: $4,429.69
GRAND TOTAL: $6,233.56

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INGRAM: $ 5,121.81
ALL OTHER INVOICES: $14,916.45
GRAND TOTAL: $20,038.26

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[Signatures]
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Board Meeting Date: July 16, 2019 - *(July invoices)*

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## Board Invoices for Approval

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Holidays and close dates 2020

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<thead>
<tr>
<th>Date</th>
<th>Type</th>
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<tbody>
<tr>
<td>Wednesday, January 1</td>
<td>Holiday</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>Sunday, April 12</td>
<td>Close Date</td>
<td>Easter Sunday</td>
</tr>
<tr>
<td>Saturday, May 23</td>
<td>Close Date</td>
<td>Saturday before Memorial Day</td>
</tr>
<tr>
<td>Monday, May 25</td>
<td>Holiday</td>
<td>Memorial Day (Monday)</td>
</tr>
<tr>
<td>Saturday, June 6</td>
<td>Close Date</td>
<td>Canal Days (Saturday)</td>
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<tr>
<td>Friday, July 3</td>
<td>Holiday (Observed)</td>
<td>the day before Independence Day</td>
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<tr>
<td>Saturday, July 4</td>
<td>Close Date</td>
<td>Independence Day</td>
</tr>
<tr>
<td>Saturday, September 5</td>
<td>Close Date</td>
<td>Saturday before Labor Day</td>
</tr>
<tr>
<td>Monday, September 7</td>
<td>Holiday</td>
<td>Labor Day</td>
</tr>
<tr>
<td>Wednesday, November 25</td>
<td></td>
<td>Close at 5 pm on the day before Thanksgiving</td>
</tr>
<tr>
<td>Thursday, November 26</td>
<td>Holiday</td>
<td>Thanksgiving (Thursday)</td>
</tr>
<tr>
<td>Thursday, December 24</td>
<td>Holiday</td>
<td>Christmas Eve</td>
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<tr>
<td>Friday, December 25</td>
<td>Holiday</td>
<td>Christmas Day</td>
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<td>Saturday, December 26</td>
<td>Close Date</td>
<td>Day after Christmas</td>
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<td>Sunday, December 27</td>
<td>Close Date</td>
<td>Day after Christmas</td>
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<tr>
<td>Thursday, December 31</td>
<td>Close Date</td>
<td>Close at 5 pm on New Year’s Eve</td>
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</table>

The dates in black are dates when the library is closed and the staff gets holiday pay. The dates in red are days when the library is closed and staff does not get paid. Also, the library is closed on Sundays from May through September. The dates in blue are days when the library closes early.

For summer holidays, the library will close on any Saturday adjacent to a holiday. This is always the case for Memorial Day and Labor Day.

In addition to the seven assigned holidays, there are two floating holidays. One floating holiday is assigned by the Library Board when there is a logical place to add it. For 2020, staff will have two floating holidays to use at their discretion.
Trustee of the Library Board—Job Description and Responsibilities

Our Mission: The Fairport Public Library, using both its resources and those available through the Monroe County Library System, provides equal access to educational, informational, and recreational resources for the residents of the Fairport Central School District with professional, courteous, and friendly service. The library is an integral and cooperative part of the community, promoting the concept of life-long learning while maintaining sound fiscal management.

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and advocacy of the Fairport Public Library so as to support the library’s mission and needs.

Meetings and time commitment:
- The Library Board of Trustees meets on the third Tuesday of each month at 6:30 pm. Meetings typically last 1 to 2 hours.
- Participate on two standing committees of the Board, and serve on ad-hoc committees as necessary.
- Committees of the board meet 6 or more times a year, dependent upon their respective work agenda. Some committees meet more often.
- Special Board meetings or workshops are called as needed.

Length of term: Ordinarily, elected terms are for five years. However, in the case of a midterm vacancy, the appointed trustee will hold office for the unexpired term.

*Trustee Duties and Responsibilities: The New York State Board of Regents, the institution responsible for the chartering and oversight of education corporations in New York, describes the duties of trustees as those of “Care, Loyalty and Obedience.” All actions must be taken with these principles in mind.

The responsibilities of trustees are few in number but broad in scope. They are:
- Create and develop the mission of the library;
- Regularly plan and evaluate the library's service program based on community needs;
- Select, hire and regularly evaluate a qualified library director;
- Secure adequate funding for the library's service program;
- Exercise fiduciary responsibility for the use of public and private funds;
- Adopt policies and rules regarding library governance and use;
- Maintain a facility that meets the library’s and community’s needs;
- Promote the library in the local community and in society in general;
• Conduct the business of the library in an open and ethical manner in compliance with all applicable laws and regulations and with respect for the institution, staff and public.

*Members of the board share these responsibilities while acting in the interest of the Fairport Public Library. Each member is expected to make recommendations based on his or her experience and vantage point in the community.

Checklist for Effective Library Trustees:

• Be active and informed about library matters in general and of those affecting your library. Ask questions of the director and study the issues.
• Attend all board meetings and be prepared to participate knowledgeably.
• Question issues until you understand. Don’t be reluctant to vote “No” on a proposal you don’t understand or are uncomfortable about.
• Be a team player and treat your fellow board members with respect.
• Support board decisions even if you disagree. A democracy works by the rule of the majority. Seek reconsideration in the future if circumstances change.
• Understand the roles of all involved—the board, director, staff, Friends, and patrons. Respect all opinions; whether you agree or not.
• Conflicts of interest by any board member are the concern of all members of the board. A trustee or family member may not receive, or appear to receive, any gain, tangible or intangible, in dealing with the library.
• Advocate for the library in every manner possible.
• Support competitive salaries in order to attract and retain qualified staff. Appropriate compensation is a direct measure of the commitment and respect a community has for the institution and its staff.
• Annually evaluate the board, individually and as a whole. This process has proven to be an effective means to improve intra-board communication and bring focus to the tasks at hand.
• Understand and respect the role of the director as Chief Executive Officer (CEO) of the library corporation and support the director’s administrative decisions.
• Be alert to community concerns that can be addressed by the library’s mission, objectives, and programs.
• Help communicate and promote the library’s mission and programs to the community.
• Become familiar with the library’s finances, budget, and financial/resource needs.
• Understand the policies and procedures of the Fairport Public Library.
• Lastly, it’s about the Library, not about you. Always remember that your primary job is to provide the highest quality library service possible for your community, not the cheapest.

For more in-depth information about a trustee’s governance role and responsibilities, please reference the Statement on the Governance Role of a Trustee