

MLD Trustees Meeting – April 9, 2025
TENTATIVE AGENDA – SUBJECT TO ADDITIONS AND/OR CHANGE
(* - Action Items)

Call to Order/Attendance

Adoption of agenda*

Minutes – March 2025*

- Motion to approve the March meeting minutes

Finance Report -

- Motion to approve abstract of vouchers*

Director’s Report –

Committee Reports –

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

Old Business:

New Business:

- Committee appointments
- MOU for Storywalk*
 - Motion to approve MOU for the Storywalk and authorize the Board President to sign

Policy review/ revisions:

- Remote Work Policy*
- Reserve Fund Policy*
- Public Comment Policy*

- Motion to adopt/approve the above referenced policies as presented.

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

Adjournment

MLD Trustees Meeting Minutes – March 19, 2025

Call to Order/Attendance

Meeting called to order at: 5:58PM

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

Absent: none

Adoption of agenda

Motion by: Jennifer Holmes

2nd: Pamela Rice

Voted against: John Buying

Abstain: none

Motion: passed

Motions to amend the agenda

Motion to amend the previous minutes see attached

Motion by: John Buying

2nd: none

Voted against:

Abstain:

Motion: dies

Adoption of Minutes

February 2025*

Motion by: Chelsea Roth

2nd: Pamela Mann

Voted against: John Buying

Abstain: none

Motion: passed

February 2025 Special Meeting

Motion by: Jennifer Holmes

2nd: Pamela Rice

Voted against: John Buying

Abstain: none

Motion: passed

Finance Report

Motion to approve abstract of vouchers*

Motion by: Jennifer Holmes

2nd: Chelsea Roth

Voted against: John Buying

Abstain: none

Motion: passed

Director's Report

Committee Reports

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

Old Business:

- April Meeting Date changed to April 9th

New Business:

- Budget Adjustment for FOL restricted donation*

Motion to approve the budget adjustments as presented

Motion by: Pamela Rice

2nd: Jennifer Holmes

Voted against: none

No Vote: John Buying

Motion: passed

Policy review/ revisions:

- 3D Printing Policy*
- Election Policy*

- Interlibrary Loan Policy*
- Unattended Minors Policy*
- Conflict of Interest Policy*
- Credit Card Policy*
- Non-Competitive Bidding Policy*
- Nutrition Resolution*
- Petty Cash Policy*
- Wellness Committee Policy*
- Whistleblower Policy*

Motion to Approve all discussed policies as a slate as amended.

Motion by: Pamela Rice

2nd: Pamela Mann

Voted against: John Buying

Abstain: none

Motion: passed

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

- Patron thanked Cheryl Jones and the library staff for supporting the food pantry and its events.
- Patron supported the current state of our unattended minors policy. Speaking to the library as a safe space for children to learn and grow.

Adjournment: meeting ended at 7:10pm

Motion by: Jennifer Holmes

2nd: Chelsea Roth

Voted against: none

Abstain: none

Motion: passed

Respectfully Submitted,

Mark Tourtellott, Board Trustee

ATTACHMENT

Proposed additions to the agenda sent via email by Trustee John Buying:

- Public Comment
- Identification of board members when recording

Proposed changes to the minutes agenda sent via email by Trustee John Buying:
MINUTES 19FEB25

Adoption of agenda

I motion to amend the minutes and to add whoever voted for the adoption to be added along with the vote totals

Minutes – January 2025

I motion to amend the minutes and to add whoever voted for the minutes to be added along with the vote totals. As presented is incorrect. It is or it is amended.

Finance Report

I motion to amend the minutes and to add whoever voted for the finance report to be added along with the vote totals. As presented is incorrect. It is or it is amended.

Director's Report

There is no motion here and should be removed. I motion remove this.

Committee Reports

There are no committees and no motion here and should be removed. I motion remove this.

Old Business:

I motion to amend the minutes and to add whoever motioned and seconded to change BOT meeting dates to the 3rd Wednesday of each month and add whoever voted for/against.

New Business:

I motion to amend the minutes and to add whoever voted for the Budget Adjustment to be added along with the vote totals. As presented is incorrect. It is or it is amended.

I motion to amend the minutes and to add whoever voted to change the signers on accounts to be added along with the vote totals and what the motion was.

I motion to amend the minutes and to add whoever motioned and seconded to approve the proposal by WBOT to place a mural at the library in summer 2025 to be added.

I motion to amend the minutes and to add whoever motioned and seconded to table to the next meeting the motion to approve the proposal by WBOT to place a mural at the library in summer 2025 and add whoever voted to table this until the next meeting with vote totals.

I motion to amend the minutes and to add whoever voted for the annual report to be added along with the vote totals.

Annual Financial Report

There is no motion here and should be removed. I motion remove this.

Policy review/ revisions

none

There is no motion here and should be removed. I motion remove this.

Adjournment: meeting ended at 7:20

I motion to amend the minutes and to add whoever voted for the adjourn to be added along with the vote totals.

MINUTES 27FEB25

Adoption of agenda:

I motion to amend the minutes and to amend the minutes and to add whoever voted for the adoption of the agenda to be added along with the vote totals.

Old Business:

WBOT Mural Project I motion to amend the minutes and to add whoever voted for the art project to be added along with the vote totals.

Adjourn

I motion to amend the minutes and to amend the minutes and to add whoever voted for the adjourn to be added along with the vote totals.

Mamakating Library

Budget vs. Actuals: January = 8%

January - December 2025

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Income			
A1049 REAL PROPERTY TAXES			
A1001 Real Estate Taxes	390,263	390,300	100.00 %
Total A1049 REAL PROPERTY TAXES	390,263	390,300	100.00 %
A2499 USE OF MONEY & PROPERTY			
A2401 Interest & Earnings		12,000	
Total A2499 USE OF MONEY & PROPERTY		12,000	
A2649 FINES & FORFEITURES			
A4050 Fines income	154	400	38.00 %
Total A2649 FINES & FORFEITURES	154	400	38.00 %
A2799 MISCELLANEOUS LOCAL SOURCES			
A2770 Miscellaneous income	1,733	4,500	39.00 %
Total A2799 MISCELLANEOUS LOCAL SOURCES	1,733	4,500	39.00 %
A3089.6 Restricted Grants & Donations			
A3099 STATE AID			
A3089.1 Grant income- LLSA grant	331	0	
A3089.2 State Aid- Grant		0	
A3089.3 Sullivan County Grant		0	
A3089.4 Sullivan Cty Public Lib. Grant		0	
A3089.5 SRP Grant		0	
Total A3099 STATE AID	331	3,100	11.00 %
A4060 UNRESTRICTED DONATIONS			
A4061 Donations - Unrestricted	10,242	0	
Total A4060 UNRESTRICTED DONATIONS	10,242	0	
A4999 Assigned Fund Balance			
Total Income	\$405,123	\$425,300	95.00 %
GROSS PROFIT	\$405,123	\$425,300	95.00 %
Expenses			
A7999 CULTURE & RECREATION			
A7410.1 Library- Personal Services			
7410.11 Clerical	36,311	140,220	26.00 %
7410.12 Librarian	20,881	78,200	27.00 %
Total A7410.1 Library- Personal Services	57,192	218,420	26.00 %
A7410.2 Library- Equipment			
7410.21 Equipment expense	1,665	2,000	83.00 %
Total A7410.2 Library- Equipment	1,665	2,000	83.00 %
A7410.4 Library- Contractual Expenses			
7410.41 Books	3,585	15,000	24.00 %
7410.405 Digital Media	2,386	11,500	21.00 %
Total 7410.41 Books	5,971	26,500	23.00 %
7410.42 Periodicals	151	500	30.00 %
7410.43 Audio/Visual	572	2,200	26.00 %

Mamakating Library

Budget vs. Actuals: January = 8%

January - December 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
7410.47 Cleaning Service	1,280	8,200	16.00 %
7410.48 Elections		200	
7410.51 Legal fees		1,000	
7410.52 Memberships	544	500	109.00 %
7410.53 Miscellaneous expense	135	600	23.00 %
Reimbursed payments to other libraries		0	
Total 7410.53 Miscellaneous expense	135	600	23.00 %
7410.54 Professional Fees			
101 Accounting Fees		7,500	
Total 7410.54 Professional Fees		7,500	
7410.55 Postage and Delivery	15	4,670	0.00 %
7410.56 Program	3,106	4,000	78.00 %
7410.565 Program Supplies	49	510	10.00 %
Total 7410.56 Program	3,155	4,510	70.00 %
7410.57 DEBT Service Principal & Interest		25,000	
7410.58 Building & Grounds R&M			
7410.581 Repairs	912	6,000	15.00 %
7410.582 Maintenance	1,381	3,500	39.00 %
7410.583 Landscaping	1,640	4,500	36.00 %
Total 7410.58 Building & Grounds R&M	3,933	14,000	28.00 %
7410.59 Office expense	1,327	4,000	33.00 %
7410.60 Telecom	735	6,750	11.00 %
7410.61 Utilities	2,077	10,000	21.00 %
7410.62 Technology	4,993	19,900	25.00 %
7410.85 RCLS Service Fee		2,200	
7410.86 Meetings & Conference	1,710	3,850	44.00 %
7410.87 Travel & Mileage	85	250	34.00 %
Total A7410.4 Library- Contractual Expenses	26,683	142,330	19.00 %
Total A7999 CULTURE & RECREATION	85,540	362,750	24.00 %
A9199 EMPLOYEE BENEFITS			
A9010.7 Payroll Taxes		17,300	
A9030.8 Insurance			
9030.81 Disability		1,400	
9030.82 Hospitalization		15,000	
9030.83 Workers' Compensation	1,035	1,600	65.00 %
9030.84 Property Liability		4,000	
9030.85 Directors and Officers		1,150	
Total A9030.8 Insurance	1,035	23,150	4.00 %
A9040.0 Pension Expense		18,000	
Total A9199 EMPLOYEE BENEFITS	1,035	58,450	2.00 %
Capital Reserve		6,000	
Total Expenses	\$86,575	\$427,200	20.00 %
NET OPERATING INCOME	\$318,548	\$ -1,900	-16,766.00 %

Mamakating Library

Budget vs. Actuals: January = 8%

January - December 2025

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
NET INCOME	\$318,548	\$ -1,900	-16,766.00 %

April 2025

Voucher #	Payee	Amt	Note
0425-01	Orange & Rockland	\$ 363.65	Autopays 4/26
0425-02	Frontier	\$ 368.26	autopays 4/14
0425-03	VISA (CJ)	\$ 730.10	autopays 4/21
0425-04	OverDrive	\$ 410.96	ebooks/audio books
0425-05	Wells Fargo	\$ 103.00	autopays 4/21
0425-06	Baker & Taylor	\$ 675.69	Books
0425-07	Robert Hrabowsky		Cleaning
0425-08	Midwest Tape	\$ 390.13	Hoopla Balance
0425-09	Patricia Blanco	\$ 300.00	Program Fee x2
0425-10	Patiana McMahon	\$ 75.00	Program Fee
0425-11	Kathryn Grodin	\$ 120.00	Program Fee
0425-12	RCLS	\$ 555.00	e-content
0425-13			
0425-14			
0425-15			
0425-16			
0425-17			
0425-18			
0425-19			
0425-20			
0425-21			
0425-22			
0425-23			
0425-24			
Total:		\$ 4,091.79	

Mamakating Library Board of Trustees Meeting

April 9th, 2025
Director's Report



Building & Grounds:

- Air Filters were changed 3/14
- Garden clean-up Day has been scheduled for 4/26 at 12pm. We are seeking volunteers for help with that now.
- Bike Rack and Garden statues/signage has been returned to their rightful places for the year. Rain Barrels to follow when it warms up a bit more.

Closings/Service Interruptions & Generator Statistics:

- Generator has run for 41.4 hours total as of 3/1 (4 hours in February)

Programming:

Community Partnership Programs:

- SC Public Health Info Table: 12 Participants (LRP Social Equity, Goal 1, Obj. 1, Action 3)
- Canal Bi-Centennial Planning: 22 Participants
- Tax Help with AARP: 35 Participants (2 Sessions)
- Bird Photography with OCAS: 7 Participants
- Big Science w/ 5 orgs: 31 Participants

Stand-alone programs

- Bossa Nova Concert: 40 Participants
- Women in Film: 10 Participants
- Dan Genova Artist Reception: 28 Participants

Series programs

- Books & Tea Discussion :10 Participants
- Keep It Short...Stories (KISS) Group: 7 Participants
- Culinary Club: 12 Participants
- Writers' Group:5 Participants
- Malcolm's Tech Topics: 4 Participants
- Zen Schooling : 34 Participants (2 Sessions)
- Patiana's Art Program:12 Participants
- Classic Sci-Fi Movie Night: 8 Participants
- LEGO Club: 19 Participants
- Read to Mocha:8 Participants
- Storytime: 50 Participants (4 Sessions)
- LSC Author Visits: 15 Live, 15 additional views after programs (3 Programs)

Program Totals:

- Passive Program: Neighborhood Forest: 81 Trees
- 21 Adult Programs serving 267 patrons
- 11 Patrons received dedicated Tech Help time
- 9 Youth Programs serving 123 patrons
- 2Teen volunteers completed 12 hours of community service at the library

Press:

- Full report about March Media outreach will be included in Board Packet



AARP Tax prep was a big success

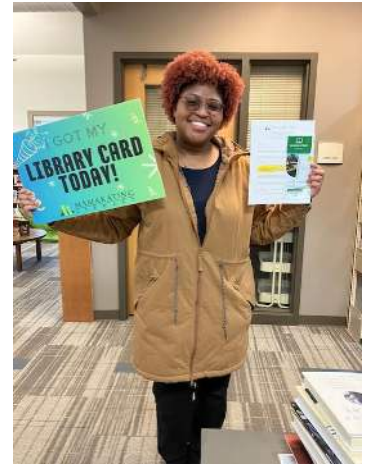


Bossa Nova Concert for Women's History Month



IT/ILS & Technical Services:

- Computer Users: 173 uses
- Wi-Fi Users: 1983 uses
- Technology Needs Survey update: We have received about 70 responses to our technology needs survey thus far. We will continue to run it through the end of April.
- 5 year purge of unused cards will be done this month. We have done outreach to some of our patrons on the list.
- Automated Translation Device has a permanent home on our desk, ready to assist patrons who'd like help in another language.
- We had an issue with the security camera app this month. Director was unable to see the cameras from devices outside the building. Bedik came and worked on the problem. It was resolved with work from both Bedik and the camera company.
- We've enabled the services calculator function in ASPEN so patrons can see their total savings in their account if they opt in.



Circulation/Registration:

Previous Month's Physical Circulation

	2017	2018	2019	2020	2021	2022	2023	2024	2025
January	2206	2231	2487	2400	1823	2040	1882	2195	2006
February	1973	1956	2088	2169	1335	1840	1531	1925	2124
March	2414	2225	2093	1180	1929	2110	1734	2264	2288
April	2331	2013	2064	--	1710	1751	1705	2165	
May	2121	2161	2180	--	1644	1636	1667	2026	
June	2539	2288	2292	233	1909	1836	1818	1963	
July	3150	2640	2682	939	2225	2232	2628	2457	
August	2941	2760	2742	948	1870	2195	2822	2307	
September	2440	2015	2310	1224	1904	1597	2276	2075	
October	2166	2273	2239	1323	1969	1404	2029	2045	
November	2214	2309	1956	1496	2126	1492	1947	1964	
December	1704	2000	1924	1600	1991	1362	1918	1764	
TOTAL	28,199	24,871	25,133	13,512	22,435	23,517	24,004	25,150	6418

Previous Month's New User Registrations

	2017	2018	2019	2020	2021	2022	2023	2024	2025
January	29	14	19	19	9	17	19	17	21
February	16	18	12	20	8	16	12	12	11
March	12	22	9	4	15	12	12	14	33
April	28	23	18	2	8	21	11	31	
May	24	16	15	3	6	21	16	22	
June	24	30	28	0	12	16	30	17	
July	34	32	32	8	34	41	42	39	
August	28	22	31	12	28	35	48	24	
September	26	14	31	9	23	21	22	18	

October	28	16	21	8	10	19	62	36	
November	28	10	11	6	12	20	21	22	
December	28	11	8	7	10	12	8	12	
TOTAL	305	228	227	98	175	251	303	264	65

Digital Collections:

Overdrive Circulation

	2019	2020	2021	2022	2023	2024	2025
January	323	305	394	486	603	658	598
February	264	229	429	400	508	635	591
March	334	298	444	439	552	642	632
April	293	475	338	448	564	544	
May	291	497	408	495	537	600	
June	344	409	362	559	448	547	
July	296	373	404	552	438	640	
August	284	311	474	578	522	596	
September	272	314	427	499	524	565	
October	236	323	367	510	582	579	
November	205	334	419	506	569	583	
December	209	320	405	546	537	599	
Total	3142	4188	4871	6018	6384	7188	1821

Unique Patron Access Hoopla

	2022	2023	2024	2025
January	32	36	54	67
February	27	42	53	61
March	33	49	55	64
April	28	35	44	
May	20	36	56	
June	21	37	59	
July	31	39	58	
August	34	38	60	
September	33	36	68	
October	26	50	67	
November	33	37	53	
December	35	39	62	
Total:	353	474	687	128

Overall Circulations Report Hoopla

	2022	2023	2024	2025
January	108	131	178	185
February	98	133	179	160
March	112	137	162	176
April	98	127	167	
May	63	94	160	
June	60	127	160	
July	116	90	149	
August	124	116	172	
September	113	118	163	
October	87	169	194	
November	118	111	146	
December	128	115	198	
Total:	1225	1468	1524	345

Director's Meetings & Trainings:

- 3/12 Directors Association Meeting
- 3/14 SUPLA Meeting
- 3/17 System Services Meeting
- 3/17 Budget Aid Workshop at RCLS
- 3/18 Directors Panel Discussion at RCLS
- 3/20 Outreach at St. John Street Tiny Tots Program
- 3/27 Ask the Lawyer Session: Workplace Violence
- 3/27 ALA Town hall Regarding IMLS



Principal Clerk, buried in books, finishing up the re-categorization project

Staff Development:

- Training regarding tough patron interaction after a patron incident. All staff assigned Niche Training and we reviewed procedure for incidents.

Friends of the Library News:

- The Storywalk is nearing completion and an installation date should be set soon. The FOL hopes to have a kick-off event with kids doing our first walk of it together in May or June.
- There is a garden cleanup day scheduled for 4/26 to plan some annuals and get the property all cleaned up for spring/summer.

Other News:

- March Patron Count: 4066
- Red Cards for anyone worried about encountering ICE are available now in Spanish and Haitian Creole
- We received a grant for \$500 from Stewarts that will be put towards programming supplies for Patiana's Global Arts program this summer.
- Our re-categorization project in the children's picture book areas has been completed, thanks to Donna and Giuliana's efforts in getting everything done. Patrons are responding favorably.
- The WBOT has completed the call for mural artists and we should have an artist assigned to us shortly. (LRP Governance, Goal 4, Obj. 4)

Director's Activities:

- Contact with possible companies for newsletter. Star Press will be able to do the most for us with the least amount of legwork for staff.
- MOU between the Town of Mamakating and Library regarding the Storywalk
- Bestsellers Clubs will premier in April
- Outreach and negotiations with Hoopla regarding pricing and AI created tools
- "How much did I save at the library today?" is our newest patron engagement activity. This will help people to see how much they save on materials. We also created a social media post doing the math for one week in march to post.
- A new section in our newsletter titled "Community Impact" will highlight how the library makes a difference to individuals, partner organizations, and the community as a whole each month.
- Beginning to work on mascot creation, a long term project which will enhance our branding and outreach in the future making the library more recognizable in the community. (LRP Governance, Goal 4, Obj. 1)



Incidents:

- At our Bossa Nova Concert on 3/25, a patron became agitated and disruptive of the event. Patrons were concerned and reported to staff who contacted police. The patron was asked to leave but refused and continued to be disruptive. Patron eventually left before police arrived. It was later found out that the patron was drinking on library property prior to the event and was confronted by police after leaving the library. Police told the patron not to return to the library again at the request of the director due to multiple severe violations of the Patron Code of Conduct. Staff will contact police if the patron enters the building again.

Upcoming Programs of Note:

- Virtual Author visits:
 - Jodi Picoult 4/2 @7pm
 - Smithsonian Institute 4/8 @ 2pm
 - Gregg Hurwitz 4/24 @ 7pm
- Learn to Crochet Series 4/5, 4/19, 5/3 @ 10am
- Fearless Foodies 4/15 @1pm
- Book Club 4/15@ 2:30pm
- Cranky Senior Comedy Night 4/15 @ 5:30pm
- Curiosity Club 4/8 @ 4:30pm
- Sci-Fi with the Science Guy: 4/17 @ 5pm
- Local Writer’s Group 4/25 @ 10:30am
- Lego Club 4/26 @ 11am
- FOL Garden Clean up 4/26 @ 12pm
- Local Author Talk: Lily Barrish Levner 4/26 @ 1:30pm

Reminders:

- RCLS Trustee Training Sessions for 2025 have been released and are detailed below. Register through the RCLS website calendar. You should complete a minimum of 2 hours of training per calendar year, plus harassment training.

Trustee Education Session Title	Date	Day Of Week	Time	Credit Hours
Basic Library Trustee Education 101 (Presenter: Grace Riario)	05/01/25	Thursday	6:30 PM	1.00
Summer Reading Promotional Toolkit (Presenter: Michelle Muller)	05/15/25	Thursday	6:30 PM	1.00
Library Social Media & Marketing (Presenter: David Cosco)	05/21/25	Wednesday	6:30 PM	1.00
Finance 101: Trustee Responsibilities (Presenter: Stephen Hoefler)	06/25/25	Wednesday	6:30 PM	1.00
Accessibility (Presenter: Meaghan Doyle)	07/21/25	Monday	6:30 PM	1.00
Library Social Media & Marketing (Presenter: David Cosco)	08/05/25	Tuesday	6:30 PM	1.00
Digital Inclusion in Libraries (Presenter: Meaghan Doyle)	09/25/25	Thursday	6:30 PM	1.00
Library Financial Reports (Presenter: Stephen Hoefler)	10/14/25	Tuesday	6:30 PM	1.00
Intermediate Library Trustee Education 102 (Presenter: Grace Riario)	11/03/25	Monday	6:30 PM	1.00
Advocacy - <i>Title TBD</i> (Presenter: Jen Park)	12/03/25	Wednesday	7:00 PM	1.00
Open Meetings Law and Library Governance (Presenter: Grace Riario)	12/11/25	Thursday	6:30 PM	1.0

Respectfully submitted,
Cheryl Jones, Library Director
April 1st, 2025

**TOWN OF MAMAKATING
WITH
MAMAKATING LIBRARY
STORYWALK**

THIS AGREEMENT, dated March 27, 2025, by and between the Town of Mamakating, a municipal corporation with offices at Town Hall, 2948 Route 209, Wurtsboro, New York 12790 ("Town") and Mamakating Library, a public library with offices at 128 Sullivan Street, Wurtsboro, New York 12790 ("Library").

W I T N E S S E T H

WHEREAS, the Library has requested to install a StoryWalk on a portion of a Town walking trail and the Town has agreed to grant the Library a license to install the StoryWalk, which will benefit the public by encouraging families to walk together, increase child literacy and promote community involvement.

THEREFORE, IT IS AGREED as follows:

1. The Town hereby grants a revocable license to the Library authorizing the Library to install a StoryWalk on a portion of the Town-owned Canal Tow Path Trail beginning near the firehouse.
2. The StoryWalk shall be similar to the description and photos provided to the Town by the Library. The Library shall be responsible for providing all materials and labor necessary to install the StoryWalk and shall ensure that the StoryWalk is installed in a safe and proper manner. The Library shall cooperate with the Town in the selection of locations of the StoryWalk structures. The Library shall be responsible for all repair and maintenance of the StoryWalk structures. If the Town notifies the Library that any StoryWalk structure has not been properly installed, repaired or maintained, the Library shall promptly correct any such deficiency.
3. To the fullest extent permitted by law, the Library shall indemnify, defend and hold harmless the Town and its officers and employees from and against any and all liabilities, damages, injury, claims, expenses (including reasonable attorneys' fees and disbursements) or judgments (jointly, "claims") of any nature, including without limitation, copyright and other intellectual property claims, arising, directly or indirectly, from (i) any activity conducted pursuant to this license agreement; (ii) any act or omission of the Library or any person acting in its behalf; or (iii) any entry and/or conduct on the Town's property by any person related to this Agreement and/or the StoryWalk on the Town's property.
4. The Library shall maintain Comprehensive General Liability insurance coverage in the minimum amounts of \$1,000,000 each occurrence / \$2,000,000 aggregate. The Town of Mamakating, its officers and employees shall be additional insureds on the insurance policy on a primary and non-contributory basis; the policy shall contain an endorsement requiring the insurance carrier to give at least ten (10) days prior written notice to the Town of cancellation, suspension or modification of the policy; and the Library and its insurance carrier shall waive all

rights of subrogation against the Town. The Library shall furnish certificates of insurance and the corresponding policy endorsements setting forth the required coverages.

5. This license may be revoked by either party upon five (5) days written notice to the address set forth above.

6. The parties represent and warrant that their respective signatory to this Agreement possesses authority to execute this Agreement and bind the respective party to the terms of this Agreement.

TOWN OF MAMAKATING

By: Michael Robbins
Michael Robbins, Town Supervisor

MAMAKATING LIBRARY

By: _____



MAMAKATING

LIBRARY

Mamakating Library Remote Work Policy

POLICY

“Remote Work” is work performed in furtherance of routine duties at places other than the Mamakating Library's business address (excluding business travel and presentations).

Mamakating Library uses three types of Remote Work:

1. When determined per ADA regulations to be a reasonable accommodation
2. Remote Work during a System Emergency
3. Remote Work as part of a routine “Remote Work Program”

Remote Work as a reasonable accommodation is governed by American with Disabilities Act (ADA) and New York State Laws.

Section I of this policy covers Remote Work during a System Emergency.

Section II of this policy sets forth the Guidelines of the [library's System's](#) Remote Work Program.

SECTION I: REMOTE WORK DURING AN EMERGENCY

Remote Work during an emergency is a temporary way to continue essential Mamakating Library operations. During an emergency, Mamakating Library may require employees to work remotely.

To the greatest extent possible during the emergency, Mamakating Library will use the guidelines in Section II to arrange Remote Work accommodations with employees. However, it will be understood that many employees may not have the time nor ability to meet the requirements regarding a professional work environment in their home, and that factor will not be considered for performance evaluation purposes when the employee is required to work from home during an emergency. Further, typical eligibility requirements may be waived.

If a technical concern prohibits productive access to working remotely during scheduled worktime during an emergency, notify the Director by telephone as soon as possible.

If you have been ordered to work remotely, do not report to the Library site, even if there are technical concerns, unless directed to do so.

For purposes of this Policy, an “emergency” is determined solely by Mamakating Library.

SECTION II: REMOTE WORK PROGRAM

Working remotely can be beneficial for employees for a number of reasons. It can help employees balance their work/home life if they have long commutes, pre- or post-work activities, and can also enable employees to work from home when it is of benefit to the Library. This program will be most successful for those employees who are self-disciplined and have a home work environment free from distractions.

All remote work schedule/hours must be pre-approved by the ~~Executive~~ Library Director.

Working remotely is not a replacement for appropriate child or dependent care or for otherwise attending to personal needs or obligations. The focus of the arrangement must remain on job performance, meeting business demands or dates set by the Director. Errands, home maintenance, and all other non-work-related activities are prohibited during the employee’s work hours unless approved by a supervisor, and accounted for appropriately on the employee’s timesheet.

Eligibility

Employees must have a minimum of 6 months in their current role with a satisfactory performance as determined by the Director. If all goals are not met and corrective action is required, suspension of remote work eligibility may be required. Each employee’s schedule must be coordinated through and approved by the Director to ensure that there is continuity and coverage. Some positions will not be able to participate based on business needs and other criteria.

Connecting Remotely

If the employee is unable to log into computer system or otherwise connect to required software within one hour during the schedule work time, the employee must inform the Director and return to the Library, except in the case of an Emergency as described in Section I of this document. Failure to do so will result in an absence.

Requirements

Employee will establish an appropriate work environment within his or her home for work purposes that is free from distractions. Employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. Mamakating Library will not be responsible for costs associated with the setup of employee's home office.

Consistent with the Library's expectations of information security for employees working on-site, employees working from home will be expected to ensure the protection of patron privacy and vendor information accessible from their home office. Steps include use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the environment.

Employee are expected to work their entire schedule and are required to record all hours worked and major tasks accomplished on a daily basis on the Library's timesheet.

Program Provisions

The Mamakating Library reserves full discretion to amend, terminate, or suspend any and all provisions of the Remote Work Program.

Performance Expectations & Evaluations

Employees participating in Remote Work Program are to complete all assigned work according to procedures and expectations mutually agreed upon by the employee and the Director, and according to the job expectation and description.

A decline in performance may be grounds for removal from the Remote Work Program participation, and/or disciplinary action up to and including termination.

Liability and Worker's Compensation

The employee's home workspace will be considered an extension of the Library's workspace. Therefore, Mamakating Library will continue to be liable for job-related accidents in the employee's home workspace during the employee's working hours.

During work hours and while performing work functions in the designated work area of the home, employees are covered by worker's compensation. Mamakating Library assumes no

liability for injuries occurring in the employee's home workspace outside the agreed-upon work hours.

Mamakating Library is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

In the event a job-related injury occurs during working hours at the employees' home, employee shall notify the Library Director as soon as possible, and ~~in no event~~ no later than 48 hours after the event occurred.

Income Tax

It will be the employee's responsibility to determine any tax implications of maintaining a home office area for a not-for-profit employer. Mamakating Library will not provide tax guidance nor assume any additional tax liabilities. Employees are encouraged to consult with qualified tax professional to discuss tax implications.

Approved by the Mamakating Library Board of Trustees, April 1, 2020

[Reviewed April 2025](#)



MAMAKATING

L I B R A R Y

Reserve Fund Policy

The Mamakating Library Board of Trustees may establish reserve funds if, and when, a clear intent is established regarding the future purpose, use and, when appropriate, replenishment of funds from the reserve.

The intent of any reserve fund is to plan ahead and save incrementally for expected future events to help mitigate the financial impact of major, non-recurring or unforeseen expenditures on the library's annual operating budget and the real property tax levy.

Each reserve fund established will have a corresponding line on the annual operating budget, which will increase by at least the cost of inflation annually. Upon establishment of each reserve fund, the Board will determine whether there shall be a limit on the dollar amount to be accumulated. The resolution creating a reserve fund will include conditions upon which the funds will be utilized.

Each reserve fund will be funded from amounts raised through the annual budget process, transfers from unexpended balances of existing appropriations, and surplus moneys; however, any funds not anticipated in the annual budget for transfer to reserve funds, a resolution will be required to authorize the transfer of specific amounts of funds and the reserve fund to be credited.

Interest earned and capital gains realized on any capital fund investments will accrue to, and become part of, each reserve fund.

Reserve fund moneys may be kept in separate bank accounts or in the general library bank account, but separate accounting records will be kept for each reserve fund.

The Treasurer will provide reports on reserve fund activity at least annually. The board will determine whether reserve balances are necessary and reasonable and serving the purpose for which they were established.

The accounting records for each reserve fund will show:

- The date and amount of each sum paid into the fund

- Interest earned by the fund
- Capital gains or losses resulting from the sale of investments of the fund
- The amount and date of each withdrawal from the fund
- The total assets of the fund, showing cash balance and a schedule of investments.

Approved by the Mamakating Board of Trustees August 5, 2020

Reviewed April 2025



MAMAKATING

LIBRARY

Public Comment at Board Meetings Policy

PURPOSE:

Members of the public are welcome to attend meetings of the Library Board of Trustees and to share input regarding library business. All board meetings are open to the public with notices posted in the building and on the library's website a minimum of 48 hours prior to the meeting time. In order to ensure fair representation of all viewpoints, the following guidelines are established for public comment during meetings.

POLICY:

Library Board of Trustees meetings shall include a period for public comment prior to the adjournment of each board meeting.

Individuals wishing to speak may be asked to state, for public record, their name and group affiliation (if any). All comments should be polite and respectful. The presiding officer of the board meeting may prohibit further comments from any person or group who engages in personal attacks, violent, discriminatory, or other inappropriate discussion or behavior.

The public comment period will be limited to 30 minutes, unless extended by the Board. Each person wishing to speak during a public comment period will be limited to three (3) minutes.

RESPONSIBILITY:

The Board President, or whichever trustee is chairing the meeting, shall oversee application of this policy.

The Board of Trustees has no obligation to respond to the issues discussed during the public comment portion of the meeting. Names of speakers and comments may be summarized in the minutes of the board meeting, however there is no obligation for the minutes to reflect any statements or viewpoints discussed during the public comment portion of the meeting.

COMMENT PROCEDURE:



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Members of the public may submit public comment in-person at the Board meeting. Additionally they may submit public comment via email at mam@rcls.org by 4:00pm the day of the meeting. These comments will be read during the public comment period.

All individuals submitting public comment, in person or via email, must provide their name for public record.

The board reserves the right to waive this policy and procedures when necessary to conduct an efficient board meeting.

Adopted by the Mamakating Library Board of Trustees on:

DRAFT 3/27/2025