

## VILLAGE OF BROCKPORT

"To provide a high quality of life for all residents, exercising fiscal responsibility and preserving Brockport's unique heritage and historic character."

### VILLAGE BOARD – WORK SESSION AGENDA

**Monday, August 24, 2015 7:00pm**

**Location: Village Hall conference room**

This is a work session, not a regular meeting. No public comment.

Intended for Board discussion, not action. Therefore, meeting minutes are not required.

If any action is taken, Mayor takes notes & provides to Clerk.

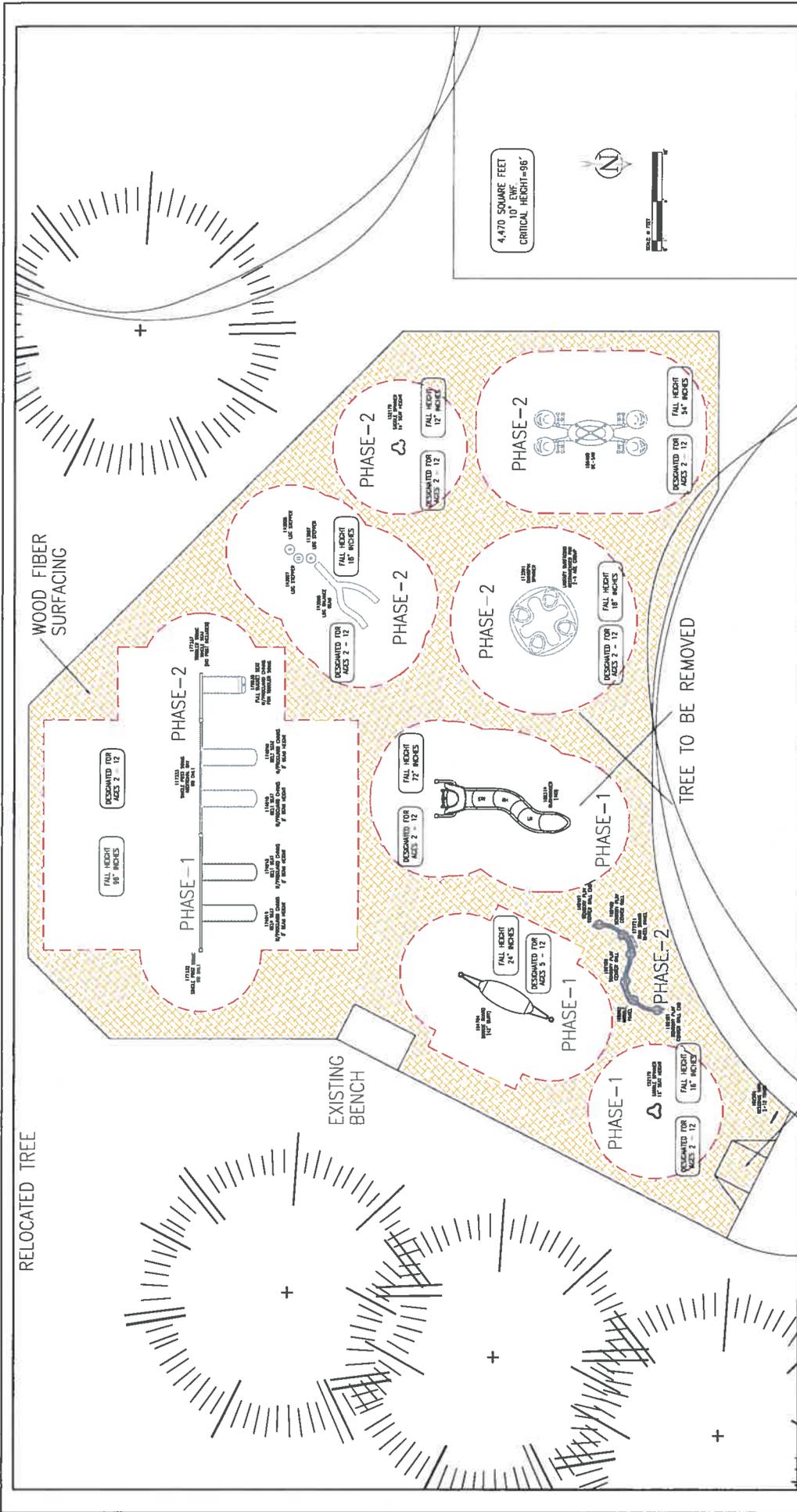
- **GUESTS:**
  - Hanny Heyen & Lynda Cochran, Parks Committee
    - South Avenue Park – play equipment proposal
- **ITEMS FOR DISCUSSION / REVIEW:**
  - Seymour Library - Tri Municipal Agreement of 1990
- **ACTION ITEMS (time-sensitive):**
  - Approval of minutes – 8/17/15
  - Approval of bills
  - Declare surplus & authorize listing on Auctions International
    - Star Sabre roof mount light bar & controls
    - 2009 Ford Crown Victoria
- **EXECUTIVE SESSION:** (if needed)
- **ADJOURNMENT**

#### **Upcoming:**

Village Hall closed: Friday, 9/4 & Monday, 9/7 for holiday

Village Board meeting: 7pm Monday, 9/21 (with Attorney & Treasurer & Department Heads)

Village Board work session: 7pm Monday, 9/28



4,470 SQUARE FEET  
10' EBF  
CRITICAL HEIGHT=96'

SCALE: 1"=10'

North Arrow

PHASE 1  
PHASE 2

**PARKITECTS Inc.**  
South Avenue Park  
Brookport, NY

710 W. Highways 1  
P.O. Box 710  
Brookport, NY 13624

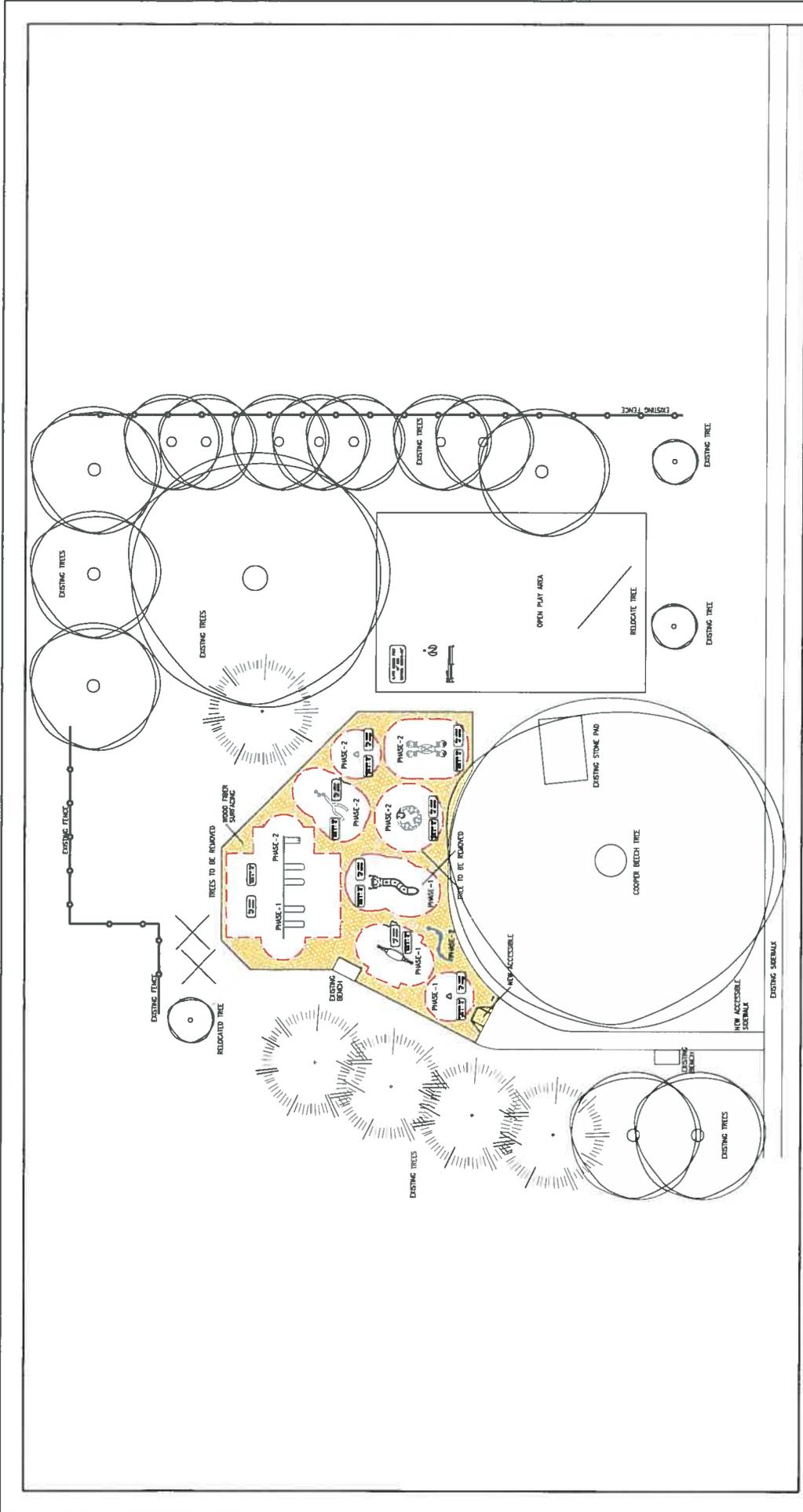
11-8/16/15 11-8/16/15

PHASE-1 & PHASE-2

Total Elevated Plant Components:

Total Elevated Plant Components - Accessible to Transfer or Ramp Stairs:	0	Required:	0
Total Elevated Plant Components - Accessible to Ramp Stairs:	0	Required:	0
Total Accessible - Level - at Plant Components - Stairs:	14	Required:	0
Types of - Level - at Plant Components - Stairs:	8	Required:	0
Estimated Item Quantity:	3/2		





DATE: 11/15/15

**PARKITECTS Inc.**  
 410 W. Hickory St. #1  
 Hartford, CT 06107  
 Phone: 860.234.4607

South Avenue Park  
 Pinckney, NY

15-B/16/15 | Issue: South Avenue Park - Phase 1 & 2 DWG | Date: 11/15/15

**PHASE-1 & PHASE-2**

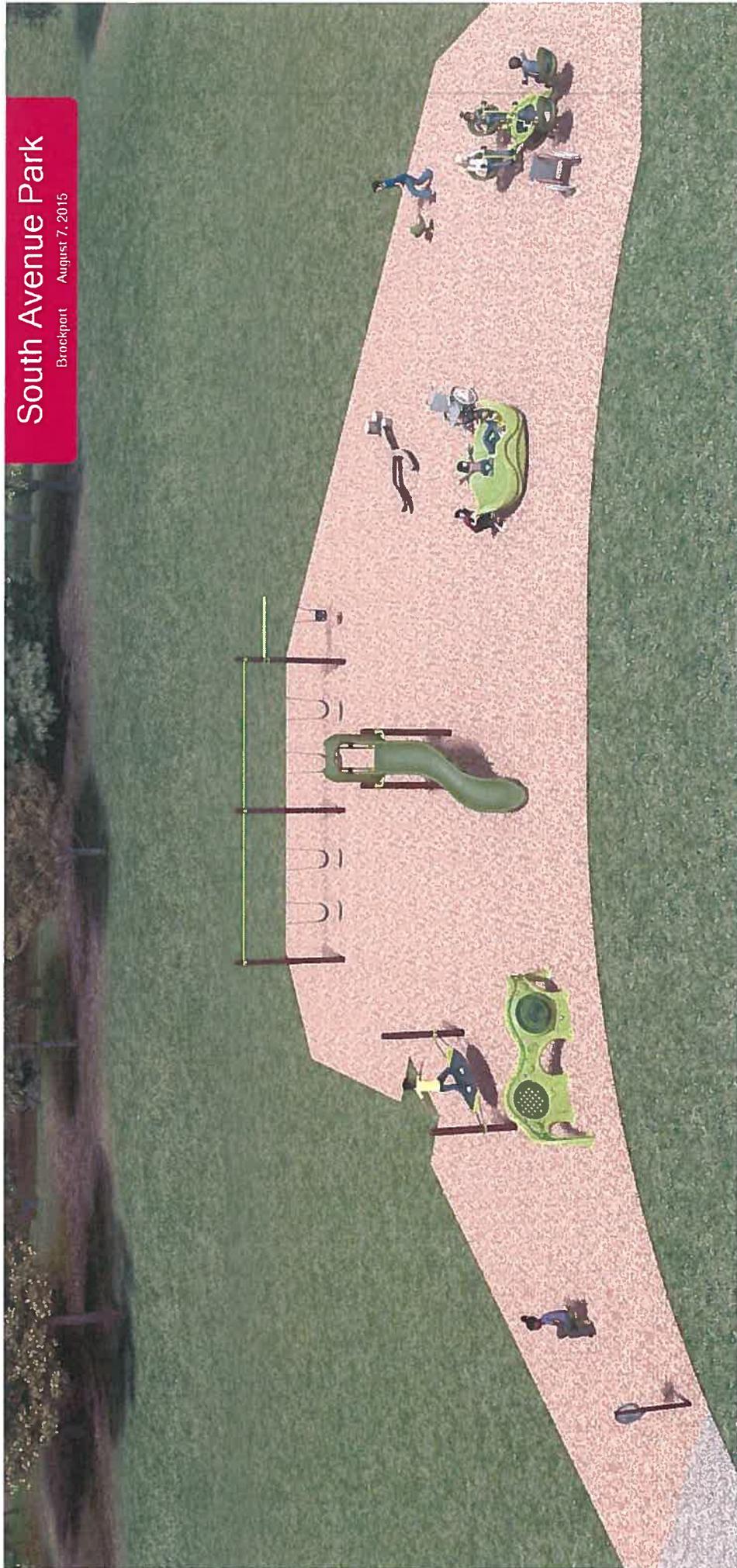
Total Elevated Play Components:

Total Elevated Play Components Accessible by Transfer or Ramp Shown:	0	Required:	0
Total Elevated Play Components Accessible by Ramp Shown:	0	Required:	0
Total Accessible Ground Level Play Components Shown:	14	Required:	0
Total of Ground Level Play Components Shown:	8	Required:	0
Elevated Area Capacity:			32



# South Avenue Park

Brockport August 7, 2015



*San*  
landscape  
structures



**Better playgrounds.  
Better world.**  
playlsi.com



Proudly presented by:



# South Avenue Park

Brockport August 7, 2015



**Better playgrounds.  
Better world.®**  
[playisi.com](http://playisi.com)



Proudly presented by:



# PROPOSAL

Number: AAAQ4962-01  
 Date: Jul 20, 2015  
 Project: AAAPROJECT1547



PO to: Landscape Structures, Inc.  
 601 7th Street South  
 Delano, MN 55328

Remit to: Landscape Structures, Inc.  
 SDS 12-0395, P.O. Box 86  
 Minneapolis, MN 55486-0395

Sold To	Send Order To	Terms
Village of Brockport Hanny Heyen 49 State Street Brockport, NY 14420  p: 585-637-5300 ext: f: e:	Ben Frasier Parkitects, Inc. 138 Ludlowville Road Lansing, NY 14882  p: 716-310-8060 f: 607-533-4108 e: ben@playgroundinfo.com PHASE-1	<b>Terms:</b> * <b>Net 30 (subject to credit approval by LSI; deposit may apply)</b> * Sales tax will be due unless a valid certificate of exemption is included. * 1.5% Finance Charge per month imposed after 30 days of invoice date. F.O.B.: Destination

Qty	Item #	Description	Unit Price	Ext. Price
<b>Play Equipment Under NYS Contract #PC 66734</b>				
1	194704A	Boogie Board (Db Only)	\$1,945.00	\$1,945.00
1	152179A	Saddle Spinner 12"-16", Db	\$925.00	\$925.00
1	189314A	Rushwinder	\$4,445.00	\$4,445.00
1	177332A	Single Post Swing Frame 8' Beam Height Only	\$1,085.00	\$1,085.00
2	174018A	Belt Seat w/ Proguard Chains For 8' Beam Height	\$105.00	\$210.00
<b>Play Equipment Subtotal</b>				<b>\$8,610.00</b>
6.0% NYS Contract Discount				- \$516.60
1		Freight	\$700.00	\$700.00
<b>Play Equipment Total</b>				<b>\$8,793.40</b>

<b>Order Total</b>	<b>\$8,793.40</b>
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**MATERIALS NEEDED TO COMPLETE PROJECT:**

- 58 80lb bags of concrete
- 29 Ton of drain stone
- 5,500SF of geo-textile fabric (2 layers)
- 100CY of engineered wood fiber
- 495SF walkway to play area

Bill To	Ship To	Accepted By
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Delivery Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Accepted by Customer \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_

*Local Approval by Resolution* <sup>ADOPTION</sup>

AGREEMENT TO ESTABLISH A VILLAGE-TOWNS PUBLIC LIBRARY OPERATED BY AND SERVING THE VILLAGE OF BROCKPORT, THE TOWN OF SWEDEN, AND THE TOWN OF CLARKSON STATE OF NEW YORK

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26

This Agreement made this --- day of March, 1990, between the Village of Brockport, Town of Sweden, and Town of Clarkson, all municipal corporations and political subdivisions of the State of New York.

WITNESSETH:

WHEREAS, the government of the Village of Brockport is presently maintaining and providing the principal revenue for Seymour Library, a public library serving the residents of the Village and the neighboring Towns of Sweden, Clarkson; and

WHEREAS, the growth of said municipalities has added increased burdens to the Seymour Library, which said library has found it more and more difficult, within available funds, to provide the public with needed library services; and

WHEREAS, each of said municipalities has heretofore appropriated annually funds to assist in maintenance of said Library; and

WHEREAS, the individual municipalities cannot separately provide an adequate base to support the library services necessary for growth and development of a forward-looking and contemporary society; and

WHEREAS, all three said municipalities joined together can support an area-wide library that meets the needs of the community and has an organizational structure representing the combined populations and resources of the Village of Brockport, the Town of Sweden, and the Town of Clarkson.

NOW, THEREFORE, in consideration of the agreements of the parties herein contained, the benefits to accrue to the respective parties, and in consideration of the premises generally, it is agreed:

- (1) By a majority vote of the Village Board, the Village of Brockport, and by majority votes of their Town Boards, the Town of Sweden and the Town of Clarkson shall jointly authorize the establishment of a new Village-Towns public library under joint sponsorship of the above municipalities to succeed the presently existing Seymour Library.
- (2) The Village of Brockport, the Town of Sweden, and the Town of Clarkson shall each request that a charter establishing the new Village-Towns library be issued by the State Education Department of the State of New York through the Division of Library Development.
- (3) The Village of Brockport shall request the dissolution of Seymour Library simultaneously therewith, and the cancellation of its charter by the State Department of Education.

(4) A Board of Library Trustees of nine (9) members shall be appointed to govern the new joint Village-Towns public library. Three (3) trustees shall be appointed by the Mayor of the Village of Brockport and confirmed by the Village Board. Three (3) trustees from the Town of Sweden shall be appointed by the Sweden Town Board. Three (3) trustees from the Town of Clarkson shall be appointed by the Clarkson Town Board. The term of such Trustees shall be five (5) years, except that the terms of the first Trustees shall be one (1) from each municipality for three (3) years, one from each municipality for four (4) years, and one from each municipality for five (5) years. Upon expiration of a Trustee's term, his/her successor shall be appointed by the Board that appointed the trustee whose term expired. In the event that a Trustee's position on the Library Board becomes vacant prior to the expiration of his/her term, a successor shall be appointed by the Village or Town Board that appointed the Trustee whose position is vacant to complete the remainder of the vacant term.

(5) The Board of Library Trustees shall supervise the operation of the joint Village-Towns library, establish policies of operation, serve as liaison between the general public and the library, develop plans for immediate and long-range library operations, and within limitations of its budget, engage a Library Director and other library employees, oversee the purchase books, volumes, periodicals, tapes, maps, atlases, furnishings, record forms, equipment, supplies, and prepare estimates of expenditures and income for ensuing calendar years for submission to the legislative bodies of the Village of Brockport, the Town of Sweden, and the Town of Clarkson for review and action as hereinunder provided.

(6) The Board of Library Trustees shall annually elect one of its members of chairman of said Board.

(7) The Village Clerk of the Village of Brockport shall serve as the treasurer of the new Village-Towns library and shall hold office for five (5) years at which time the Board of Library Trustees shall designate a successor treasurer for an equal term of office, said successor shall be the treasurer/Clerk of the Village of Brockport, or the treasurer of the Town of Sweden, or the treasurer of the Town of Clarkson. The treasurer of the new Village-Towns Library shall waive compensation.

(8) Funds in support of an operating budget of the new Village-Towns public library shall be voted each year by the legislative bodies of each of the participating municipalities. In establishing an equitable share to be borne by each municipality, population shall be used as the basis for calculation. The initial calculation of equitable shares for each municipality shall be based on population figures obtained from the most recent census data. Thereafter, equitable shares shall be recalculated and adjusted every five years based either on census data (available every 10 years) or on intermediate estimates of population obtained from the best available source at five year intervals between successive census counts. The equitable share of funding specified above shall be achieved over the first five (5) years of existence of the new Village-Towns public library. Each municipality shall move from its existing level of funding to its equitable share in five equal steps during the first five budget years of the new Village-Towns public library. Appropriations made by the participating municipalities shall

be paid in full to the library treasurer within sixty (60) days after the beginning of the respective municipality's fiscal year.

(9) Any financial grant and any other income received by the new joint Village-Towns public library, whether obtained from Federal or State sources or from private sources, shall be credited to the sponsoring municipalities in proportion to the amount each is contributing in accordance with the formula set out in the previous paragraph.

(10) The Village of Brockport shall transfer all property, equipment and materials of the present Seymour Library, exclusive of the building at 49 State Street, Brockport, New York, to the jurisdiction of the new Board of Library Trustees. The Village of Brockport shall rent the aforementioned building to the Village-Towns library for One Dollar (\$1.00) a year until a new library building is ready for occupancy, at which time such renting shall cease. When the library moves into a new building, the disposition of the existing house and lot at 49 State Street shall be in accord with the will of James Seymour by which the aforementioned property was bequeathed to the Village of Brockport to found, establish, and maintain a public library in said village. All participants agree that there shall be a cooperative effort to ensure that proceeds from the future disposition of the current library building and lot be directed toward the new Village-Towns Library.

(11) The legislative bodies of each of the municipalities which are parties hereto shall adopt such resolutions as may be necessary to carry out the terms of this agreement.

(12) This agreement may be amended or modified at any time on such terms and conditions as shall meet the unanimous approval of the legislative bodies of the Village of Brockport, the Town of Sweden, and the Town of Clarkson, subject, however, to any bond or capital note liabilities pertaining to any of the municipalities hereto.

IN WITNESS WHEREOF, the Village of Brockport, the Town of Sweden, and the Town of Clarkson have caused this agreement to be executed by their proper officers thereunto duly authorized, and their seals to be affixed the day and year first above written.

3/14

**SEYMOUR LIBRARY BOARD OF TRUSTEES  
BY-LAWS**

**PREAMBLE**

The Board of Trustees (hereafter referred to as "Library Board" or "Board") of the Seymour Library, a non-profit corporation, established by an agreement between Village of Brockport, Town of Clarkson, and Town of Sweden on 19 November 1999, assumes the responsibilities of Seymour Library exercising the powers and authority delegated to it by an absolute charter granted under Section 253 of the New York State Education Law by the Board of Regents (or Secretary of State) of the State of New York, dated May 22, 2007, shall be governed by the laws of New York State, the regulations of the Commissioner of Education, and by the following By-laws. All the Board members and the employees of the Library will take the oath of public office as required.

**THE VISION**

The Seymour Library, a cultural education center, strongly believes that public libraries are the foundations of a democratic society, and is dedicated to providing equal access to information, knowledge, and technology which will foster independent learning, cultural enlightenment, and the joy of reading.

**MISSION STATEMENT**

The Seymour Library is committed to: providing print and non-print materials to the residents of all ages; facilitating life-long learning through current technological innovations; acquiring and managing necessary resources; initiating diverse activities to advance global interdependency and human understanding; preserving cultural heritage and intellectual freedom; practicing accountability in our endeavors, objectivity in our perceptions, transparency in our deliberations, and integrity in our governance.

**BY-LAWS**

**I: NAME**

1.1 The name of this organization shall be the Seymour Library, hereafter referred to as "The Library".

**II: PURPOSE**

2.1. The purpose of Seymour Library is to provide the highest quality user-oriented library service, and thus serve the informational, recreational, educational, cultural, and professional needs of the residents of the Village of Brockport (Brockport) and the Towns of Clarkson (Clarkson) and Sweden (Sweden).

**III: FISCAL YEAR**

3.1. The Fiscal Year of the Library shall be the calendar year, from January 1 to December 31.

**IV. BOARD OF TRUSTEES**

4.1. The Library shall be governed by a Library Board of Trustees consisting of nine members (Trustees). The funding municipalities (Brockport, Clarkson, and Sweden) shall appoint three trustees each for a term of five years. No Trustee shall serve more than two consecutive five year terms, and in any case, not more than 10 years. The Library Director shall be the non-voting member of the Board.

4. 2. New Trustees must take the oath of public office at the appointing municipalities before participating in the Board's business.

4.3. Eligibility for membership on the Board shall be limited to persons who have attained eighteen years of age, and reside within the geographical limits of the funding municipalities. An elected official of the funding municipalities shall not be eligible for the membership of the Library Board.

4.4. When Trustees cannot attend Board meetings, they should notify the President in advance. When Trustees shall fail to attend three consecutive meetings, or miss more than 25% of the total meetings in a calendar year, without presenting an explanation accepted as satisfactory by a majority vote of the trustees, shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The Board President shall inform the absent Board member in writing that he/she is no longer on the Board. If dismissal is deferred by Board, the President shall inform the absent Board member, in writing, the conditions of this deferral. If the position becomes vacant, the President shall request the respective municipality to fill the position.

4.5. When Board members wish to resign from the Board, or if they have moved out of the geographical area of funding municipalities, they should submit a resignation letter to the President of the Board with a copy to the respective municipality. The resignation shall be effective from the date of its receipt by the President unless different dates are mentioned in the letter. The President shall forward the resignation letters to the respective municipalities with a request to fill the positions.

#### 4.6. Interim Appointments:

4.6. a. When a vacancy occurs on the Board and the unexpired term of the outgoing Trustee is less than one year, the newly appointed Trustee shall serve the remainder of the term. After that, the Trustee shall continue to serve the subsequent five year term.

4.6. b. When the unexpired term of an outgoing member is of more than one year, the newly appointed Trustee shall serve the remainder of the term. A new appointment shall be made for the following five year term.

4.7. Each Trustee shall have one vote, irrespective of the office held.

4.8. A Trustee must be present at a meeting to have her/his vote counted.

4.9. All decisions are made by the Board as a collective body. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of her/his office shall exercise any administrative responsibility with respect to the Library nor, as an individual, command the services of any employee of the Library, on any matter.

4.10. A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, or immediate family member or organization with which the Board member is associated, has a substantial financial interest.

## V: FUNCTIONS OF THE BOARD

The Board shall be responsible to:

5.1 Appoint a Library Director, who is qualified (Education Commissioner's Regulation 90.8), competent, and responsible; prepare a job description and evaluate the performance of this position.

5.2. a. Approve personnel actions: appointments, job descriptions, compensations, and other personnel policies of the library staff; review evaluations of staff members submitted by the Director.

5.2. b. The Board can retroactively approve the appointment of qualified part-time support staff and pages made by the Director in emergency situations.

5.2.c. The Board can also approve appointments "pending civil service approval."

5.3. Maintain Library Hours according to the schedule based on the population served.

5.4. Manage financial affairs of the Library through Treasurer, Director, and Fiscal Officer (Clerk of the supervising Municipality) who is custodian of general funds. Approve the annual budget, containing estimates of expenditures and income for fiscal year, presented by the Financial Management Committee; submit the approved budget to the governing Boards of the funding municipalities, NY Comptroller, and Director of the Library Development. Exercise fiduciary responsibilities in appropriating funds for expenditure according to the budget approved; review and authorize all expenditure.

5.5. Approve policies for operating the Library, risk management, and use of space by public for events (lectures, meetings, exhibits). Monitor the operation of the facilities: acquisition, improvement, maintenance, insurance, use and disposition of properties.

5.6 Develop a Long Range Plan every five years; engage in ongoing strategic management "Action Plan", every year to identify the needs of the Library and secure adequate resources; initiate goals, objectives, plans, and programs, and evaluate their effectiveness.

5.7. Continuously monitor the Library's performance in maintaining the Minimum Standards (As per the Article 90.2 and described in the *Handbook for Library Trustees of New York State*. (See Appendix)

5.8. Establish policies and procedures to facilitate the access of Library resources to the people with disabilities as per the Americans with Disabilities Act (ADA), Americans with Disability Act accessibility Guidelines (ADAAG), Rehabilitation Act of 1973, and the Architectural Barriers Act.

5.9. Approve policies and procedures, developed by the Director and Operational Management Committee, pertaining to the selection, acquisition, collection, lending, and disposition of books, periodicals, tapes, maps, reference materials, media, furnishings, equipment, supplies, and other materials

5.10. Approve minutes of the Board meetings and Reports of the Committees; minutes and reports shall be available to the public, in accordance with the provisions of the Freedom of Information Law, within two weeks from the date of such meeting. (See Appendix ...)

5.11. a. Establish policies and procedures (as per POL, Sec. 94), for the maintenance of official records of the Library ensuing their safeguard, retention, and timely disposal. These records should be kept in hard copy and in the Library.

5.11. b. Establish policies and procedures for the public to access official records of the Library, as per the Freedom of Information Law (FOIL), Public Officers Law.

5.11. c. All the records of the Library should be kept in the Library.

5.12. Establish policies and procedures for the attendance of public at Board Meetings as per Open Meetings Law.

5.13. Periodically review all policies and procedures for the compliance of the Laws. Compile all operating policies, update them as necessary, and make them available to the Board members and the Library staff.

5.14 Strive to secure adequate funds from the funding municipalities.

5.15 Supplement revenue by raising funds and soliciting gifts.

5.16. Act as a spokesperson of the Library and maintain vital public relations through community outreach activities; work closely with the Friends of the Library.

5.17 Communicate on regular basis with the funding municipalities about financial status and Library's activities and achievements.

5.18. a. Prepare Annual Report which includes description of the activities done during the year, and a review of compliance with the State established Minimum Standards.

5.18. b. Annual reports of the Library shall be catalogued and made a part of the Library's reference collection; place them on the Library's website.

5.18.c. File Annual Report, Director's Report, and audited Accounts with the three funding municipalities, Division of Library Development of the State Education Department, and the Comptroller.

5.19. Participate in regional library network: such as Monroe County Library System (MCLS), Library Trustees Association of New York State (LTA), New York Library Association (NYLA), and Rochester Regional Library Council (RRLC).

## VI: OFFICERS

6.1. a. The officers of the Board shall be the President, Vice-President, Secretary, and Treasurer elected from among the Trustees at the annual organizational meeting of the Board in November.

6.1. b. The Officers shall serve for a period of one year from January 1 to December 31 or until their respective successors are elected. They shall serve not more than three consecutive one-year terms.

6.1. c. When Vice-President, Secretary, or Treasurer wishes to resign, they should submit a resignation letter to the President effective from the date of its receipt by the President. The Board shall elect new officers for the unexpired period as described in the Section 4.6. Interim Appointment of the Trustees.

### 6.2. The President

The President shall:

6.2. a. Call and preside over the regular and special meetings; vote on all motions brought before the Board.

6.2. b. Execute all documents authorized by the Board.

6.2. c. Establish committees, and participate as a non-voting member of all committees.

6.2. d. Act as a spokesperson of the Library to the community-at-large.

6.2. e. Keep the Board operating effectively; work closely and cooperatively with the Director.

6.2. f. Organize orientation for the new Board members along with the Director.

6.2. g. If the President wishes to resign, a resignation letter should be submitted to the Vice-President. The Board shall designate the Vice-President as the President, and elect a new Vice-President for the remainder of the term.

6.2. h. Perform other duties applicable to the office of the President and prescribed by the Board.

### 6.3. The Vice-President

The Vice-President shall:

6.3. a. Assist the President in the management of the Library.

6.3. b. In the absence of the President, preside at the meetings and perform the functions of the president.

### 6.4. The Secretary

The Secretary shall:

6.4. a. Maintain a true and accurate record of all meetings of the Board. In the absence of the Secretary, the President shall nominate another Board member as *pro.tem* Secretary to take minutes. The minutes shall consist of a record or summary of all motions, proposals, resolutions, and any other matter formally voted upon. Unapproved minutes shall be available in two weeks

6.4. b. Send notice of all regular and special meetings: Agenda for the meeting; minutes of the previous meeting, and monthly financial reports, Director's report, committee reports, and any subject being discussed by a member. Director shall post the meeting date and time on the notice board of the Library, and send this information as a press release to the media.

6.4. c. Shall maintain a record of the terms of the trustees; notify the appropriate municipalities, in writing, 90 days in advance of the expiration of a trustee's term.

6.4. d. File minutes of Board meetings at the Library within seven days of their approval by the Library Board.

6.4.e. Send copies of minutes, financial reports, and other documents approved by the Board to funding municipalities within fifteen days of their approval by the Board.

6.4. f. Shall keep the minutes in a permanent file in the Library to be available. Any member of the public may view the minutes as per Freedom of Information Law. (See Appendix)

6.4. g. Work with the Director to assure that a current list of the Board members, staff, and the minutes, approved and unapproved, are available on the Library website.

6.4. h. Manage records efficiently, and preserve the records with an enduring nature for historical and other research.

6.4. i. Perform such other duties as are generally associated with this office and prescribed by the Board.

#### **6.5. The Treasurer**

The Treasurer shall:

6.5. a. Chair the Financial Management Committee.

6.5. b. Coordinate with Fiscal Manager (Clerk of the supervising municipality), who will serve as a disbursing officer of the Library, in administering the Library finances and in keeping track of revenue and expenditure according to the Financial Management policies of the Library.

6.5. c. Prepare the annual budget in consultation with the Director; discuss it with the Financial Management Committee; present it to the Board for approval; revise the budget as necessary.

6.5. d. Oversee the preparation of monthly statements of revenue and expenditure, cash flow, balance sheet for Board members and send them to municipalities.

6.5. e. Assist in the preparation of annual report as per the instructions of the Comptroller, and present it to the Board within thirty days after the close of the fiscal year; have the accounts reviewed annually by a certified public accountant; send copies of the audit reports to the funding municipalities and State Comptroller within sixty days after the close of the fiscal year.

6.5. f. Maintain and update the Financial Management Policies and Procedures.

6.5. g. Perform other duties applicable to the office of the Treasurer and prescribed by the Board.

### **VII. FISCAL MANAGER**

7.1. On rotating basis, each participating municipality shall designate its Clerk as Fiscal Manager for the Library for a term of 5 years.

7.2. At the end of the 5 year term, the Library Board shall select a supervising municipality which will designate its Clerk as Fiscal manager of the Library.

7.3. The Fiscal manager shall be the custodian of general funds and serve as disbursing officer of the Library and perform functions as described in the Financial Management Plan.

7.4. The Fiscal manager does not receive any compensation for the work done for the Library. (Tri-Municipality Agreement, Item 7)

### **VIII: DIRECTOR**

The Director shall:

8.1. Be appointed by the Board.

8.2. Perform duties as defined in the job description and implement policies set by the Board; serve as executive officer, administrator, and chief librarian of the Library under the direction and review of the Board; provide assistance to the Board in setting goals and objectives, and determining the methods of evaluation of Library Services.

8.3. a. Be responsible for the building and equipment; the effectiveness of the Library's service to the public; the operation of the Library under the financial conditions contained in the annual budget; outreach programs; fund raising; liaison with funding municipalities.

8.3. b. Be responsible for selection, acquisition, and disposition of books, periodicals, media, equipment.

8.3. c. Formulate policies and procedures for managing the Library effectively and obtain Board's approval; revise them every two to three years or sooner if necessary.

8.4. Develop policies and procedures for the appointment, supervision, and evaluation of Library staff; prepare job descriptions, interview candidates, and recommend appointments to the Board for approval.

8.5. Conduct surveys and evaluations of the effectiveness of the Library services, and present analysis to the Board with recommendations for library innovations.

8.6. Publicize Library's activities and highlight its achievements through press releases and website

8.7. Assist the Treasurer in preparing a preliminary budget for the fiscal year.

8.8. Organize orientation for new Trustees along with Board President. The orientation will include: Library tour, meeting the staff, and informational material

8.9. a. Attend all Board meetings or other meetings as a non-voting member where action may be taken affecting the interests of the library; have the right to speak on all matters under discussion at Board meetings; report at each Board meeting, and in other ways, Library's progress and problems.

8.9. b. The Director shall be excused from executive sessions of the Board and the portion of the meetings at which the Director's appointment, salary, or evaluation is to be discussed or decided.

8.9. c. When the Director cannot attend the meetings, regular or special, shall designate a staff member to attend.

8.10. Perform other duties applicable to the office of the Library Director as prescribed by the Board.

## **IX: COMMITTEES**

9.1. The Board shall establish committees which will periodically present progress reports or final reports to the Board. Each Committee shall keep records of its meetings, deliberations, and activities, and provide a copy of such records to the Secretary for inclusion in the permanent records of the Library.

### **9.2. Standing Committees**

The President of the Board shall have the power to establish standing committees and nominate a representative from each of the funding municipalities to these committees. The membership of the committees shall be approved by the Board. Each Committee shall develop a plan of action to fulfill their functions; divide responsibilities among all the members of the Committee; prepare a calendar of activities and provide copies of relevant documents to members of the Board.

#### **9.2.a. Nominating Committee**

The nominating committee, consisting of three members (excluding current officers), shall be responsible for maintaining a current file of board members. When a vacancy occurs in the officers of the Board, the Nominating Committee shall present a name to the Board for election. For the selection of the officers for the fiscal year, the Nominating Committee shall present to the Board in October meeting, one name each for the positions of President, Vice-President, Secretary, and Treasurer. Additional nominations may be made from the floor during the election.

#### **9.2.b. Financial Management Committee**

The Financial Management Committee, consisting of five members: Treasurer, two Board members, Director, and a staff person recommended by the Director, and chaired by the Treasurer, shall: manage the finances of the Library including monitoring the revenues, expenditure, reserve funds, investments, and fund raising activities, and develop policies and procedures for budget preparation and implementation.

#### **9.2.c. Operational Management Committee**

The Operational Management Committee, consisting of five members: three Board members, Director, and a staff person recommended by the Director, shall identify the needs for the operation of the Library: acquisitions, equipment, physical facilities, human resources, and present recommendations to the Board. The Committee shall monitor the operations of the Library and implementation of Policies and Procedures.

#### **9.2.d. Strategic Management and Public Relations Committee**

Strategic Management and Public Relations Committee consisting of five members: 3 Board members, Director, and a staff person recommended by the Director, shall be responsible for: devising plans and activities for making the Library accessible to all residents; organizing public relations activities; developing themes to be communicated; target diverse audiences; cooperate with other organizations and institutions for outreach activities; periodically conduct a survey to assess the effectiveness of Library services and satisfaction of the general public.

#### **9.2.e. Personnel Committee**

The Personnel Committee, consisting of one representative from each municipality, will serve as the liaison between the Board of Trustees and the Library staff and is responsible for:

- developing human resource policies and procedures while ensuring diversity and compliance with government regulations;
- handling grievances, complaints, disciplinary actions, claims of harassment, unfair treatment, sick or administrative leave and other concerns according to the Personnel Policy;
- establishing salary structures, increases, benefits, and promotions recommended by the Director and in consultation with the Financial Management Committee;
- reviewing performance evaluations of the staff made by the Director;
- conducting the performance evaluation of the Director and recommending salary increases in consultation with the Finance Committee and with Board approval;

The Board Vice-President shall be the chairperson of the Personnel Committee.

The decisions arrived at by the Personnel Committee will be brought to the Board for information and/or approval.

For the appointment of a Library Director, the Board will appoint a separate screening committee.

### **9 .3. Ad-hoc Committees**

Ad hoc committees may be appointed by the President for specific purposes when needed. Such committees shall serve until the completion of the task for which they have been appointed. Non-Board members may be appointed to such committees to benefit from their special talents or experiences. Final report is presented to the Board.

## **X: MEETINGS**

### **10.1. Regular Meetings**

10.1.a. Regular meetings shall be held each month unless canceled due to extraneous circumstances or rescheduled by majority vote of the Library Board. The Board shall meet at least six or more times a year. The date and time of the meetings shall be set by the Board.

10.1.b. The Secretary, in consultation with the President and the Director, shall prepare agenda, and send it along with other necessary information and documents to the members of the Board and the Director at least one week prior to the meeting. The Director shall post the announcement of the meetings with the agenda on the notice board of the Library and provide the information to the media.

10.1.c. As per the Open Meetings Law, Library staff and visitors may attend regular and special meetings; they can also attend working sessions when a quorum of the Board is expected to attend. Director and Library staff shall be excused from the meetings when appointment, salary, or evaluation is being discussed. Policies for the participation of public in the meetings should be established according to the New York Open Meetings Law (Public Officers Law, Section 100-111).

10.1.d. The operating and financial reports for the previous year shall be approved at the regular meeting in February-

10.1.e. The Director shall attend all Board meetings, present reports and recommendations, and participate in the discussion but does not vote.

### **10.2. The Annual Organizational Meeting**

10.2.a. The regular meeting in November shall be the Annual Organizational Meeting.

10.2.b. The agenda for this meeting shall include the election of officers, and other matters which require discussion before the end of the year.

### **10.3. Special Meetings**

10.3.a. Special Meetings may be called for a specific purpose at the discretion of the President or upon the written request of five members, or by a majority of sitting members if vacancies exist, of the Library Board.

10.3.b. The Secretary shall notify the Board members of date, time, and place of special meetings indicating the agenda for which the meeting has been called, by e-mail and telephone at least 24 hours prior to the meeting.

10.3.c. No business may be transacted during special meetings other than the agenda for which the meeting has been called, with the exception of motions that relate to procedural matters.

### **10.4 Quorum**

10.4.a. A simple majority of the number of sitting Board members (vacant positions not included) shall constitute a quorum for the conducting of all business.

10.4.b. If a quorum is not present at a regular meeting, the members present may set a date for another meeting to be held within one week. The President shall notify the absent members of this meeting.

**10.5. Executive Session**

10.5.a. During regular meetings, the Board may be called into "Executive Sessions", by a simple majority of those present, only for the purposes mentioned in the Public Officers Law.

10.5.b. By a majority vote, "Executive Sessions" return to regular meetings, and vote on the decisions arrived at "Executive Sessions".

10.5.c. The Board reserves the right to include or exclude any person from attending "Executive Sessions." (Public Officers Law, Chapter 6, Section 105.2)

**10.6. Minutes**

10.6.a. Minutes shall be taken at all open meetings of the Board which shall consist of a record or summary of all motions, proposals, resolutions, and any other matter formally voted upon.

10.6.b. Minutes of meetings shall be available to the public in accordance with the provisions of the Freedom of Information Law within two weeks from the date of such meeting.

**10.7. Order of Business**

9.7.1. The order of business for regular meetings shall be set by the President in an agenda which may include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient.

- i) Call to order
- ii) Introduction of new members and guests
- iii) Period for public comments
- iv) Approval of minutes of previous regular meetings and any intervening special meetings
- v) Date for the next meeting
- vi) Treasurer's financial report and approval of expenditures
- vii) Director's report
- viii) President's Report
- ix) Committee reports
- x) Communications and correspondence
- xi) Unfinished business
- xii) New business
- xiii) Adjournment

**10.8. Parliamentary Authority**

All matters not covered by these Bylaws shall be governed by Robert's Rules of Order, latest edition.

**10.9. Public Participation**

10.9. a. The Library welcomes public to attend the Board meetings.

10.9.b. Those wishing to address the Board are requested to announce their name and address, and limit their remarks to not more than five minutes.

10.9.c. Agendas are set in advance, therefore, discussion of presenters' topics will not take place at that meeting. However, the public concerns may be addressed at that meeting, the next meeting, or through correspondence.

**XI. POLICIES AND PROCEDURES**

11.1. The Library Board shall be responsible for developing policies and procedures for the efficient running of the Library.

11.2. A full listing of the Policies is in the Appendix.

11.3. Changes to these policies and procedures will not be considered as changes to the By-Laws.

**XII: AMENDMENTS**

12.1. These By-laws may be repealed, amended, or added to by the two-thirds majority of the existing members of the Board.

12.2. Changes to the by-laws may be proposed at any regular or special meeting and shall be voted upon at the next regular meeting.

12.3. Written notice of the proposed changes shall be sent to all absent members at least ten days prior to the voting session.

12.4. Any Rules of Order (Parliamentary Procedures) or Standing Rules (Policies for the administration of the Library) established by By-Laws may be suspended temporarily in connection with business at hand by a two-thirds majority vote. However, Provisions of the By-Laws shall not be suspended.

The Revised By-Laws approved by the Seymour Library Board of Trustees.

Dated: 21 June 2011

Adopted: 08/16/2011 Seymour Library Board Meeting

Revised: October 1999, April 2005, 21 June 2011, 16 August 2011, 13 November 2012

Reviewed:

# SURPLUS ASSETS, PROPERTY & SUPPLIES

PHOTOCOPY THIS REPORT AS NEEDED - WHEN COMPLETE FAX TO: 1-888-870-6709

**LOCATION - Please type or print all information clearly**

Building Address: Village of Brockport DPW; 38 East Ave Brockport NY 14420 Room #:

Contact Name & Telephone: Harry Donahue - 637-1060 M-F 7:30 AM - 3:00 PM

**ITEM / LOT INFO - Please type or print the information clearly - Use this form for machinery, tools and assets**

Lot #: Description: Star Sabre Roof Mount Light Bar & Controls New  Used

S/N: Item in Working Condition? YES  NO

Specs: Inventory ID Number:

Lot #: Description: New  Used

S/N: Item in Working Condition? YES  NO

Specs: Inventory ID Number:

Lot #: Description: New  Used

S/N: Item in Working Condition? YES  NO

Specs: Inventory ID Number:

Lot #: Description: New  Used

S/N: Item in Working Condition? YES  NO

Specs: Inventory ID Number:

Lot #: Description: New  Used

S/N: Item in Working Condition? YES  NO

Specs: Inventory ID Number:

Lot #: Description: New  Used

S/N: Item in Working Condition? YES  NO

Specs: Inventory ID Number:



**PLEASE FAX COMPLETED CONDITION REPORTS TO: 1-888-870-6709**

Please send your digital photographs via email to: [listings@auctionsInternational.com](mailto:listings@auctionsInternational.com)

Mail your photo CD and/or additional info to: 808 Borden Road, Buffalo, NY 14227



# VEHICLE & EQUIPMENT CONDITION REPORT

PHOTOCOPY THIS REPORT AS NEEDED - WHEN COMPLETE FAX TO: 1-888-870-6709

<b>SELLER INFORMATION</b> - Please type or print all information clearly (If your info is same for all just fill out top of first report)			
Name of Seller: Village of Brockport		Dept: DPW	FLEET # 962
Item Location Address: 38 East Ave			
City: Brockport		State: NY	Zipcode: 14420
Contact Name: Harry Donahue Mon-Fri Phone: ( 585 ) 637-1060 Fax: ( 585 ) 637-1062			
<b>ITEM INFORMATION</b> - Please type or print the item or vehicle information clearly - Fill out only the parts appropriate for this item			
Year: 2009	Make: Ford	Model: Crown Vic	Body Style: 4DR
VIN / Serial: 2 F A H P 7 1 V 8 9 X 1 0 2 7 0 3		Miles: [?] [?] [?] [?] [?] [?]	Hours: [?] [?] [?] [?]
Engine Make/Model: 4.6L		Cyl: 8	Gas <input checked="" type="checkbox"/> Diesel <input type="checkbox"/> Hybrid <input type="checkbox"/> Electric <input type="checkbox"/>
Horsepower:	Transmission:	AUTO <input checked="" type="checkbox"/> MANU <input type="checkbox"/>	Single Axle <input type="checkbox"/> Dual Axle <input type="checkbox"/>
Tire Type/Size: P235/55R17		Good <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Poor <input type="checkbox"/>	Plow or Attachment Type: Dump Box Size:
Features: 2WD <input type="checkbox"/> 4WD <input type="checkbox"/> A/C <input type="checkbox"/>		Does Unit Operate/Drive: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
<b>OVERALL CONDITION OF ITEM AND ADDITIONAL OWNERSHIP INFORMATION</b>			
Body: Good <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Poor <input type="checkbox"/>	Does Vehicle Start: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>		
Interior: Good <input type="checkbox"/> Fair <input checked="" type="checkbox"/> Poor <input type="checkbox"/>	Keys Available: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
Mechanical: Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>	Bill of Sale Only (No Title): <input type="checkbox"/> Transferable Registration: <input type="checkbox"/>		
	Clean Title Available: <input checked="" type="checkbox"/> Certificate of Origin Only: <input type="checkbox"/>		

Please describe any overhauls or maintenance for your item in the box below. Items that have more complete descriptions receive higher bid prices. You should pressure wash your equipment, broom-clean vehicles, and wash the windows before taking digital photographs of your online auction merchandise

Mechanical Instrument cluster does not work. Approximately 100,000 miles on car based on fleet maintenance records. A/C leaks down. Transmission rebuilt @ approximately 70,000 miles. All other mechanical good.

Body Good - No rot. Little Surface rust.

Interior Driver seat worn. No center seat belt in back seat.

**ADDITIONAL INFO** Check the box if you provided more info on back of report or on attached sheets

**PLEASE FAX COMPLETED CONDITION REPORTS TO:** 1-888-870-6709 ATTN: Online Auctioneer  
 Please send your digital photographs via email to: [listings@auctionsinternational.com](mailto:listings@auctionsinternational.com) (15 MB per email)  
 USPS Mail printed photos, photo CD and other info to: Online Auctions, 808 Borden Road, Buffalo, NY 14227