

Chester Public Library
Board of Trustees Meeting
October 15, 2022
Call to Order: 7:25 PM.

I. Call to Order

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

II. Approval of Minutes

Allen Herschman made a motion to approve September 20, 2022 meeting minutes. Hema Easley. Vote passed 4-0.

III. Correspondence

The Chester Community Food Pantry presented a certificate of appreciation to Maureen Jagos and Linda Reinehart for their work and support throughout the year in addressing hunger in our community.

IV. Disbursements

Cindy O'Connor made a motion to approve May, June, and August disbursements. Hema Easley seconds. Vote passed 4-0.

V. Treasurer's Report

Table until next month.

VI. Chester Public Library Director's Report

1. I have received word from LAN that the Physical Needs Assessment of the old high school was completed. We should expect a report from them in the next few weeks.

2. RCLS has begun a new service called Comics Plus. If you know anyone who enjoys Graphic Novels or Manga this is the e-book service for them. RCLS has also purchased a 3-year subscription to VetNow, a platform supported by BrainFuse to assist veterans transitioning from military to civilian life. The subscription is active and we are hoping to receive some promotional materials soon..

3. RCLS received 20 applications for the 2022-2023 construction cycle.. We should know in the next few days how much of our project we will be awarded.

4. Last week we needed to have WESTAR come in and repair the boiler because we had no heat. A circular needed to be replaced. The work was done that day and we have heat again.

5. Wireless access points needed to be replaced at a cost of estimated \$1,472.

VIII. New Business

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

Table until next month

IX. Town Board Meetings

NA

X. Executive Session

NA

Adjournment

Cindy O'Connor made a motion to adjourn the meeting. Allen Herschman seconds. Vote passed 4-0.
Meeting adjourned 7:40.

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

\$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 Board of Trustees.	documented costs at or below state contract pricing.
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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.”

Investment Policy

This written policy shall set forth a series of guidelines to be adhered to in order to properly safeguard the funds of the Library.

The Library may place its funds into any of the following accounts or investments: checking and savings accounts, money market accounts and certificates of deposits (CD's) insured by an approved commercial bank or trust company depository licensed to do business in the State of New York. Investments of the Library may also be placed in US government obligations, i.e. Treasury Bills, Notes and Bonds, or in any other Federal Agency obligation which is directly backed by the US government.

The responsibility of the investment of Library funds lies with the Treasurer. The funds of the Library are essentially of three categories: operating, capital reserve and restricted capital. The operating funds are used in the day to day operation of the Library and are raised primarily through the levy of local property taxes. Operating funds may be invested in checking accounts, money market accounts, CD's or any other form of approved investment. Capital reserve and

restricted capital funds are segregated moneys which have been allocated specifically to capital projects or to the acquisition of new equipment. Funds in the Capital Fund category are to be invested exclusively in interest bearing accounts, e.g., money market and CD's.

The Treasurer is entrusted with the responsibility to ensure that all deposits and investments of the Library are properly secured either by FDIC coverage in a commercial bank or trust company or by the assignment of pledging of direct obligations of the US government or an agency thereof, the State of New York, or any of its political subdivisions to secure the deposits and investments of the Library. It will be required for approved depositories to pledge such securities only if the total of funds on deposit exceed \$100,000.00. It will be required that said Library depositories provide, upon request, a complete detailed listing of all obligations pledged to secure the deposits in excess of \$100,000.00.

The elected officers of the Library are authorized to conduct the banking and investment affairs in behalf of the Library in the absence of the Treasurer, each being individually capable of signing checks and withdrawals, opening and closing accounts and authorizing the purchase/redemption of other investments in consultation with the Director.