

**Chester Public Library**  
Board of Trustees Meeting  
November 21, 2022  
Call to Order: 7:17 PM.

**I. Call to Order**

Present: Cindy O'Connor, Maureen Jagos, Allen Herschman, Daniel Mahoney, Hema Easley, Tony Dicomio

**II. Approval of Minutes**

*Allen Herschman made a motion to approve October 26, 2022 meeting minutes. Hema Easley seconds. Vote passed 4-0.*

**III. Correspondence**

**IV. Disbursements**

*Cindy O'Connor made a motion to approve July disbursements. Allen Herschman seconds. Vote passed 4-0.*

**V. Treasurer's Report**

*Current assets \$402,366.60 \$100,998.78 capital, \$283,364.00 operating funds.*

*Cindy O'Connor made a motion to approve the treasurer's report from September and October. Allen Herschman seconds. Vote passed 4-0.*

*Cindy O'Connor made a motion to approve the revised Chester Public Library Financial Investment Policy provided there is dual signature procedure for all investments. Allen Herschman seconds. Vote passed 4-0.*

*Allen Herschman made a motion to approve 2023 proposed salaries. Hema Easley seconds. Vote passed 4-0*

**VI. Chester Public Library Director's Report**

-Starting January 1st, 2023 trustees must receive 2 hours of continuing education each year.

**VIII. New Business**

- **Update Purchasing Policy thresholds, updates in red (see attached)**
- **Program room request**

*Cindy O'Connor made a motion to adopt the updated Purchasing Policy Thresholds. Allen Herschman seconds. Vote passed 4-0.*

**IX. Town Board Meetings**

No library business noted on minutes from the November 9th meeting.

**X. Executive Session**

NA

**Adjournment**

*Cindy O'Connor made a motion to adjourn the meeting. Hema Easley seconds. Vote passed 3-0. Meeting adjourned at 10:01 pm.*

**Chester Public Library Purchasing Policy and Procedure**

**General**

All disbursements from library funds must be previously approved for expenditure within a budget approved by the library board of trustees. Invoice approval is delegated from the board to

the library director and is linked to budgets allocated by the agency. Each invoice requires approval by the Library Director or, as delegated, a department head prior to payment.

Budgeted disbursements to avoid late charges or interest and contractual arrangements are considered preapproved by the board and may be released for payment by the bookkeeper.

**Library Materials**

The Director has the discretion to purchase books, magazines, audio-visual, and other materials intended for patron use from vendors offering a state contract, volume discounts or materials available only from the publisher.

**Capital Account**

Purchases not previously budgeted and therefore coming from the capital account require board approval before the purchase can be made.

**General Purchases**

The following schedule is for purchases involving the acquisition of materials, supplies, equipment or professional services for which there are stated prices and sufficient budget appropriations. Catalogs or price lists may be substituted for verbal or written quotes.

Purchase Amount	Policy	
Up to \$1,000	Discretion of the Director or appropriate designee.	
1,001- 9,999	Requires approval of the Board of Trustees	
\$10,000-19,999	No less than 2 documented verbal quotes and approval of the Board of Trustees	Or prevailing state contract(s), with supporting documentation including contact number or documented costs at or below state contract pricing.
\$20,000 and up	requires a request for Proposal (RFP) or Request for Quotation (RFQ), publicly advertised, and a minimum of three (3) quotations, approval by the	

	<b>Board of Trustees.</b>	
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**Public Works (construction)**

Up to 9,999	Requires approval by the Board of Trustees
10,000 – 34,999	no less than two (2) quotations and approval by the Board of Trustees.
35,000 and up	requires a Request for Proposal or Request for Quotation, a minimum of three (3) quotations, and approval by the Board of Trustees

**Items Not Subject to Bid**

- Professional services which involve specialized expertise, use of professional judgment and/or a high degree of creativity, such as attorney, architect, engineer, land surveyor
- Emergencies arising from: an accident or other unforeseen occurrence; a situation in which public buildings, property, or residents are at risk; or immediate action is required that cannot await competitive bidding
- State contracts which are regulated by the Office of General Services
- Sole source purchases which may occur when there is no substantial equivalent, or when the product is available from only one source and is deemed necessary to the public interest

A memo should be attached to purchase orders for items not subject to competitive bidding detailing why the procurement was not competitively bid.

**Purchase Orders**

The Director, in consultation with the library's auditors and with their approval, shall be responsible for establishing procedures for the proper and cost effective preparation of purchase orders.

### **Appropriations**

All purchases must have a budgetary appropriation.

### **Financial Reporting**

The Library Director shall authorize the payment of all claims made for purchases. The summary report listing disbursements and approved by a designated trustee will be included with the library financial reports accepted by the board each month.

### **Unintentional Failure to Comply**

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

### **Reference**

Section 104-b provides that:

"2. Such policies and procedures shall contain provisions which, among other things:

- a. prescribe a procedure for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law;
- b. provide that, except for procurements made [through the County, off State Contract, or through the Department of Correctional Services], or the policies and procedures adopted pursuant to paragraph f of this sub-division, alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of this section;

- c. set forth when each such method of procurement will be utilized, taking into account which method will best further the purposes of this section and the cost effectiveness of the method;
- d. require adequate documentation of actions taken in connection with each such method of procurement;
- e. require justification and documentation of any contract awarded to other than the lowest responsible dollar offer or, setting forth the reasons such an award furthers the purpose of this section; and
- f. identify the individual or individuals responsible for purchasing and their respective titles. Such information shall be updated biennially.
- g. set forth any circumstances when, or types of procurements for which, in the sole discretion of the governing body (or in the case of cities with a population of one million or more, the procurement policy board), the solicitation of alternative proposals or quotations will not be in the best interest of the political subdivision or district therein.”