

Saugerties Public Library Board Agenda
May 14, 2026
5:30 pm Social Time and 6pm Meeting

Roll Call

Public Comment

Old Business:

New Business:

1. Letter to the Community
2. Budget Vote Timeline
3. Draft Budget Review

Secretary's Report

Treasurer's Report

Pay Bills

Director's Report:

Ambassador's Report:

Committee Reports:

1. Finance
2. Personnel/Policy
3. Facilities
4. Outreach

Next meeting - May 14, 2026

**Saugerties Public Library
Regular Board Meeting
Date: May 14, 2026**

Present: Trustees Paul Van Benschoten, Timothy Scott, Erin Poll, Charlotte Herscher, Alice Graves, Valentina Kielland, Rebecca Lang, Kerry McQuaide, Ken Goldberg, Teresa Giordano

Excused: Yosefa Karchmar

Staff: Director Jennifer Russell

Public Attendees: Bill Barr and Ray Rebholz

Meeting called to order at 6:02 PM by President Tim Scott

Public Comment: Bill Barr: A Town meeting had heated discussions regarding battery storage area. It is before the planning board. Greene County is looking to develop the Cement area. Saugerties is interested because of the proximity to the Vly area. 5/13: Ulster County Center for Well Being opened in Kingston. 5/21 BBQ at Cantine to support the splash pad. 5/23 is the opening day of the farmers market.

Friends of Library: Ray: Little free libraries to be installed after Memorial Day. Saugerties street fair is the 30th. Folks can sign up to volunteer. The next meeting is the 18th at 7:00.

Unfinished Business: none

New Business:

1: Trustee Training: (June 1, 2, 4 or June 8/9 evening at 6:30): There are a variety to choose from. We are going to meet on the 9th at 6:15. Jen will send out an email so we can pick the training that we are going to do.

2: Hope Rocks: Back in Saugerties this year August 15th and 16th. We were given an application to see if we want to be involved again. The outreach committee needs to look into this to see if we should participate. Jen recommends that we only go one day. The committee will take it from here.

Secretary's Report:

MOTION: to approve

Motion by Tim and seconded by Charlotte to approve the minutes with Bill Barr's name edited for correct spelling. All in favor.

Treasurer's Report:

MOTION: We made a motion to pay bills once treasure has signed them as they are not in yet. The total for the bills is \$22, 466.31 .Motion to pay the bills in the amount of \$ 22,466.31 when they are signed was made by Charlotte and seconded by Tim. All in favor.

Director's Report: Please see the report included in the Meeting Packet.

- 1) Wonderful celebrate libraries events
- 2) Justyna resigned-interviews have started to fill this position. Two candidates have applied and references are being called. They would like to have someone hired soon.
- 3) Explanation about air quality monitoring
- 4) Tiffany spoke at two events in April
- 5) The bike borrowing program won't go forward because the insurance won't cover us
- 6) Archtop fiber conversion is coming up for the internet. We would like to convert the phones as well. We are waiting for an estimate.
- 7) Big push for the Dolly Parton Imagination Library to be covered by the Legislator for all of Ulster County.

Ambassadors report: Teresa: April 17th was a sold out event. There was a full house. Rebecca spoke about how the mid-hudson system came to be and the challenges that libraries are facing. Some suggestions were made about how to spread the word looking for more advocates. Questions arose from the speech, especially regarding ebook hold expenses. We will try to start spreading the word about that sooner rather than later. It was good to see that information was spread.

Committee Reports:

Finance: see minutes attached

Next year's budget was thoroughly gone through. More discussion needs to be had regarding salaries. Charlotte signed paperwork to renew the smaller CD. Starting to finalize the budget at the next meeting. Jen mentioned getting a music collection and they have discussed collaboration with Woodstock Library to purchase the Biblioboard program.

Next meeting: May 18th at 6:00

Personnel/Policy: See minutes attached

1) Pandemic Policy review cycle was changed to five years

2) Library bill of rights had a few changes - see Policy & Personnel minutes.

Motion: Tim made a motion to change those policies and Alice seconded.. All in favor.

We are looking into workshops for sustainability before we make additions to the environmental policy.

There was a discussion about the elections and if someone could go off of the board for three years, return and then serve in an executive position. As it stands you cannot be an officer upon return. However, we've discussed allowing the trustee to come back as if they are a brand new trustee where they will wait a year, and then potentially be an officer.

The committee will come up with verbiage and put it to the board for a vote after our next meeting.

For the employee who is interested in moving to regular- time: Jen will look into the number that would be paid for PTO.

Next meeting: May 27th at 6:15pm.

Facilities:

Did not meet in April.

Next meeting: May 19th at 6:00 pm

Outreach: See minutes attached.

They reviewed the April events. Everything went well.

They talked about tabling at the farmer's market. Debating if that is the best place for outreach.

There will be a Celebrate Libraries event on June 10th in the Community Room where someone from the state will talk about the development of public libraries in NY.

Also, they are looking at a possible fall gathering to get volunteer agencies to the Community Room, from Saugerties, to mingle and discuss with each other and the public about the resources available in the area.

HV bringing agencies together-Ruth Hirsch. They are also doing something like this so that would be a good resource.

Next meeting: June 22nd at 5:30

Next meeting for the Board: June 11th at 6:00

Motion to adjourn at 6:59 PM by Tim;

Seconded by Charlotte.

Passes unanimously.

Submitted by Rebecca Lang

Next meeting: at 5:30 with meeting starting at 6:00

Saugerties Public Library General Fund Revenue and Expenditure Report

	<u>Jan - May 26</u>	<u>Jan - May 25</u>
Ordinary Income/Expense		
Income		
1001 · Real Property Taxes	770,986.00	707,326.00
2082 · Fees	4,543.22	3,925.45
2401 · Interest	18,180.62	14,693.63
2705 · Gifts & Donations		
2705.4 · Friends	3,540.00	16,269.00
2705.2 · General	15,215.00	550.00
Total 2705 · Gifts & Donations	<u>18,755.00</u>	<u>16,819.00</u>
3840 · New York State Aid	601.50	0.00
Total Income	<u>813,066.34</u>	<u>742,764.08</u>
Expense		
7410.1 · Salaries	160,442.57	159,911.02
7410.4 · Contractual Expenses		
.4.1 · Library Material		
.4.1.8 · Music	0.00	50.96
.4.1.7 · Streaming	3,001.19	2,976.40
.4.1.1 · DVD	1,559.18	1,088.08
.4.1.2 · Books		
4.1.2A · Adult Books	6,783.45	4,901.03
4.1.2J · Children's Books	4,397.44	1,843.92
Total .4.1.2 · Books	<u>11,180.89</u>	<u>6,744.95</u>
.4.1.3 · Subscriptions	472.95	1,915.44
.4.1.4 · Newspapers	976.00	1,039.00
.4.1.5 · Digital Materials	8,933.77	6,257.47
.4.1.6 · Audio Books	0.00	47.99
Total .4.1 · Library Material	<u>26,123.98</u>	<u>20,120.29</u>
.4.2 · Programs, Publicity, History		
.4.2.1 · Programs	9,165.65	6,602.02
.4.2.3 · Newsletter & Public Relations	85.00	75.00
Total .4.2 · Programs, Publicity, History	<u>9,250.65</u>	<u>6,677.02</u>
.4.3 · Operation of Building		
.4.3.1 · Utilities	14,799.28	9,814.29
.4.3.2 · Telephone	1,293.15	1,286.91
.4.3.3 · Insurance	20,029.90	12,006.25
.4.3.4 · Maintenance Service & Supplies	2,145.13	1,550.88
.4.3.5 · Lawn & Grounds	2,718.44	58.97
.4.3.6 · Building R&M	4,335.07	18,376.28
.4.3.7 · Snow Removal	2,375.00	1,900.00
.4.3.8 · Elevator	1,746.72	13,007.87
.4.3.9 · Geothermal	0.00	1,761.26
.4.3.12 · Internet	692.40	1,353.68
Total .4.3 · Operation of Building	<u>50,135.09</u>	<u>61,116.39</u>
.4.4 · Equipment R&M, Supplies		

Saugerties Public Library General Fund Revenue and Expenditure Report

	Jan - May 26	Jan - May 25
.4.4.1 · Copier	1,605.64	2,184.45
.4.4.2 · Office Supplies	810.36	930.80
.4.4.4 · Postage	35.56	67.85
.4.4.6 · Equipment Purchases	479.99	25,639.88
.4.4.7 · Equipment R&M	135.00	1,848.75
Total .4.4 · Equipment R&M, Supplies	3,066.55	30,671.73
.4.5 · Automation, System Fees		
.4.5.1 · Automation & Online Services	1,668.90	2,648.90
.4.5.2 · MHLS Assessment Fees	12,719.38	10,015.08
Total .4.5 · Automation, System Fees	14,388.28	12,663.98
.4.6 · Professional Services		
.4.6.8 · Professional Memberships	800.00	975.00
.4.6.7 · Payroll Service Fees	1,535.74	1,341.32
.4.6.1 · Accounting	3,750.00	3,000.00
.4.6.3 · Board Expenses	76.77	0.00
.4.6.4 · Consulting & Legal Services	500.00	500.00
.4.6.5 · IT Maintenance Consultant	1,690.00	1,742.00
.4.6.6 · Staff Development	356.64	335.06
Total .4.6 · Professional Services	8,709.15	7,893.38
.4.7 · Election Expenses		
.4.7.2 · Election Expenses	55.00	0.00
Total .4.7 · Election Expenses	55.00	0.00
Total 7410.4 · Contractual Expenses	111,728.70	139,142.79
9010 · Employee Benefits		
.1 · Retirement	49,667.00	41,909.00
.2 · Social Security & Medicare	12,026.57	11,983.06
.3 · Workers Compensation	2,878.00	3,552.00
.4 · Disability	-177.89	-178.49
.5 · Medical & Dental Benefits	42,798.12	36,694.56
.6 · Life Insurance	118.67	118.67
Total 9010 · Employee Benefits	107,310.47	94,078.80
Total Expense	379,481.74	393,132.61
Net Ordinary Income	433,584.60	349,631.47
Net Income	433,584.60	349,631.47

Saugerties Public Library
General Fund Budget vs. Actual
 January through May 2026

	<u>Jan - May 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
1001 · Real Property Taxes	770,986.00	770,986.00	0.00	100.0%
2082 · Fees	4,543.22	9,000.00	-4,456.78	50.48%
2401 · Interest	18,180.62	12,000.00	6,180.62	151.51%
2705 · Gifts & Donations				
2705.4 · Friends	3,540.00	6,000.00	-2,460.00	59.0%
2705.2 · General	15,215.00	13,000.00	2,215.00	117.04%
Total 2705 · Gifts & Donations	18,755.00	19,000.00	-245.00	98.71%
3840 · New York State Aid	601.50	5,500.00	-4,898.50	10.94%
3999 · Appropriated Fund Balance	0.00	25,377.24	-25,377.24	0.0%
Total Income	813,066.34	841,863.24	-28,796.90	96.58%
Expense				
7410.1 · Salaries	160,442.57	429,273.60	-268,831.03	37.38%
7410.4 · Contractual Expenses				
.4.1 · Library Material				
.4.1.7 · Streaming	3,001.19	9,000.00	-5,998.81	33.35%
.4.1.1 · DVD	1,559.18	2,500.00	-940.82	62.37%
.4.1.2 · Books				
4.1.2A · Adult Books	6,783.45	19,598.00	-12,814.55	34.61%
4.1.2J · Children's Books	4,397.44	8,000.00	-3,602.56	54.97%
Total .4.1.2 · Books	11,180.89	27,598.00	-16,417.11	40.51%
.4.1.3 · Subscriptions	472.95	1,500.00	-1,027.05	31.53%
.4.1.4 · Newspapers	976.00	2,500.00	-1,524.00	39.04%
.4.1.5 · Digital Materials	8,933.77	22,000.00	-13,066.23	40.61%
Total .4.1 · Library Material	26,123.98	65,098.00	-38,974.02	40.13%
.4.2 · Programs, Publicity, History				
.4.2.1 · Programs	9,165.65	7,000.00	2,165.65	130.94%
.4.2.3 · Newsletter & Public Relations	85.00	4,000.00	-3,915.00	2.13%
Total .4.2 · Programs, Publicity, History	9,250.65	11,000.00	-1,749.35	84.1%
.4.3 · Operation of Building				
.4.3.1 · Utilities	14,799.28	28,000.00	-13,200.72	52.86%
.4.3.2 · Telephone	1,293.15	3,500.00	-2,206.85	36.95%
.4.3.3 · Insurance	20,029.90	30,000.00	-9,970.10	66.77%
.4.3.4 · Maintenance Service & Supplies	2,145.13	4,000.00	-1,854.87	53.63%
.4.3.5 · Lawn & Grounds	2,718.44	5,808.00	-3,089.56	46.81%
.4.3.6 · Building R&M	4,335.07	12,000.00	-7,664.93	36.13%
.4.3.7 · Snow Removal	2,375.00	2,000.00	375.00	118.75%
.4.3.8 · Elevator	1,746.72	4,000.00	-2,253.28	43.67%
.4.3.9 · Geothermal	0.00	10,000.00	-10,000.00	0.0%
.4.3.12 · Internet	692.40	2,650.00	-1,957.60	26.13%
Total .4.3 · Operation of Building	50,135.09	101,958.00	-51,822.91	49.17%
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier	1,605.64	5,500.00	-3,894.36	29.19%

Saugerties Public Library
General Fund Budget vs. Actual
 January through May 2026

	<u>Jan - May 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
.4.4.2 · Office Supplies	810.36	2,500.00	-1,689.64	32.41%
.4.4.4 · Postage	35.56	800.00	-764.44	4.45%
.4.4.6 · Equipment Purchases	479.99	8,000.00	-7,520.01	6.0%
.4.4.7 · Equipment R&M	135.00	5,000.00	-4,865.00	2.7%
Total .4.4 · Equipment R&M, Supplies	3,066.55	21,800.00	-18,733.45	14.07%
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services	1,668.90	4,000.00	-2,331.10	41.72%
.4.5.2 · MHLS Assessment Fees	12,719.38	22,073.00	-9,353.62	57.62%
Total .4.5 · Automation, System Fees	14,388.28	26,073.00	-11,684.72	55.19%
.4.6 · Professional Services				
.4.6.8 · Professional Memberships	800.00	1,200.00	-400.00	66.67%
.4.6.7 · Payroll Service Fees	1,535.74	3,000.00	-1,464.26	51.19%
.4.6.1 · Accounting	3,750.00	9,000.00	-5,250.00	41.67%
.4.6.3 · Board Expenses	76.77	300.00	-223.23	25.59%
.4.6.4 · Consulting & Legal Services	500.00	2,000.00	-1,500.00	25.0%
.4.6.5 · IT Maintenance Consultant	1,690.00	1,650.00	40.00	102.42%
.4.6.6 · Staff Development	356.64	400.00	-43.36	89.16%
Total .4.6 · Professional Services	8,709.15	17,550.00	-8,840.85	49.63%
.4.7 · Election Expenses				
.4.7.1 · Election Inspectors	0.00	450.00	-450.00	0.0%
.4.7.2 · Election Expenses	55.00	200.00	-145.00	27.5%
Total .4.7 · Election Expenses	55.00	650.00	-595.00	8.46%
Total 7410.4 · Contractual Expenses	111,728.70	244,129.00	-132,400.30	45.77%
9010 · Employee Benefits				
.1 · Retirement	49,667.00	49,950.00	-283.00	99.43%
.2 · Social Security & Medicare	12,026.57	31,320.00	-19,293.43	38.4%
.3 · Workers Compensation	2,878.00	4,700.00	-1,822.00	61.23%
.4 · Disability	-177.89	350.00	-527.89	-50.83%
.5 · Medical & Dental Benefits	42,798.12	83,978.64	-41,180.52	50.96%
.6 · Life Insurance	118.67	470.00	-351.33	25.25%
Total 9010 · Employee Benefits	107,310.47	170,768.64	-63,458.17	62.84%
Total Expense	379,481.74	844,171.24	-464,689.50	44.95%
Net Ordinary Income	433,584.60	-2,308.00	435,892.60	-18,786.16%
	<u>433,584.60</u>	<u>-2,308.00</u>	<u>435,892.60</u>	<u>-18,786.16%</u>

Saugerties Public Library Abstract Check Register

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
M&T General Fund						
Checking 6455						
	Check	05/05/2026	EFT	NYS Emp Retire System		-1,072.83
	Check	05/13/2026		Paychex Garnishment		-60.55
	Check	05/27/2026		Paychex Garnishment		-48.82
	Check	05/31/2026	11138	Marshall & Sterling Upstate	Policy #CP4148333	-6,280.75
	Check	05/31/2026	11917	WZ Accountants		-750.00
	Check	05/31/2026	11918	Charter Communications - Internet		-115.40
	Check	05/31/2026	11919	Welsh Sanitation		-100.96
	Check	05/31/2026	11920	Credit Card Payment Processing		-430.85
	Check	05/31/2026	11921	Amazon Capital Services	Invoice 1HW1 GJY3 3PAP	-793.77
	Check	05/31/2026	11922	Ingram Library Services		-2,158.49
	Check	05/31/2026	11923	Ancient Gardens & Design		-2,718.44
	Check	05/31/2026	11924	OverDrive Inc		-2,003.68
	Check	05/31/2026	11925	Mid Hudson Library System		-722.50
	Check	05/31/2026	11926	Village of Saugerties		-170.73
	Check	05/31/2026	11927	Binnewater		-76.56
	Check	05/31/2026	11928	Midwest Tape		-900.19
	Check	05/31/2026	11929	Stewart's		-206.00
	Check	05/31/2026	11930	Penguin Random House LLC		-8.99
	Check	05/31/2026	EFT	Charter Communications - Phone		-258.48
	Check	05/31/2026	11931	DEMCO	Invoice: 7807965	-110.16
	Check	05/31/2026	11932	W B Mason Co Inc		-315.07
	Check	05/31/2026	11933	Ulster Co Library Association		-356.64
	Check	05/31/2026	11934	Summit Fire & Security, LLC	Invoice:	-1,439.04
	Check	05/31/2026	11935	Uniforms USA, Inc.	Invoice: 131695, 133679	-58.00
	Check	05/31/2026	11936	Emily Ellison		-400.00
	Check	05/31/2026	11937	Larry Epstein		-250.00
	Check	05/31/2026	11938	Gravestone Guardians, Inc		-250.00
	Check	05/31/2026	11939	Encounters		-400.00
	Check	05/31/2026	11940	Gale/Cengage Learning		-131.20
	Check	05/31/2026	11941	National Business Technology	Invoice: 597181427	-399.10
	Check	05/31/2026	EFT	Central Hudson Metropolitan Life Insurance Companies		-4,833.44
	Check	05/31/2026	11942	Companies		-27.13
	Check	05/31/2026	11943	CDPHP	Invoice: 261330057618	-7,775.80
	Check	05/31/2026	EFT	Paychex		-235.69
Total M&T General Fund Checking 6455						-35,859.26
M&T Capital Fund						
Checking 6430						
Total M&T Capital Fund Checking 6430						<u><u>-35,859.26</u></u>

Saugerties Public Library

Abstract

May 2026

Ordinary Income/Expense	Num	Name	Memo	Amount
Income				
2082 - Fees				
			Square income	162.01
Total 2082 - Fees				162.01
Total Income				162.01
Expense				
7410.1 - Salaries				
	5.14.26	PR		16,107.94
	5.28.26	PR		14,678.07
Total 7410.1 - Salaries				30,786.01
7410.4 - Contractual Expenses				
.4.1 - Library Material				
.4.1.7 - Streaming				
	11920	Credit Card Payment Processing		29.99
	11928	Midwest Tape	Hoopla #508945024	556.85
Total .4.1.7 - Streaming				586.84
.4.1.1 - DVD				
	11928	Midwest Tape	Inv 508820602	41.98
	11928	Midwest Tape	Inv 508852848	89.20
	11928	Midwest Tape	Inv 508880094	161.93
	11928	Midwest Tape	Inv 508897649	50.23
Total .4.1.1 - DVD				343.34
.4.1.2 - Books				
4.1.2A - Adult Books				
	11921	Amazon Capital Services	Invoice 1HW1 GJY3 3PAP	54.00
	11922	Ingram Library Services		596.49
	11922	Ingram Library Services	Carnegie	36.00
	11940	Gale/Cengage Learning	Inv 999102695626	131.20
Total 4.1.2A - Adult Books				817.69
4.1.2J - Children's Books				
	11921	Amazon Capital Services	Invoice 1HW1 GJY3 3PAP	8.30
	11922	Ingram Library Services	Carnegie	823.58
	11922	Ingram Library Services		702.42
	11930	Penguin Random House LLC		8.99
Total 4.1.2J - Children's Books				1,543.29
Total .4.1.2 - Books				2,360.98
.4.1.4 - Newspapers				
	11929	Stewart's		206.00
Total .4.1.4 - Newspapers				206.00
.4.1.5 - Digital Materials				
	11924	OverDrive Inc	Inv 01938CO26151354	537.48
	11924	OverDrive Inc	Inv 01938DA26154546	432.93

Saugerties Public Library

Abstract

May 2026

Num	Name	Memo	Amount
11924	OverDrive Inc	Inv 01938CO26159170	222.68
11924	OverDrive Inc	Inv 01938DA26162112	108.24
11924	OverDrive Inc	Inv 01938CO26166766	371.63
11924	OverDrive Inc	Inv 01938DA26169062	254.72
11924	OverDrive Inc	Inv 01938DA26175620	76.00
Total .4.1.5 · Digital Materials			2,003.68
Total .4.1 · Library Material			5,500.84
.4.2 · Programs, Publicity, History			
.4.2.1 · Programs			
	Credit Card Payment		
11920	Processing		199.84
11921	Amazon Capital Services	Invoice 1HW1 GJY3 3PAP	712.48
11936	Emily Ellison	Carnegie	400.00
11937	Larry Epstein		250.00
11938	Gravestone Guardians, Inc	Carnegie	250.00
	Perpetua, Mark Animal		
11939	Encounters		400.00
Total .4.2.1 · Programs			2,212.32
Total .4.2 · Programs, Publicity, History			2,212.32
.4.3 · Operation of Building			
.4.3.1 · Utilities			
11926	Village of Saugerties		170.73
EFT	Central Hudson	EFT	4,833.44
Total .4.3.1 · Utilities			5,004.17
.4.3.2 · Telephone			
EFT	Charter Communications -		
	Phone		258.48
Total .4.3.2 · Telephone			258.48
.4.3.3 · Insurance			
11138	Marshall & Sterling Upstate	Policy #CP4148333	6,280.75
Total .4.3.3 · Insurance			6,280.75
.4.3.4 · Maintenance Service & Supplies			
11919	Welsh Sanitation		100.96
	Credit Card Payment		
11920	Processing		79.57
11927	Binnewater		76.56
11932	W B Mason Co Inc		315.07
Total .4.3.4 · Maintenance Service & Supplies			572.16
.4.3.5 · Lawn & Grounds			
11923	Ancient Gardens & Design		2,718.44
Total .4.3.5 · Lawn & Grounds			2,718.44
.4.3.6 · Building R&M			
11934	Summit Fire & Security, LLC	Invoice:	1,439.04
11935	Uniforms USA, Inc.	Invoice: 131695, 133679	58.00
Total .4.3.6 · Building R&M			1,497.04

Saugerties Public Library

Abstract

May 2026

	Num	Name	Memo	Amount
.4.3.12 · Internet				
	11918	Charter Communications - Internet		115.40
Total .4.3.12 · Internet				115.40
Total .4.3 · Operation of Building				16,446.44
.4.4 · Equipment R&M, Supplies				
.4.4.1 · Copier				
	11941	National Business Technology	Invoice: 597181427	399.10
Total .4.4.1 · Copier				399.10
.4.4.2 · Office Supplies				
	11921	Amazon Capital Services	Invoice 1HW1 GJY3 3PAP	18.99
	11931	DEMCO	Invoice: 7807965	110.16
Total .4.4.2 · Office Supplies				129.15
Total .4.4 · Equipment R&M, Supplies				528.25
.4.5 · Automation, System Fees				
.4.5.1 · Automation & Online Services				
	11920	Credit Card Payment Processing		103.68
	11925	Mid Hudson Library System		722.50
Total .4.5.1 · Automation & Online Services				826.18
Total .4.5 · Automation, System Fees				826.18
.4.6 · Professional Services				
.4.6.9 · Merchant Fees				
			Square income	9.83
Total .4.6.9 · Merchant Fees				9.83
.4.6.7 · Payroll Service Fees				
	EFT	Paychex		235.69
Total .4.6.7 · Payroll Service Fees				235.69
.4.6.1 · Accounting				
	11917	WZ Accountants		750.00
Total .4.6.1 · Accounting				750.00
.4.6.6 · Staff Development				
	11933	Ulster Co Library Association	Program Services 4/1/26-3/31/27	356.64
Total .4.6.6 · Staff Development				356.64
Total .4.6 · Professional Services				1,352.16
Total 7410.4 · Contractual Expenses				26,866.19
9010 · Employee Benefits				
.2 · Social Security & Medicare				
	5.14.26 PR			1,204.96
	5.28.26 PR			1,101.05
Total .2 · Social Security & Medicare				2,306.01
.4 · Disability				
	5.14.26 PR			-15.70
	5.28.26 PR			-16.70
				-32.40

Saugerties Public Library

Abstract

May 2026

	Num	Name	Memo	Amount
Total .4 · Disability				-32.40
.5 · Medical & Dental Benefits				
	5.14.26 PR			-357.10
	5.28.26 PR			-285.68
	11943	CDPHP	Invoice: 261330057618	<u>7,775.80</u>
Total .5 · Medical & Dental Benefits				<u>7,133.02</u>
.6 · Life Insurance				
	11942	Metropolitan Life Insurance Companies	Life insurance	<u>27.13</u>
Total .6 · Life Insurance				<u>27.13</u>
Total 9010 · Employee Benefits				<u>9,433.76</u>
Total Expense				<u>67,085.96</u>
Net Ordinary Income				<u>-66,923.95</u>
Net Income				<u><u>-66,923.95</u></u>

May Director's Report 2026

Friends: The Friends of the Library hosted their street fair the last weekend in May. The weather was windy and cold, but in the afternoon, it rallied. The Friends made about \$2,000. Thank you to the Friends for putting this community event together!

The Friends have also paid for a new museum pass. This pass is for the Spiral House Park on Fishcreek Rd.

Personnel: Tiffany and I interviewed three potential Library Assistants to replace Justyna Cafaro. We have hired a regular part-time Library Assistant. Her name is Liz Mendoza. She has an MLS and experience working in public libraries. Please welcome Liz when you see her. One of the other applicants that we interviewed impressed us so much that we offered him a position of substitute. Ian Byrne will be contacted if no other current employee is available to fill in for other staff.

Facilities: Eyal Saad, from the Village Building and Safety department, inspected the library. We need to upgrade our exit signs and emergency flood lights.

Program highlights: Edie Moran, the County Historian, gave a lecture entitled, "Choosing Sides: Ulster County During the American Revolution.", which was well attended and very interesting.

Summer Reading Program: Kristina, our Children's Programmer, visited the Riccardi school to promote the SRP. She and Christine will visit the other schools in June.

Archtop: Upon convening a meeting with representatives from Archtop and Billy Curtis (who designed the current phone system at the library), we decided that moving our VOIP phones to Archtop would be a fine idea. The date of our internet and phone switch to Archtop is June 25th. We will alert the public to this change in case there are problems with this work.

Book donations: I have been approached by John Kahn, who is doing art installations in Saugerties made entirely from upcycled materials. He has already received the left over books from the Street Fair, and he will be placing a large bin in the backyard by the staff door for people to put unwanted books.

Webinar: Information Literacy in the Age of AI: Learning Opportunities for Public Libraries – schools
Information Literacy in the Era of Google AI Overviews and ChatGPT – Library Journal

Closing: The library was closed both the Saturday and Monday of Memorial Day weekend.

Budget Estimates for 2027 DRAFT

Ordinary Income/Expense	2026 Budget	2027 DRAFT	Notes
Income			
1001 · Real Property Taxes	\$770,986.00	\$822,488.00	6.6% increase~ difference is \$51,502
2082 · Fees	\$9,000.00	\$9,000.00	
2401 · Interest	\$12,000.00	\$9,500.00	
2705 · Gifts & Donations			
2705.4 · Friends	\$6,000.00	\$6,000.00	
2705.2 · General	\$10,000.00	\$10,000.00	
Total 2705 · Gifts & Donations	\$16,000.00	\$16,000.00	
3840 · New York State Aid	\$5,500.00	\$5,500.00	
3999 · Appropriated Fund Balance	\$26,517.60	\$23,517.60	
Total Income	\$856,003.60	\$886,005.60	
Expense			
7410.1 · Salaries	\$429,273.60	\$443,328.00	2.5 increase. 3 percent increase is \$445,474.08
7410.4 · Contractual Expenses			
.4.1 · Library Material			
.4.1.8 · Music	\$0.00	\$0.00	
.4.1.7 · Streaming	\$9,000.00	\$9,000.00	
.4.1.1 · DVD	\$2,500.00	\$2,600.00	
.4.1.2 · Books			
4.1.2A · Adult Books	\$19,598.00	\$25,000.00	
4.1.2J · Children's Books	\$8,000.00	\$8,000.00	
Total .4.1.2 · Books	\$27,598.00	\$33,000.00	
.4.1.3 · Subscriptions	\$1,500.00	\$3,825.00	Magazine subscriptions \$1,325, Biblioboard subscription for music \$2,500, Book Page \$420
.4.1.4 · Newspapers	\$2,500.00	\$2,500.00	
.4.1.5 · Digital Materials	\$22,000.00	\$27,000.00	
.4.1.6 · Audio Books	\$0.00	\$0.00	

Total .4.1 · Library Material	\$65,098.00	\$77,925.00	
.4.2 · Programs, Publicity, History			
.4.2.1 · Programs	\$7,000.00	\$7,000.00	Additional donations used to agument - \$2,000 Ricks,
.4.2.2 · Microfilm & Archives	\$0.00	\$0.00	
.4.2.3 · Newsletter & Public Relations	\$4,000.00	\$4,000.00	
Total .4.2 · Programs, Publicity, History	\$11,000.00	\$11,000.00	
.4.3 · Operation of Building			
.4.3.1 · Utilities	\$28,000.00	\$27,000.00	
.4.3.2 · Telephone	\$3,500.00	\$2,100.00	Archtop is cheaper!
.4.3.3 · Insurance	\$30,000.00	\$25,000.00	Looking at 2025 ledger we spent \$19,400.00
.4.3.4 · Maintenance Service & Supplies	\$4,000.00	\$4,000.00	
.4.3.5 · Lawn & Grounds	\$3,500.00	\$3,000.00	Ancient Gardnes visits 4 times at \$600 each
.4.3.6 · Building R&M	\$12,000.00	\$12,000.00	Paint and repair stairwell in 2027?
.4.3.7 · Snow Removal	\$2,000.00	\$2,000.00	
.4.3.8 · Elevator	\$4,000.00	\$4,000.00	
.4.3.9 · Geothermal	\$10,000.00	\$8,000.00	
.4.3.12 · Internet	\$2,650.00	\$2,400.00	Archtop \$200.00 a month
Total .4.3 · Operation of Building	\$99,650.00	\$89,500.00	
.4.4 · Equipment R&M, Supplies			
.4.4.1 · Copier	\$5,500.00	\$7,600.00	Looked at actual expenditures for 2025 for better
.4.4.2 · Office Supplies	\$2,500.00	\$3,000.00	Looked at actual expenditures for 2025 for better
.4.4.4 · Postage	\$800.00	\$300.00	Looked at actual expenditures for 2025 for better
.4.4.6 · Equipment Purchases	\$8,000.00	\$8,000.00	
.4.4.7 · Equipment R&M	\$5,000.00	\$5,000.00	
Total .4.4 · Equipment R&M, Supplies	\$21,800.00	\$23,900.00	
.4.5 · Automation, System Fees			
.4.5.1 · Automation & Online Services	\$4,000.00	\$4,500.00	Google workplace going up \$1.00 a month. And we were overbudget about \$300.00 in 2025
.4.5.2 · MHLS Assessment Fees	\$22,073.00	\$23,000.00	Waiting for this information most likely get it in June
Total .4.5 · Automation, System Fees	\$26,073.00	\$27,500.00	
.4.6 · Professional Services			
.4.6.8 · Professional Memberships	\$1,200.00	\$1,000.00	We spent \$975 in 2025

.4.6.7 · Payroll Service Fees	\$3,000.00	\$3,250.00	
.4.6.1 · Accounting	\$7,200.00	\$7,200.00	
.4.6.2 · Audit	\$0.00	\$12,000.00	
.4.6.3 · Board Expenses	\$300.00	\$300.00	
.4.6.4 · Consulting & Legal Services	\$2,000.00	\$2,000.00	
.4.6.5 · IT Maintenance Consultant	\$1,650.00	\$1,800.00	
.4.6.6 · Staff Development	\$400.00	\$400.00	
Total .4.6 · Professional Services	\$15,750.00	\$27,950.00	
.4.7 · Election Expenses			
.4.7.1 · Election Inspectors	\$450.00	\$450.00	
.4.7.2 · Election Expenses	\$200.00	\$200.00	
Total .4.7 · Election Expenses	\$650.00	\$650.00	
Total 7410.4 · Contractual Expenses	\$240,021.00	\$258,425.00	
9010 · Employee Benefits			
.1 · Retirement	\$49,950.00	\$58,737.00	Estimate - if submitted by Dec. 15.
.2 · Social Security & Medicare	\$31,320.00	\$34,000.00	
.3 · Workers Compensation	\$4,700.00	\$4,700.00	
.4 · Disability	\$350.00	\$350.00	
			Gold plan #220 includes dental(for 5 employees) Platinum plan #120 includes dental (for 4 staff) = \$81,504.95 LET'S TALK ABOUT THIS WHEN WE MEET - it's complicated...
.5 · Medical & Dental Benefits	\$83,919.00	\$85,995.60	
.6 · Life Insurance	\$470.00	\$470.00	
Total 9010 · Employee Benefits	\$170,709.00	\$184,252.60	
Total Expense	\$840,003.60	\$886,005.60	
Net Ordinary Income	\$16,000.00	\$0.00	

Saugerties Public Library
Budget Vote Timeline
Sept. 15, 2026 Election

June 29

- Press release announcing board seats up for election (Daily Freeman, Hudson Valley One).

July 7

- Petitions available at the library.

July 9

- Board discussion and approval of 2027 annual budget.

July 20

- Second press release (Daily Freeman, Hudson Valley One):
 - Petitions available
 - Proposed 2027 budget available at library on July 16
 - Public hearing on August 13
- Press release and posters for public hearing on August 13.

July 27

- Request new copy of voter rolls from Ulster County Board of Elections.
(Ask to be emailed.)

August 7

- Petitions for board seats due at the library by 5pm.

August 10

- Press release re: candidates and application for absentee ballots.

August 10

- Letters/calls to (3) election inspectors.

August 13

- Public hearing at the board meeting.

August 20

- Legal notice to be printed in the 8/27/26 Hudson Valley One. (Not less than 13 days and not more than 20 days prior to date of election)

August 25

- Absentee ballots available at the library

Between August 26–31 legal notices must be posted in 5 places (post in 5 public places at least 13 days prior to date of election):

- Library
- Village Hall
- Town Offices
- Post Office – Saugerties
- Post Office – Mt. Marion

September 7

- Request Voter Master Election list from Board of Elections.

September 15

Election day 10am–8pm



Recreation for the Mind:
discover, connect, grow.

SAUGERTIES PUBLIC LIBRARY

91 Washington Ave.
Saugerties, NY 12477
845-246-4317

Library Hours

Mon. 10 am - 8 pm
Tues. 10 am - 6 pm
Wed. 10 am - 8 pm
Thurs. 10 am - 6 pm
Fri. 10 am - 5 pm
Sat. 10 am - 2 pm
Sun. Closed

Stop in the library to get a library card! saugertiespubliclibrary.org.



Become a Friend of the Saugerties Public Library

The mission of the Friends is to support the Saugerties Public Library in its operations and to encourage citizens to enjoy its benefits.

Yes! I want to become a member or renew my membership.

\$10-Friend \$25-Supporter \$50-Patron \$100-Benefactor Other Is this a renewal?

(Please make your check payable to Friends of the Saugerties Public Library and mail it to Friends of the Saugerties Public Library, P.O. Box 1100, Saugerties, NY 12477 or pay with a credit card at the library.)

Name _____
Address _____
Phone# _____ E-mail _____ Date _____

We welcome your support and would like to encourage your involvement in our activities. Please check below if you would like to learn more about any of the following:

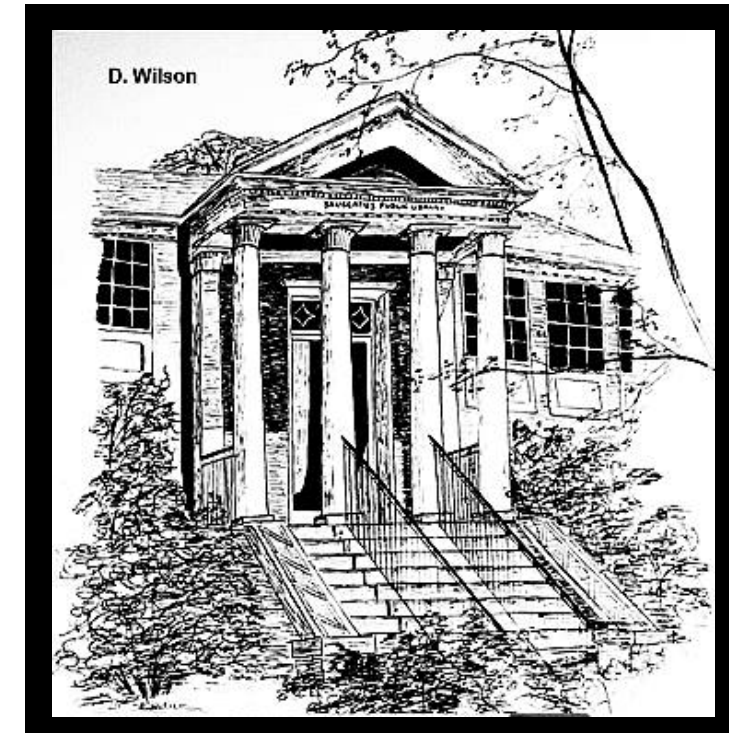
- Help with events
- Serving on a committee.
- Leaving a legacy to the Library.



Recreation for the Mind: discover, connect, grow.

SAUGERTIES PUBLIC LIBRARY

Summer 2026 vol. 8



In this special anniversary year of the signing of the Declaration of Independence, the Carnegie Corporation has made donations to all of the Carnegie libraries, and your library is one of them! 100 years prior to the building of a dedicated library, the collection traveled from location to location. In 1915, the Carnegie-funded building found its home at 91 Washington Ave., where it still stands today. The main circulation room is largely the same as it was all those years ago, so when you visit, step back in time!



Sign up for the library's monthly newsletter to keep up to date on programming that celebrates the 250th!

In 2025...

83,072 physical items and
39,740 electronic books, e-audiobooks,
e-magazines and movies were borrowed!

The library must pay more for
e-books & e-audiobooks
than physical books!
Use "wish list" instead of "holds"
for titles you *might* want to read.



Friends of the Library
Funds from the Friends paid for
Museum passes
The Library Consortium
and NEW public computers!



Number of items borrowed from other libraries: 19,979
Number of items loaned to other libraries: 13,191
Delivery service is provided by the Mid-Hudson System with funding
assistance from each participating library & NYS.

Number of new
library cards
issued: 455

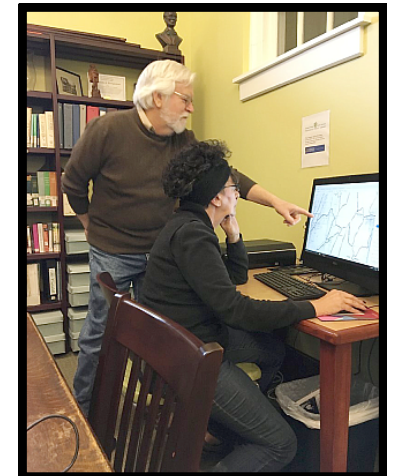
Library Staff: Jen Russell
(Director), Tiffany, Christine,
Kristina, Liz, Jordan, Ariel, Liz,
Cindy, Marie, Brooke, Jane, June,
Sandy & Jack

Board of Trustees
Tim Scott
Paul Van Benschoten
Rebecca Lang
Charlotte Herscher
Yosefa Karchmar
Teresa Giordano
Ken Goldberg
Erin Poll
Kerry McQuaide
Valentia Kielland
Alice Graves

Adult Programs

Programs: 320
Attendance: 3,956

Journaling Workshop
Puzzle Competition
Swing Dance
Tai Chi & Reiki
Spot the Scam
Cultural Competence
American Sign Language
Writing Workshop
Saugerties Film Society



Children's Programs

Programs: 558
Attendance: 3,233

Storytimes!
Halloween Costume Swap
Winter Clothing Swap
Pig Diorama contest
Tie Dye
Storyteller: Jonathan Kruk
Magician: Tommy Baker
Interactive Movies
Story & Sketch: Kerry McQuaide
Photography for Kids
Meet Marine Animals

The Saugerties Library serves a
population of approximately 19,038.

2025 Operating Budget: \$775,258
2025 Tax Appropriation: \$707,326

Teen Programs

Programs: 208
Attendance: 1,636

Escape Rooms
Rock Painting
Foods From Around the World
Video Games in a Group
Squirt Gun Tie Dye
Dungeons & Dragons
Volunteer Opportunities



Library of Things - Why buy? Borrow!

Karaoke Machine
Laser Light Machine
Basic Household Tools
A Bocce Set
Podcast Tools - microphone, camera and light
Pickleball Set
Metal Detector
Cricut Joy Xtra
Record Player
Slide Projector
Fishing Poles
CD and Cassette Player

Thanks to the
Federated
Sportsmen's
Club!

Community Theater



Georgia Dedolph, a local artist,
wrote and directed an
immersive play, Psyche, which
was performed by local actors
throughout various
rooms of the library.

**NEW DAY OF
BUDGET VOTE &
BOARD ELECTION**

★ **Tuesday, ★
Sept. 15th**

Several Ulster County
Libraries have moved
their vote to the
same date in an effort to
increase participation.

Saugerties Public Library
@Finance Committee

Date: 5/18/2026

Time: 6:00 p.m.

Committee Members Attending:

Charlotte Herscher

Ken Goldberg

Tim Scott

Paul Van Benschoten

Staff Attending:

Jennifer Russell

Absent Committee Members:

Discussion/Agenda Items:

- Discussed 2027 budget. We reviewed important budget lines.
 - Interest. Because CD rates have gone down, we decreased this income line to \$9,500.
 - Salaries. We are looking at a 2.5% or 3% increase for next year to keep up with inflation and cost of living increases.
 - Books. Jen would like to raise it to \$25,000. But children's books can stay the same because we have a big donation.
 - Digital books. We are raising it to \$27,00 or \$30,000.
 - Telephone. Jen is still waiting from an estimate from Archtop for phone service.
 - Employee benefits. Retirement estimate is going up about \$6,000. We are still waiting on medical and dental benefit estimates. Jen wants a new company for our life insurance because MetLife has been so difficult to communicate with.
- New employee. We need to replace Justina and we discussed the two new candidates and the financial implications of a new hire.
- Biblioboard subscription. Jen spoke to Woodstock Library, which is interested in sharing a subscription with us. That would cut the cost in half.

Corresponding Recommendation, Action Items (motions), or No Further Action:

Next meeting:

Monday, June 15, 2026 at 6:00

Saugerties Public Library
Policy & Personnel Committee

Date: May 27, 2026

Time: 6:20 pm

Present: Scott (Chair), Lang, Russell (Director)

Absent: Kielland, Poll

Agenda:

Policies for Review:

1. Bylaws Article V: Officers and their Duties
 - Amended language to allow trustees who have already served the max. number of terms to continue as long as they have abided by the mandatory waiting period to serve again. Please see the attached amendments within Board Packet.

Personnel:

1. An employee raised a question about whether another recently resigned employee (who did not speak with Jen themselves), would receive compensation for accrued PTO. The Personnel Manual clearly states that an employee who voluntarily resigns would not receive said compensation. If an employee were to retire, they would be compensated for 100 days at ½ of the daily rate of pay of accrued sick time only.
2. Upon the completion of a Civil Service test, a current part-time clerk will be upped to regular part-time designation. They will work 25 hrs/week with PTO. This budget increase will be absorbed by the page's salary as our current page will be leaving by the fall. A new Page will not be hired.
3. Jen has officially hired a new Library Assistant. They will work 30 hrs/week.

Action Item:

Vote to approve the aforementioned change in Article V: Officers and their Duties.

Adjourned: 7:15 pm

Next meeting: June 24 at 6:15pm

Recreation for the Mind:  discover, connect, grow.

SAUGERTIES PUBLIC LIBRARY

BY-LAWS

PREAMBLE

The Board of the Trustees of the Saugerties Public Library (“the Board”) hereby enacts the following By-Laws:

ARTICLE I: NAME

The name of the library shall be the Saugerties Public Library (the “Library”). The Library is a domestic education corporation duly chartered by the Regents of the University of the State of New York, pursuant to New York Education Law Sections 216 and 255, and L. 1992, Ch. 723, as amended, and has its principal place of business in Saugerties, New York. The Library is an integral part of the public libraries of the United States.

ARTICLE II: MISSION & PURPOSES

1. *Purpose.* The purpose of the Library is to provide the residents of the Town of Saugerties and the patrons of the Mid-Hudson library System with a balanced collection of educational, cultural, informational and recreational materials and experiences.

2. *Mission.* The mission of the Library is to serve as a multi-cultural, inclusive institution dedicated to enhancing the life of every member of the Saugerties Community. It provides free access to a balanced collection of educational, cultural, informational and recreational materials and experiences in a welcoming, safe and comfortable environment.

ARTICLE III: MEMBERSHIP

The corporation shall have no members.

ARTICLE IV: BOARD OF TRUSTEES

1. *Powers.* All powers of the Library shall be vested in the Board of Trustees (“Board”). The Board shall be authorized to take any and all actions in furtherance of the Library’s purposes, and make all rules, regulations, and policies for the transaction of the business of the Library, not inconsistent with law, its charter and these Bylaws. Specific duties of the Board include, but are

not limited to:

- a. Employ a competent and qualified director;
- b. Attend all Board meetings and see that accurate records are kept on file at the library;
- c. Prepare the annual budget and secure adequate funds to carry on the library's programs;
- d. Approve and adopt policies to govern the operation and program of the library, establishing among library policies those dealing with book and material selection;
- e. Know local and state laws and actively support library legislation in the State and Nation which the Board deems productive, progressive and necessary;
- f. Know the needs of the library in relation to those of the community and keep abreast of library standards and trends;
- g. Periodically review all library services to determine whether the needs of the community indicate that any present services be discontinued or other services and facilities added;
- h. Establish, support and participate in a continuing public relations program; and
- i. Participate in a minimum of 2 hours of regional and / or state workshops or meetings annually.

2. *Composition.* The Board shall consist of eleven (11) elected Trustees.

3. *Election and Qualification.* A candidate for election or appointment as Trustee must be a legal resident of the Town of Saugerties (the "District"), must be a qualified voter of the District, and must otherwise meet the requirements for election as a Trustee set forth in applicable provisions of law. Trustees shall be elected by the voters of the District at an annual election held on the first Thursday of September.

4. *Term of Office.*

a. Except as otherwise provided by these By-laws, a Trustee's term of office shall be five (5) years.

b. Elected Trustees shall assume their duties at the first regular Board of Trustees meeting next following their election and qualification, or as soon thereafter as they may be able to take the oath of office; provided, however, that a vacancy occurring by reason of the resignation, removal or death of a serving Trustee shall be filled by the Board until the next regularly scheduled election, in accordance with the provisions of Section 5 of this Article, and any such person elected to fill a vacancy on the Board shall take office following their election and qualification, or as soon thereafter as they may be able to take the oath of office.

c. At any election where more than one Trustee vacancy is being filled, and where one or more persons are to be elected for a full term or terms and one or more persons are to be elected for the unexpired portion of a term or terms, the candidate receiving the highest number of votes shall be entitled to the longest term and the candidates receiving the next highest number of votes shall be entitled, in decreasing order of the respective numbers of votes, to the several vacancies, in decreasing order of the length of such terms or unexpired portions of terms.

d. The maximum length of a term is five (5) years. No trustee shall be elected to more than three consecutive terms unless a period of three (3) years or more has elapsed since the end

of the last term.. According to NYS Legislation, board terms must be staggered to assure a continued quorum. If a trustee is initially elected to fill the remainder of a retiring trustee's term, via a majority vote of the Board, those remaining years constitute the fulfillment the retiring trustee's 5 year term. If a Board elected trustee is appointed to fill the balance of an unexpired term, that initial term shall not be included in the publicly elected term limits described above.

5. *Vacancies.* A vacancy occurring among the elected members of the Board shall be temporarily filled by the affirmative vote of the majority of the remaining Trustees. A person so appointed shall assume his or her duties at the meeting at which he or she is appointed by the Board, and shall serve until an eligible successor is duly elected. In the event that no eligible board members want to run for an executive position, a member who has met their term limit may continue for one additional year, if approved by 2/3rds vote of the total board.

6. *Attendance.* Any Trustee who is absent from three (3) consecutive Board meetings and/or four (4) meetings of the total number of meetings held by the Board in any given year, shall be deemed to have resigned as a Trustee if such absences are determined by majority vote of the Trustees then in office to have been without reasonable cause.

7. *Resignation.* Any Trustee may resign at any time by submitting his or her resignation in writing to the President or Secretary of the Board. Such resignation shall be effective upon receipt unless another date is specified therein.

8. *Compensation of Trustees and Officers.* No Trustee or officer shall receive, directly or indirectly, any compensation or other payment from the Library unless authorized by the concurring vote of two-thirds of all Trustees then in office and in no event shall any compensation or payment be paid or made except reasonable compensation for contracted services actually rendered or reimbursement for disbursements actually incurred. A Trustee or officer with an interest, direct or indirect, in any contract relating to the operation of the Library or in any contract for furnishing supplies thereto shall disclose such interest at or prior to the meeting at which approval of such contract is to be considered. The Library shall not enter into such contract unless doing so is authorized by a majority of the Trustees then in office, excluding the interested Trustee.

9. *Limitations on Authority.* All actions of the Board shall be of the Board as a unit. No Trustee shall act on behalf of the Board on any matter without prior approval of the Board. No Trustee, by virtue of his/her office, shall exercise any administrative responsibility with respect to the Library nor, as an individual, command the services of any library employee.

ARTICLE V: OFFICERS AND THEIR DUTIES

1. *Officers and Election.* The officers of the Library shall be the President, Vice President, Treasurer, and Secretary, each of whom shall be elected annually by majority vote of the Trustees at the Annual Meeting, for a one-year term commencing at the Annual Meeting. Only Trustees who have served for one full year, may serve as officers. Any eligible board member may be elected to an executive position, but cannot serve more than 3 years in any one position. *If a trustee has completed the required number of terms, and has fulfilled the required three (3) years of lapsed*

time, and has been elected for a new term, they will be considered a New Trustee and may serve as a committee chair or be elected to an Executive Office after 1 year of required service.

2. *Vacancies.* Any vacancy in a Library office, with the exception of the presidency, shall be filled by majority vote of the remaining Trustees then in office, upon a nomination from the floor. Any officer so elected shall serve for the balance of the unexpired term of his or her predecessor.

3. *Duties.*

a. *President.* The President shall preside at all meetings of the Trustees, and shall assure appropriate Board representation at presentations of information to individuals who, or organizations that, provide funds to the Library. He or she shall have such powers and exercise such duties as are required by these By-Laws or as are commonly incident to the office of President of a New York educational corporation. The President is the official spokesperson for the Board of Trustees. The President shall appoint all committees and their chairs, with the advice and consent of the Nominating Committee.

b. *Vice President.* In the absence of the President, the Vice President shall serve in his or her stead, and shall perform such other appropriate duties as may be requested from time to time by the Board or the President. If the President shall resign, die, or be removed from office, the Vice President shall become the President for the balance of that person's term.

c. *The Treasurer,* in conjunction with the Library Director, shall present a report of the Library's financial activities and condition to the Board as often as the Board may require; shall present the proposed expenditures of the Library to the Board for approval; shall prepare the Library's annual budget for the approval of the Board; and shall, in coordination with independent auditors selected by the Board, ensure that an annual audited financial statement is prepared and filed.

d. *Secretary.* The Secretary shall keep written minutes of the meetings of the Board and perform such other duties as may be required by the Board or the President. The Secretary may arrange to have meeting minutes recorded by another person at his/her discretion. In the absence of the Secretary from any meeting of the Board, the President may appoint a Secretary, pro tempore, for that meeting.

e. In the absence of the President and Vice President from a meeting of the Board, those Trustees present shall elect a President, pro tempore, to preside at that meeting.

4. *Removal.* Any officer elected as provided in the By-Laws may be removed by a two-thirds vote of the Trustees then in office when, in their judgment, the best interest of the Library will be served by such removal.

5. *Resignation.* Any officer may resign his or her office at any time, by submitting a resignation in writing or to the President, Vice-President, or Secretary of the Board of Trustees.

Such resignation shall be effective upon receipt unless another date is specified therein. The resignation by a Trustee from an office on the Board shall not be construed as a resignation of the Trustee as Trustee, unless such resignation is also tendered in accordance with Article IV, section 7 of these By-laws.

ARTICLE VI: MEETINGS

1. *Annual Meeting.* The Annual Meeting of the Board shall be the regular meeting in October in each calendar year. It shall be held at such time and place as the Trustees shall determine.

2. *Regular Meetings.* Regular meetings of the Board shall be held at least monthly, at such times and public places as the Trustees shall determine in accordance with current NYS Open Meetings Law; provided, however, that the Annual Meeting of the Board shall, for purposes of this section, be deemed to be the regular meeting of the Board in October.

3. *Special Meetings.* Special meetings of the Board shall be held at the call of the President, on his or her own initiative or upon the written request of three (3) or more members of the Board. Such meeting shall be held as soon as practicable after notice is given to all Board members in accordance with Section 4 of this Article.

4. *Notice of Meetings.* Public Notice of all Board meetings shall be given in accordance with the open meetings provisions of the Public Officers Law.

5. *Waiver.* Attendance of a Trustee, as applicable, at any meeting shall constitute a waiver of notice of such meeting except when a Trustee member, as applicable, attends for the express purpose of objecting to the transaction of any business on the basis that the meeting is not lawfully called or convened. A Trustee may also waive notice of any meeting in a writing delivered to the Secretary at or before such meeting.

6. *Quorum.* Six (6) or more Trustees, present and voting, shall constitute a quorum for the purpose of transacting business at all meetings of the Board. A majority of the duly appointed members of any Committee, present in the same manner, shall constitute a quorum for the purpose of transacting the business of the Committee. In the absence of a quorum, the chair of the meeting shall adjourn the meeting to another time. Notice of such adjournment shall be given to all Trustees or Committee members, as applicable, not in attendance at the adjourned meeting.

7. *Parliamentary Authority.* The Library shall utilize the current edition of Roberts Rules of Order, Newly Revised as its parliamentary authority and agrees, to the extent possible, to follow its guidelines in the conduct of its business.

8. *Open Meetings.* In accordance with the New York State Open Meetings Law and Education Law, all meetings of the Board and its Committees are open to the public. Executive sessions may be called and held when necessary as appropriate. Every Executive Session must first be approved in an open meeting by a majority vote and the purpose of the session recorded in the minutes of

the open meeting.

9. *Action of the Board.* Except as otherwise required by law or these By-laws, no action of the Board shall become effective unless six (6) or more Trustees shall affirmatively vote in favor of it. Voting by proxy shall not be permitted.

ARTICLE VII: LIBRARY DIRECTOR

Appointment. The Board shall appoint a Library Director, who shall be the executive and administrative officer of the library, acting on behalf of the Board and under its review and direction.

1. *Responsibilities.* In accordance with the official Civil Service title specification for the position, the Library Director shall be responsible: for the proper specification of duties of, the direction of, and the supervision of Staff and he or she shall possess the power and authority to appoint and remove all subordinate employees; for the care and maintenance of Library property; for adequate and proper selection of Library materials in keeping with stated policies established by the Board; for the effectiveness of Library service to the public; for operation within the Library budget; and for such other matters consistent herewith as may be identified by the Board from time to time. The Library Director or his/her designee is the official spokesperson for the Library. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of library service.
2. *Board Meetings.* The Library Director shall attend all meetings of the Board of Trustees and respond to questions from Trustees. The Library Director shall give a written report to the Board at all regular meetings. The Library Director may participate in the discussions at meetings of the Board and Committees and offer professional advice, but shall not have a vote.

ARTICLE VIII: COMMITTEES

1. *Executive Committee.* The Officers of the Library shall constitute the executive committee of the Library. The Executive Committee is empowered to review and decide upon all matters of urgency that may arise between meetings of the full Board, and to expend up to \$2,000 without prior approval of the Board. All actions of the Executive Committee are subject to ratification by the Board at its next meeting.
2. *Standing Committees.* The Board may, from time to time, create standing committees of the Library. With the advice and consent of the Executive Committee, the President shall appoint members of the Board to standing committees and, except as otherwise provided by these By-laws, shall designate the Chair of each no later than the first regular meeting after the annual meeting. All committees shall consist of up to four Trustees, one of whom will be the chair, and may include up to two members of the community who are not Trustees. Community members are advisors only and may not vote or make motions. The standing committees and their responsibilities are:

- a. Finance Committee. The Finance Committee shall advise and report on the financial condition of the Library and make recommendations as to all related matters, including the development of the budget. The Treasurer will chair this committee.
 - b. Personnel & Policy Committee. The Personnel and Policy Committee shall advise and report on matters involving Library personnel. The Committee shall develop a Personnel Policy Manual and Employee Handbook, and evaluate the Library Director. It shall recommend staff salary increases to the Board. The Personnel and Policy Committee shall advise and report on matters involving Library policies and any amendments to the By-Laws.
 - c. The Outreach and Long Term Planning committee is responsible for the research and development of the 5-year long-term plan for action based on input from the community. The outreach committee oversees the implementation of the plan, which is carried out by library staff and Trustee members/committees. In addition, the Outreach committee identifies opportunities to promote the library to the community. Their goal is to expand patron participation, through collaboration with other community organizations, both within the library building or off site.
 - d. Nominating Committee. The Nominating Committee shall:
 - i. Advise and report on matters relating to the filling of Trustee vacancies. The Committee shall be responsible for presenting to the Board nominations of persons to fill unexpired terms of Trustees whose seats become vacant. Names of those nominated shall be given to all Trustees, in writing, at least 10 days before the meeting of the Board at which a Trustee will be appointed; and
 - ii. Develop and present a slate of officers to serve as the Executive Committee, in writing, at least 10 days before the election of officers at the annual October organizational meeting.
 - e. Facilities Committee. The Facilities Committee shall supervise the maintenance of Library buildings and grounds, the furnishing of the rooms, and the art collection.
3. *Temporary Committees.* The Board may create temporary committees for any other library purpose which shall serve until the completion of the work for which they were appointed. The members of any such committee shall be appointed by the President, with the advice and consent of the Executive Committee, and may include Trustees and one or more persons other than Trustees.
 4. *Committee Records and Reports.* Each Committee established in accordance with these By-Laws will keep written records of its meetings and activities, provide a copy of such records to the Secretary for inclusion in the permanent records of the Library, and report to the Board as often, and in such form, as the Board may require.

5. *Miscellaneous.* No committee will have other than advisory powers unless, by suitable action of the Board, it is specifically granted specific power to act. The President shall be an ex officio member of all committees.

ARTICLE IX: FISCAL YEAR

The fiscal year of the Library shall commence on January 1st and end on the following December 31st.

ARTICLE X: INDEMNIFICATION

1. The Library shall indemnify, to the fullest extent permissible under Public Officers Law §18, any person, and the heirs and personal representatives of such person, against any and all judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees, actually and necessarily incurred by or imposed upon such person, or in connection with, or resulting from any claim, action, suit or proceeding, whether civil or criminal, in which such person is a party or is threatened to be made a party by reason of such person being or having been a Trustee, officer, employee or agent of the Library, or of another library, joint agent of the Library, or of another library, joint venture, trust or other organization in which such person serves as a director, officer, employee or agent at the request of the Library, or by reason of such person being or having been an administrator or a member of any board or committee of the Library or of any such other organization, including, but not limited to, any administrator, board or committee related to any employee benefit plan. To the fullest extent permissible under law, the Library may advance expenses incurred in defending a civil or criminal action, suit or proceeding to any such Trustee, officer, employee or agent upon receipt of any undertaking by or on behalf of the Trustee, officer, employee or agent to repay such amount, if it shall ultimately be determined that such person is not entitled to indemnification by the Library. The foregoing right of indemnification and advancement of expenses shall in no way be exclusive of any other rights of indemnification to which any such person may be entitled, under any bylaw, agreement, vote of Trustees or otherwise, and shall inure to the benefit of the heirs and personal representatives of such person. Any repeal or amendment of this Section 1 of Article X shall be prospective only and shall not adversely affect any right of protection of a person with respect to any act or omission occurring prior to the time of such repeal or modification.

2. The Library may purchase and maintain insurance on behalf of any person who is or was a Trustee, officer, employee or agent of the Library, or is or was serving at the request of the Library as a Trustee, officer, employee or agent of another Library, partnership, joint venture, trust or other enterprise against any liability asserted against such person and incurred by such person in any such capacity, or arising out of the person's status as such, whether or not the Library would have the power to indemnify such person against such liability under Public Officers Law §18.

ARTICLE XI: DISSOLUTION

Upon the dissolution of the Library, the Board shall, after paying or making provision for the payment of all of the liabilities of the Library, distribute the remaining assets in accordance with the provisions of the Education Law of the State of New York.

ARTICLE XII: AMENDMENTS

These By-Laws may be amended, or be repealed, by a majority vote of the Trustees then in office at any meeting of the Board, provided that written notice of the proposed change or repeal has been provided in writing to members of the Board at least two (2) weeks before, or presented at the regular meeting prior to, the meeting at which the proposed change(s) will be considered by the Board. The notice shall include the language of the proposed change(s) and a brief statement of the purpose(s) thereof.

These By-Laws shall also be subject to a mandatory review by the Board every three (3) years.

Approved by the Saugerties Public Library board on May 2, 1995

Review History: Amended December 9, 2003; Amended June 8, 2004; Amended July 8, 2014; Amended February 14, 2017; Reviewed Oct. 10, 2017, Nov. 14, 2017, Amended Dec. 12, 2017, Amended Jan. 9, 2018, Amended April 11, 2024 Amended July 11, 2024. Amended November 14, 2024 Review Cycle: 3 years