

**Board of Trustees Regular Meeting Minutes  
Tuesday, February 8, 2022 –Via Go To Meeting**

- I. Call to Order/Roll Call  
**In Attendance: Suzanne Borowicz, Linda Coniglio, Matthew Boyle, Kami Callahan, and Lydia Herren (Director)**  
**Call to Order at 6:04 PM**
- II. Review and approval of December meeting minutes  
Motion to accept the minutes made by Linda 2<sup>nd</sup> by Matt Carried unanimously
- III. Treasurer’s Report (See Link on Board Info Webpage)  
Linda received notice that the Savings Account is listed as inactive, recommended transferring funds from the Checking Account to the Savings Account to keep it active. The amount to transfer was discussed, and a motion was made to transfer \$500.00 into the Savings Account.  
Motion to transfer funds made by Kami 2<sup>nd</sup> by Matt Carried unanimously  
Little activity in the checking account this time of year, CDs will come due in June.  
Motion to accept Treasurer’s Report made by Matt 2<sup>nd</sup> by Kami Carried unanimously
- IV. Report of the Director (See Link on Board Info Webpage)
  - a. Financial Report
    - i. Association Budget 2022  
Lydia presented the proposed Association Budget for 2022 which includes numbers from the Association Actual Budget for 2021.  
Motion to accept the Association Budget made by Linda 2<sup>nd</sup> by Matt Carried unanimously
    - ii. County Appropriation amount discussed
  - b. Annual Report and State Statistics discussed
  - c. Board of Trustees Contact Information updated
  - d. Discussion of NYS Minimum State Standards
- V. President’s Report
  - a. Trustee Education Requirements go into effect in 2023 requiring all library trustees to complete 2 hours of continuing education each year. A discussion was had on how to best fulfill these requirements, and the board made plans to host a catered dinner meeting next February that will include viewing webinars to meet the educational criteria for the year.
  - b. Suzanne presented information from the last ACT meeting, including the search for a new system director.
- VI. Old Business- None

# Boston Free Library

9475 Boston State Road \* Boston, New York \* 14025



## VII. New Business

### a. Annual Policy Review - ACTION

#### i. Conflict of Interest Policy

1. Reviewed the policy with board members
2. Each board member must sign a copy of the form by March 1<sup>st</sup> to be kept on file at the library.

#### ii. Procurement Policy

1. Reviewed the policy and minimal language changes with board members

#### iii. Investment Policy

1. Reviewed the policy and minimal language changes with board members

#### iv. Whistleblower Policy

1. Reviewed the policy and minimal language changes with board members

### b. FOIL Policy

- i. Updates from December 2016 (reviewed on a 5 year schedule)

### c. Rules of Conduct

- i. Discussion of First Amendment Audits and Rules of Conduct regarding video and photography in the library.

- ii. As an Association Library, the building is technically "*a private non-governmental entity*" in regards to FOIL requests and public space requirements. Employees of an Association Library are not considered public employees and therefore are not subject to video recording or photography without their permission.

- iii. The board agreed to revise the rules of conduct to specify what types of recording and photography are acceptable.

### d. Petty Cash Policy

- i. Updates from December 2016 (reviewed on a 5 year schedule)

- ii. Linda recommended reviewing the Petty Cash Fund on an annual basis to reimburse the Petty Cash fund from the appropriate accounts (mainly supplies and programming funds).

- iii. The language of the Petty Cash Policy was updated to reflect this.

### e. RESOLUTION 2022-01 – accept updates to all policies listed above

Motion made by Linda 2<sup>nd</sup> by Kami Carried unanimously

## VIII. Adjournment at 6:48 PM

Motion to Adjourn made by Matt 2<sup>nd</sup> by Linda Carried unanimously

### **Reminders:**

*All resolutions must be dated and numbered. Policy review resolution should be sent to BECPL Human Resources department once completed as well.*

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## **2021 Meeting Schedule (beginning at 6:00 PM):**

February 8<sup>th</sup>

April 12<sup>th</sup>

June 14<sup>th</sup>

September 13<sup>th</sup>

December 13<sup>th</sup>