Marlboro Free Library

Board Meeting Agenda –November 2, 2026 at 7:00pm

Meeting #11

Marlboro Free Library

I. **Call to Order**

II. **Pledge to the Flag**

III. **Visitor's Forum**

IV. **Approval of Minutes**
   a. **Board Meeting Minutes- October 5, 2026**

V. **Report of the Secretary**

VI. **Treasurer's Report**
   a. **September 2026**

VII. **Director's Report (Jankovitz)**
   a. **Director's Report**

VIII. **Standing Committees**

   i. **Finance (McMonigle & Werba)**
      a. **Cash Disbursements- October 2026**
      b. **Budget Status Report (Monthly Profit & Loss Budget vs. Actual)**
      c. **Assets/Depreciation Disposal Schedule**

   ii. **Personnel (Garofalo)**

   iii. **Policy Manual (Garofalo)**
      a. **Emergency Preparedness/Disaster Policy- 1st Reading**

iv. **Friends of the Library (Werba)**

v. **Building & Grounds (Kavanaugh)**

vi. **Liaison to the Ulster Co. Library Association (Jankovitz)**

vii. **Technology (Garofalo & James)**

viii. **Planning (Kavanaugh)**

IX. **Old Business**

a. **Railing Discussion**
b. **Ribbon Cutting Ceremony**

X. **New Business**

a. **Construction Updates**
b. **Construction Invoices**

XI. **Next Board Meeting Date- Monday, December 7 at 7:00pm**

XII. **Motion to Adjourn**

Respectfully submitted,
Lindsay Jankovitz

Marlboro Free Library

Board Meeting Minutes- October 5, 2026, at 7:00pm
Meeting #10

I. **Call to Order:** Board Vice President, Denise Garofalo, called the meeting to order at 7:00 pm.

II. **Pledge to the Flag:** Cheryl Werba led the Pledge to the Flag.

III. **Attendance:** Denise Garofalo, Anita Jean McMonigle, Cheryl Werba, Thea James, Library Director – Lindsay Jankovitz, and Recording Secretary – Tessa DeBella

Excused absence: Kelli Kavanaugh

IV. **Visitor's Forum**

None present.

V. **Approval of Minutes**

a. **Board Meeting Minutes- September 14, 2026**

RESOLUTION 49-10-5-26
A motion was made by Cheryl Werba and seconded by Thea James to approve the September 14, 2026 board meeting minutes.

VOICE VOTE: 4-0-0 ALL YES CARRIED

VI. **Report of Secretary (James)**
No report.

VII. Treasurer's Report

a. August 2026

The board received and reviewed the August 2026 Treasurer's Report. The official report will be kept on file at the Library.

VIII. Director's Report (Jankovitz)

a. Director's Report

A copy of the Director's Report is attached to the meeting minutes.

IX. Standing Committees

i. Finance (McMonigle & Werba)

a. Cash Disbursements- September 2026

RESOLUTION 50-10-5-26
A motion was made by Thea James and seconded by Anita Jean McMonigle to approve the September 2026 Cash Disbursements.

VOICE VOTE: 4-0-0 ALL YES CARRIED

b. Budget Status Report (Monthly Profit & Loss Budget vs. Actual)

The board received and reviewed the Monthly Profit & Loss Budget vs. Actual Reports.

ii. Personnel (Garofalo)

No report.

iii. Policy Manual (Garofalo)

a. Incident Report- 2nd Reading

RESOLUTION 51-10-5-26
A motion was made by Cheryl Werba and seconded by Thea James to approve the second reading of the Library's Incident Report Form.

VOICE VOTE: 4-0-0 ALL YES CARRIED

iv. **Friends of the Library (Werba)**
The Dark Side of Marlboro Walking Tour scheduled for Sunday, October 11 has been canceled and will be rescheduled for a different date.

v. **Building & Grounds (Kavanaugh)**
No report.

vi. **Liaison to the Ulster Co. Library Association (Jankovitz)**

The Director reported that many Ulster County libraries had successful budget votes last month.

vii. **Technology (Garofalo)**
No report.

viii. **Planning (Kavanaugh)**
No report.

X. **Old Business**

a. **Ribbon Cutting Discussion**
The Board agreed to table planning for the Library's Ribbon Cutting Ceremony until the building's plumbing issues have been resolved.

b. **Railing Discussion**
The Board agreed to table the discussion until the next Board meeting. In the meantime, the Director will work with the architect to obtain a quote for large shrubs to be planted around the perimeter.

XI. **New Business**

a. **Contractor Invoices**

RESOLUTION 52-10-5-26

A motion was made by Thea James and seconded by Anita Jean McMonigle to approve the construction invoice from Mid-Hudson Electrical and for the Library to issue payment.

VOICE VOTE: 4-0-0 ALL YES CARRIED

b. **Construction Updates**

Updates were discussed during the Director's report.

XII. Next Board Meeting Date- Monday, November 2 at 7:00pm.

XIII. Motion to Adjourn

Board Vice President, Denise Garofalo adjourned the meeting at 7:29 pm.

Respectfully submitted,
Lindsay Jankovitz

Budget Year 2026-2027
OCTOBER 2026

Check Listing
Cash Disbursements
All Funds

Marlboro Free Library
CHECK LISTING - ALL FUNDS
October 2026

	Account	Date	Num	Name	Memo	Amount
Oct 26	**General Fund**					
	L200 · GENERAL FUND/KEY BANK ACCT	10/05/2026	11775	ISECTRA, LLC	TECH SUPPORT SEPT 2026 MONTHLY FEE, MICROSOFT 365	-570.60
	L200 · GENERAL FUND/KEY BANK ACCT	10/05/2026	11776	US POSTAL SERVICE	POSTAGE - 12 MONTH PO BOX 780 FEE - 12542	-464.00
	L200 · GENERAL FUND/KEY BANK ACCT	10/19/2026	11777	A T & T	LONG DISTANCE SERV SEPT 2026	-204.23
	L200 · GENERAL FUND/KEY BANK ACCT	10/19/2026	11778	CHARTER COMMUNICATIONS	INTERNET SERVICES 10/1-10/31/26	-169.98
	L200 · GENERAL FUND/KEY BANK ACCT	10/19/2026	11779	FASTSIGNS	SIGNS FOR GLASS AND BUILDING	-2,772.80
	L200 · GENERAL FUND/KEY BANK ACCT	10/19/2026	11780	LAMELA SANITATION	TRASH REMOVAL SEPT 2026	-237.62
	L200 · GENERAL FUND/KEY BANK ACCT	10/19/2026	11781	LEAF	BIZHUB C250i PUBLIC PRINTER	-205.22
	L200 · GENERAL FUND/KEY BANK ACCT	10/20/2026	11782	MCSD PAYROLL ACCOUNT	PAYROLL OF 10/9/2026	-18,290.86
	L200 · GENERAL FUND/KEY BANK ACCT	10/20/2026	11783	MCSD PAYROLL ACCOUNT	PAYROLL OF 10/23/2026	-18,389.29
	L200 · GENERAL FUND/KEY BANK ACCT	10/22/2026	11784	CATHERINE COSMAN	4Q2026 TREASURER STIPEND 2026-2027 BUDGET YEAR	-250.00
	L200 · GENERAL FUND/KEY BANK ACCT	10/22/2026	11785	CENTRAL HUDSON	MFL-1251 RT 9W 9/11-10/13/26	-1,729.46
	L200 · GENERAL FUND/KEY BANK ACCT	10/22/2026	11786	FIRST-CITIZENS BANK & TRUST CO	BIZHUB C3351I FAX MACHINE LEASE	-128.30
	L200 · GENERAL FUND/KEY BANK ACCT	10/22/2026	11787	KEY BANK MASTERCARD	KEY MASTERCARD ENDING - EXPENSES 9/10-10/9/26	-2,721.53
	L200 · GENERAL FUND/KEY BANK ACCT	10/22/2026	11788	LEAF	2 KONICA C250i COPIER LEASE	-696.31
	L200 · GENERAL FUND/KEY BANK ACCT	10/22/2026	11789	MID-HUDSON LIBRARY SYSTEM	4Q ASSESSMENT & TELEPHONE NOTIFICATION SYSTEM	-3,219.11
	L200 · GENERAL FUND/KEY BANK ACCT	10/22/2026	11790	VERIZON	TELEPHONE SERVICE SEPT & OCT 26	-344.27
						-50,393.58
Oct 26	**Building Fund**					
	H200 · BUILDING FUND/KEY BANK ACCT	10/05/2026	219	MID-HUDSON ELECTRICAL CONTRACTING	BF - CONSTRUCTION INVOICE #12	-6,840.00
						-6,840.00

Marlboro Free Library
Profit & Loss Budget vs. Actual
July through October 2026

	Jul - Oct 26	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
L4100 · REAL PROPERTY TAXES			
L1001 · REAL PROPERTY TAXES	0.00	997,294.00	-997,294.00
L2771 · PILOTS(Payments in Lieu of Tax)	0.00	6,000.00	-6,000.00
Total L4100 · REAL PROPERTY TAXES	0.00	1,003,294.00	-1,003,294.00
L4120 · CHARGES FOR SERVICES			
L2082LC · LCF LATE CHARGES/FINES	20.80	286.00	-265.20
L2082NR · NR NON-RESIDENT FEES	0.00	150.00	-150.00
L2082PA · PASS PASSPORT CHARGES	1,855.00	13,000.00	-11,145.00
Total L4120 · CHARGES FOR SERVICES	1,875.80	13,436.00	-11,560.20
L4130 · USE OF MONEY & PROPERTY			
L2401 · INTUSA KEY USA/DIRECT INTEREST	0.00	740.00	-740.00
Total L4130 · USE OF MONEY & PROPERTY	0.00	740.00	-740.00
L4140 · SALES OF PROP & COMP FOR LOSS			
L2650 · SEMAT SALES OF EXCESS MATERIAL	6.00	1,500.00	-1,494.00
L2665 · SEEQUIP SALE OF EXCESS EQUIPMEN	0.00	385.00	-385.00
L2670S · SAM SAM USE	644.75	2,500.00	-1,855.25
L2690LC · LOST LIBRARY CARDS	25.00	120.00	-95.00
L2690LI · LOST ITEMS	146.17	500.00	-353.83
Total L4140 · SALES OF PROP & COMP FOR LOSS	821.92	5,005.00	-4,183.08
L4150 · GIFTS & DONATIONS			
L2705 · GFDON MISC GEN FUND DONATIONS	70.55	500.00	-429.45
Total L4150 · GIFTS & DONATIONS	70.55	500.00	-429.45
L4160 · MISCELLANEOUS REVENUE			
L2701 · REFUND PRIOR YR EXPENSES	0.00	10,000.00	-10,000.00
L2770B · SCAN REVENUE	157.20	500.00	-342.80
L2770BS · BOOK SALES REVENUE	71.50	1,200.00	-1,128.50
L2770C · COPY REVENUE	221.80	1,985.00	-1,763.20
L2770CD · COMPUTER SUPPLY REVENUE	0.00	332.00	-332.00
L2770F · FAX REVENUE	446.10	3,000.00	-2,553.90
L2770PP · PAY PHONE REVENUE/COSTUME CHG	0.00	50.00	-50.00
L2770RM · REMISC MISC REIMBURSEMENTS	0.00	500.00	-500.00
Total L4160 · MISCELLANEOUS REVENUE	896.60	17,567.00	-16,670.40
L4190 · COUNTY SOURCES			
L4049 · LOCAL LIBRARY SERVICES AID	5,355.00	3,000.00	2,355.00
Total L4190 · COUNTY SOURCES	5,355.00	3,000.00	2,355.00
Total Income	9,019.87	1,043,542.00	-1,034,522.13
Gross Profit	9,019.87	1,043,542.00	-1,034,522.13
Expense			
L5000 · GENERAL FUND INTERFUND TRANSFER			
L7410gj · 720FCR CAPITAL RESERVE	0.00	3,000.00	-3,000.00
L5000 · GENERAL FUND INTERFUND TRANSFER - Other	205,000.00		
Total L5000 · GENERAL FUND INTERFUND TRANSFER	205,000.00	3,000.00	202,000.00
L5100 · PERSONNEL			
L7410.1 · SALARIES	135,599.36	480,533.00	-344,933.64
Total L5100 · PERSONNEL	135,599.36	480,533.00	-344,933.64
L5110 · EQUIPMENT			
L7410.2 · L7410.203B EQUIPMENT	1,708.61	2,400.00	-691.39
Total L5110 · EQUIPMENT	1,708.61	2,400.00	-691.39
L5120 · BOOKS			
L7410aa · 206 CD ROM PROD & ON-LINE SERV	3,000.00	8,500.00	-5,500.00
L7410ab · 410BA ADULT TITILES	641.64	19,000.00	-18,358.36
L7410ac · 410BJ JUVENILE TITLES	1,247.63	6,965.00	-5,717.37
L7410ad · 410BLH LOCAL HISTORY TITLES	0.00	500.00	-500.00
L7410ae · 410BR REFERENCE TITLES	0.00	500.00	-500.00
Total L5120 · BOOKS	4,889.27	35,465.00	-30,575.73

Marlboro Free Library
Profit & Loss Budget vs. Actual
July through October 2026

	Jul - Oct 26	Budget	$ Over Budget
L5130 · AUDIO-VISUAL MATERIAL			
L7410ba · 411VT VIDEOTAPES/DVD	103.01	1,000.00	-896.99
L7410bb · 412CS COMPUTER SOFTWARE	988.80	6,440.00	-5,451.20
Total L5130 · AUDIO-VISUAL MATERIAL	1,091.81	7,440.00	-6,348.19
L5140 · AUDIO BOOKS & BOOK BINDING			
L7410cb · 414 AUDIO BOOKS	0.00	10,183.00	-10,183.00
Total L5140 · AUDIO BOOKS & BOOK BINDING	0.00	10,183.00	-10,183.00
L5150 · PERIODCALS & MICROFORM			
L7410da · 413A MICROFORM/FICHE;CD ROM	0.00	2,000.00	-2,000.00
L7410db · 413B PERIODICALS	0.00	3,000.00	-3,000.00
L7410dc · 413D NEWSPAPERS	0.00	1,000.00	-1,000.00
Total L5150 · PERIODCALS & MICROFORM	0.00	6,000.00	-6,000.00
L5160 · SUPPLIES,SERVICES,ARTS&CRAFTS			
L7410ea · 430AC ARTS & CRAFTS SUPPLIES	599.59	3,000.00	-2,400.41
L7410eb · 430C COPY SUPPLIES/SERVICE	1,027.23	13,000.00	-11,972.77
L7410ec · 430M OFFICE SUPPLIES	1,798.65	5,560.00	-3,761.35
L7410ed · 430SS SPECIAL SERVICES	500.00	11,805.00	-11,305.00
Total L5160 · SUPPLIES,SERVICES,ARTS&CRAFTS	3,925.47	33,365.00	-29,439.53
L5170 · MISCELLANEOUS EXPENSE			
L7410fa · 431 TELEPHONE	1,152.30	5,000.00	-3,847.70
L7410fb · 433 POSTAGE	1,237.80	4,800.00	-3,562.20
L7410fc · 434 PUBLICITY & PRINTING	754.32	3,335.00	-2,580.68
L7410fd · 435 TRAVEL	34.10	1,500.00	-1,465.90
L7410fe · 437 GUEST SPEAKERS	1,712.04	4,500.00	-2,787.96
L7410ff · 438 MEMBERSHIPS	1,879.00	3,500.00	-1,621.00
Total L5170 · MISCELLANEOUS EXPENSE	6,769.56	22,635.00	-15,865.44
L5180 · OPERATION & MAINT OF BUILDING			
L7410ga · 439 REPAIRS & MAINTENANCE	14,255.91	50,000.00	-35,744.09
L7410gb · 450 FUEL & UTILITIES	8,139.86	20,358.00	-12,218.14
L7410gc · 451 CUSTODIAL SUPPLIES	1,130.23	3,378.00	-2,247.77
L7410gd · 452 REPAIRS TO BUILDING	15,618.50	13,000.00	2,618.50
L7410gf · 454 INSURANCE	6,579.70	12,000.00	-5,420.30
L7410gg · 720F REPAIR/RESERVE	0.00	6,571.00	-6,571.00
L7410gh · 900C CONFERENCE	845.00	3,500.00	-2,655.00
L7410gi · 900L LEGAL FEES	500.00	2,000.00	-1,500.00
Total L5180 · OPERATION & MAINT OF BUILDING	47,069.20	110,807.00	-63,737.80
L5190 · EMPLOYEE BENEFITS			
L9010.0 · N.Y.S. RETIREMENT	-4,464.12	79,288.00	-83,752.12
L9030.8 · SOCIAL SECURITY	10,369.75	36,761.00	-26,391.25
L9040.8 · WORKERS COMPENSATION INSURANCE	389.88	3,165.00	-2,775.12
L9050.8 · UNEMPLOYMENT INSURANCE	0.00	500.00	-500.00
L9060.8 · HEALTH/DENTAL INSURANCE	0.00	212,000.00	-212,000.00
Total L5190 · EMPLOYEE BENEFITS	6,295.51	331,714.00	-325,418.49
L5200 · DEBT SERVICES			
L9788.6 · LEASE PRINCIPLE	3,414.46	0.00	3,414.46
L9788.7 · LEASE INTEREST	309.54	0.00	309.54
Total L5200 · DEBT SERVICES	3,724.00	0.00	3,724.00
Total Expense	416,072.79	1,043,542.00	-627,469.21
Net Ordinary Income	-407,052.92	0.00	-407,052.92
Net Income	**-407,052.92**	**0.00**	**-407,052.92**

Emergency Preparedness/Disaster Policy

Libraries are not immune from disasters and other emergency situations. Emergencies are unforeseen circumstances calling for immediate action, such as fire alarms or severe weather, which may cause damage to people and facilities. Disasters can be defined as unplanned events whose outcomes are tragic. Any preparation or planning conducted prior to an emergency or disaster will lessen its effects.

The purpose of this document is to present some general guidelines for disaster preparedness and specific steps for emergency response by Marlboro Free Library employees. Included in this plan is a description of responsibilities and a list of persons to call if disaster strikes. Specific types of emergencies addressed here are:

- Fire Emergencies
- Power Outages
- Thunderstorms, Tornadoes, etc.
- Hurricanes
- Snow Emergencies
- Threats
- Medical Emergencies

Note – the Library has two safety buttons ~~located at the circulation desk~~ provided by the security firm that discreetly notifies the police to respond to an emergency at the Library. Locations are disclosed to staff upon training.

Fire Emergencies

Preparedness and preparation for fire emergencies is almost entirely contingent upon regular, routine and as needed maintenance to the Library's fire protection system. Ensuring that this system is tested and maintained via regular maintenance is the responsibility of the Library Director.

Another integral component of fire preparedness is a current and functional evacuation plan. The plan should be in conspicuous locations and included in the Library's policy and procedure manual. The plan should be evaluated annually. Library staff members should be trained in general evacuation procedures and understand their specific roles during an evacuation. Furthermore, staff members should be trained to use fire extinguishers and know when it is appropriate to do so.

Each employee is expected to be aware of conditions which could result in a fire and to report those conditions according to the specified procedure. Employee involvement in general disaster prevention is critical to the success of any fire preparedness effort and is a major component of the overall disaster planning effort. Staff awareness and training can address this component.

In the case of a containable fire, such as trash burning in a wastebasket, ignited food in the microwave, etc., the staff member who discovers it should attempt to put it out using a fire extinguisher.

It is the responsibility of fire department personnel to determine if an alarm is 'false' or not. If library staff suspects why the alarm was activated, they should advise FD personnel upon their arrival.

False alarm procedure for the Library Director, or staff member in charge:

- Conduct a sweep of the Library, including restrooms, to ensure all staff and patrons exit the building quickly and orderly
- ~~Calling 911 is unnecessary, as the Fire Department has already been notified upon activation of the alarm. If Library staff has pertinent information as to the nature of the activation, they may call 911 to inform incoming units of that information~~
- The Fire alarm panel is not to be silenced ~~by anyone other than FD personnel,~~ unless FD personnel has given instructions to.
- Confine the fire by closing doors, if possible.

Emergency Evacuation Procedures

~~Upon hearing the alarm, 911 has been notified. Calling 911 is unnecessary. If Library staff has pertinent information as to the nature of the activation, they may call 911 to inform incoming units of that information.~~

Evacuate the building as specified in "Marlboro Free Library Emergency Evacuation Procedures" (Appendix B).

Evacuate to a distance of at least 100 feet from the building and remain out of the way of emergency personnel. Staff members should meet at the North parking lot (off of West Street) and assist in accounting for all library personnel. Once to safety, notify the Library Director or Assistant Director if not present.

Notify emergency personnel on the scene if you know or suspect someone may be trapped in the building.

Do not return to the building after a fire alarm until instructed to do so by authorities.

Staff should await further instruction from emergency personnel and the Library Director.

Power Outages

~~If the power outage occurs during normal business hours, all decisions will be made in the Library administrative office.~~

If the power outage occurs ~~outside~~ during ~~of~~ normal business hours, these steps should be followed:

- Library staff ~~person~~ secures the cash drawer.
- All staff in building locate flashlights and have them ready for use.
- Notify library patrons that there is a power outage and for their safety they should vacate the building. Be prepared to assist patrons ~~with special needs.~~

Ensuring everyone's safety is of primary importance and great care should be taken to get everyone out of the building safely and quickly.

If the power outage lasts longer than ~~30~~ 15 minutes, staff members ~~shall confer and make a decision as to whether to close the building~~, should notify the Library Director, and await further instruction.

~~Once the building is evacuated, secure the front doors.~~ If the power is expected to be restored in a reasonable period of time, all staff will remain in the building and be prepared to re-open. If the building is closed for the night, Library staff should ensure building closing procedures are followed before leaving the library.

Thunderstorms, Hailstorms and Tornadoes

Severe thunderstorms can produce lightning, hailstones, and tornadoes. Staff should monitor weather-reporting stations.

At the discretion of the Library Director or ~~his~~ their designee, the following safety rules will be followed:

- If there is time, immediately turn off all ~~electrical or~~ electronic equipment, and lower blinds.

- ~~Stay away from windows doors, and skylights .~~ Instruct all patrons and staff to move away from the windows, glass partitions, and exterior doors. Shelter away from windows and glass.

A tornado watch is issued when tornadoes and severe thunderstorms are possible. A tornado warning is issued when a tornado has actually been sighted somewhere in the warning area. If a tornado approaches:

- Move to the interior of the building.
- Get as far away from doors, windows and ~~skylights~~ glass partitions as possible. Avoid large, open areas.
- ~~Take shelter underneath a desk or other heavy furniture.~~
- Assume a curled position to protect your head and eyes.

If evacuation becomes necessary, follow the evacuation plan outlined in this document.

Hurricanes

It is Library policy to view each hurricane threat as an extremely hazardous condition. The Library's goal is to minimize the risk to personnel consistent with protecting Library property and assets. Following a hurricane, movement to and from the Library may be seriously impaired. This policy seeks to limit exposure of the Library staff and patrons to the risks of a hurricane, and yet allow for the protection of property.

Phase 1: Hurricane

~~Watch when a hurricane watch is announced~~, When a hurricane watch is issue, emergency operations are to begin. Check inventory of plastic wrap, garbage bags and duct tape. Procure additional supplies, if needed. It is the Library Director's responsibility to ensure the Library's roof drains are properly maintained and regularly cleaned.

Phase 2: Hurricane Warning

Maintain vigilance.

Phase 3: Mandatory Evacuation

Unplug computers, printers, and telecommunications equipment from both power and communications lines and to secure equipment. Secure windows with all blinds/coverings in closed position. Unplug appliances from power outlets. Notify staff scheduled to work that the Library building is closing. Equipment can be wrapped with plastic bags and taped

securely. Close and lock all doors and windows that haven't been secured. Change telephone voice mail message to indicate the Library has closed. Vacate the building.

Recovery

After the hurricane, library employees should monitor the news media or messages from the Library Director to determine when to return to work

If there is no damage, when library employees return to work, they will:

1. Remove plastic wrappings.

2. Check communication and computer equipment for damage.

3. Restart equipment.

If there is damage, the Library Director will follow procedures for notifying insurance and repair services.

Snow Emergencies

When significant snow or ice accumulation is predicted, the Library Director will decide whether and when the library will close. If the Library Director is unavailable, the chain of command will fall to the Assistant Director.

The greatest dangers posed by snow emergencies are slippery roadways, sidewalks and stairs, and roof leaks. Library staff should take note of any problems and report them to the Library Director.

Threats

Threats may be threatening behavior, malicious actions, or acts of violence (including an active shooter) against employees, visitors, patrons or other individuals by anyone on Library property

- **Bomb threats**
  Bomb threats should be taken seriously. Should an unidentified or suspicious package, a threatening note, threatening graffiti, or a threatening call be received, contact the Marlboro Police Department.

- **Threatening calls**
  If a threatening call is received, take down as much information as possible from the caller. Keep the caller on the line and try to get as much information as possible,

such as the location of the device, when it will go off, what it looks like, why it was placed, etc. Listen to environmental clues to the location of the caller. Do not hang up after the caller does and call 911 and follow instructions. ~~Do not hang up the phone.~~ ~~Contact the Marlboro Police Department~~ The Library Director should be notified.

- **Suspicious objects**
  If a suspicious object is located, DO NOT attempt to open it, examine it, or move it. Keep all persons away from the area. Remain calm. Call the Marlboro Police Department. Do not evacuate the building until or unless told to do so by police. ~~It is often far more dangerous to evacuate in the absence of knowing the location of a device than it is to remain in the building~~. Call Postal Inspectors at 877-876-2455 if the item was received in the mail.

In the event an explosive device is located by the Police, or if the Police have deemed the threat to be sufficient to evacuate, follow the Marlboro Free Library Emergency Evacuation Procedures (Appendix B).

- **Active shooter**
  An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms. In the event of an active shooter situation, one of the following actions is recommended:

  1. EVACUATE (RUN)
     a. Have an escape route and plan in mind
     b. Leave your belongings behind
     c. Keep your hands visible

  2. HIDE OUT (HIDE)
     a. Hide in an area out of the shooter's view
     b. Block entry to your hiding place and lock the doors
     c. Silence your cell phone

  3. TAKE ACTION (FIGHT)
     a. As a last resort and only when your life is in imminent danger
     b. Attempt to incapacitate the shooter
     c. Act with physical aggression and throw items at the shooter

Call 911 when it is safe to do so. After the threat has passed, let the Library Director and others know that you are OK.

- **Lockouts**
  Lockout refers to securing the building so that no one may enter. The purpose of a lockout is to keep staff and visitors safe. Generally, this means that there a situation OUTSIDE the library building requiring the library to take extra security measures. Situations such as an explosion outside the building, a hazardous materials leak outside the building, or a violent situation near the library.

  Staff and visitors are secured in designated rooms throughout the building and are NOT allowed to leave until the situation has been resolved. Depending on the situation, it may be necessary to modify this procedure; common sense should prevail.

  Staff will follow the Marlboro Free Library Lockout Procedure (Appendix C).

- **Lockdowns**
  Lockdown is a RESPONSE when there is an immediate threat to anyone in the building.

  Staff, patrons, and visitors are secured in designated rooms throughout the building and are NOT allowed to leave until the situation has been resolved. The purpose of a lockdown is to keep staff and visitors safe.

  Depending on the situation, it may be necessary to modify this procedure; common sense should prevail. Staff will follow the Marlboro Free Library Lockdown Procedures (Appendix D).

See also the Workplace Threats and Violence Policy.

Medical Emergencies

The Library is equipped with a very small, basic first aid kit containing items such as bandages, gauze, cold packs, and antibiotic ointment. The kit is located in the library staff room.

In the case of a medical emergency,

- ~~Provide any first aid assistance that you are capable of/qualified to provide.~~ Staff members should exercise caution when administering first aid of even a minor nature due to the safety of the injured individual and potential liability of the staff member and Library. This includes giving aspirin or other medication(s).

- ~~Otherwise, do not attempt to treat the injured. This includes giving aspirin or other medication(s).~~
  Exception: CPR-certified staff will perform CPR when indicated, and must continue until emergency personnel arrive.
- Call 911
  - Provide the 911 dispatcher with any information that the dispatcher requests.
  - Follow the dispatcher's directions.
  - Do not hang up until directed to do so by the dispatcher.

When in doubt about the nature and/or severity of a medical problem, staff should call 911 immediately.

Staff should clear the area around the injured person(s), keeping onlookers away, and maintain~~ing~~ a clear entrance to the building for emergency personnel.

If needed, or if advised by emergency personnel, staff will evacuate and/or close the library to the public until the medical emergency is resolved, following the Marlboro Free Library Emergency Evacuation Procedures (Appendix B).

Summary of Immediate Steps to be Taken if Disaster Strikes

- Assess the damage.
- Stabilize the environment by reducing the temperature and humidity.
- Gather emergency supplies (See Appendix A for list.)
- Record all materials moved from the disaster area(s).
- Restore damaged area(s).
- Determine drying procedures needed

General Guidelines

Stay calm and contact the appropriate emergency officials and library staff.

Ensure that all persons are safely evacuated from the Library building.

General Preventive Checklist

Every library staff member is responsible for observing the surroundings and reporting problems with the building to the Library Director. Particular attention should be paid to leaks, obstructions, unstable shelving, broken equipment and other potential safety hazards. Specifically, the Library staff should:

- Have a flashlight in the Library staff office area and check flashlight batteries annually.
- Have a printed copy of this disaster plan and review it annually.
- Be aware of the location and proper use of fire extinguishers.
- Know emergency evacuation procedures
- Regularly review the Library's COOP procedure document.

Employees are encouraged to enroll in training for life saving techniques such as First Aid/CPR.

Request for Confidential Information

In accordance with the Marlboro Free Library's *Policy on Confidentiality of Library Records* all requests should be forwarded to the Library Director immediately. Do not give out any information, including to law enforcement. Let the requester know only the Library Director may respond to requests. Camera playback can only be accessed by the Library Director.

Appendix A --List of Emergency Supplies

- Plastic sheets
- Large plastic garbage bags
- Duct tape
- Flashlights
- Book trucks
- Markers, pens, pencils and pads
- Scissors
- Rubber gloves
- Extra batteries
- First Aid kits

Appendix B – Marlboro Free Library Emergency Evacuation Procedures

Library staff on duty at the desk

When alerted by the fire alarm, shouted warnings, or the sensation of smoke or fire:

- If alarm is not sounding, call 911 or use a pull box located at any of the exits to activate the alarm.
- Evacuate the building by the nearest exit. If smoke or flames make this route impossible, use another exit. Remember to evacuate restrooms, meeting rooms, and any other areas where the public and staff may be.
- NEVER re-enter a building after a fire alarm until instructed to do so by the authorities.
- If possible, all interior and exterior doors should be shut.

All other library staff:

When alerted by the fire alarm, shouted warnings, or the sensation of smoke or fire:

- Identify the nearest exit to your location and leave the building. If smoke or flames make this route impossible, use another exit.
- As you exit the building, tell library patrons to follow you to the nearest emergency exit.
- Assist other staff in moving people away from the building, toward the north parking lot or another location at least 100 feet away.
- NEVER re-enter a building after a fire alarm until instructed to do so by the authorities.
- When given the all clear signal by emergency personnel, tell library patrons they may return to the building.

Appendix C—Marlboro Free Library Lockout Procedure

Library Director or designated staff will:

- Announce to patrons in the library:

  "Attention: We are in a lockout situation. Please stay in the building and wait for further instructions. Staff will guide you to the nearest safe room. Staff closest to Exit doors: please lock them."

- Call 911 and inform them that a lockout procedure is underway and the reason for such. Do not hang up until directed to do so by emergency personnel.

- Move to a safe area.

Library staff will:

- Comply immediately with the request to lockout the building.

- Move patrons to a part of the building where their visibility to a threatening person is minimized (away from doors and windows) and where doors can be secured behind them. Examples of these locations are:

    a. Staff work area

- Staff will pull down any window shades.

- Staff and patrons will remain in safe locations until emergency personnel or the Library Director tells them the situation has been resolved.

Appendix D--Marlboro Free Library Lockdown Procedures

Library Director or designated staff will:

- Announce to patrons in the library:

  "Attention: We are in a lockdown situation. Initiate lockdown procedure now. Staff will guide you to the nearest safe room."

- Call 911 and inform them that a lockdown procedure is underway and the reason. Do not hang up until directed to do so by emergency personnel.

- Move to a safe area.

Library staff will:

- Comply immediately with a request to lock down the building.

- Move patrons to a part of the building where their visibility to a threatening person is minimized (away from door and windows) and where doors can be secured behind them. Examples of these locations are:

    b. Staff work area

- Listen for danger.

    ~~a. If there is no immediate violence, then take a "quick peek" into the library; collect anyone from common areas.~~

    a. If there is violence:

        - Lock the room door immediately. Do not open the door for any reason.
        - Turn all lights out (including monitors, projectors).
        - Help everyone remain calm and caution them to remain COMPLETELY QUIET.
        - If possible, do not let anyone leave the room.

- Staff and patrons will remain in safe locations until emergency personnel or the Library Director tells them the situation has been resolved.

Based on policies from libraries in Michigan, New York, North Carolina, Massachusetts, and Wisconsin.

1st Reading: 10/6/2014

2nd Reading: 11/17/2014

Updated July 1, 2021

MFL ASSET DISPOSALS 6/30/2026

Date	Company	MFL Asset Number	Description	Cost	AUDITOR System Number	AUDITOR Type	Location
2/28/1990	ASD	69	Acoustical Panels (gray/blue soft cloth sides, freestanding)	$1,106.00	29	Furnitre & Equipment	
6/30/1994	Checkpoint		Security System (with upright posts at entrance)	$9,285.00	37	Furnitre & Equipment	
6/28/1995	Brodart		Display Rack (paperback)	$887.00	39	Furnitre & Equipment	
6/30/1996	Brodart		Display Rack (four tower display w/6 shelves)	$825.00	52	Furnitre & Equipment	
8/22/1996	Carmen's		Workroom Furniture (custom cabinetry in office-dark and light gr	$7,524.00	57	Furnitre & Equipment	
9/22/1998	Siegel Display Products		Thinline Panel - Modular display panel for Children's programs	$1,656.00	66	Furnitre & Equipment	
7/25/2000	Safeco Alarm System		Security Cameras (2)	$995.00	73	Furnitre & Equipment	
6/12/2002	Hudson Valley Office Furn	246	Desk Unit - Director's Office Furniture	$3,917.00	78	Furnitre & Equipment	Director Office
3/13/2003	CDW Government Inc	248	Exabyte Backup Unit	$2,395.00	80	Furnitre & Equipment	
2003-2004							
Date	**Company**	**MFL Asset Number**	**Description**	**Cost**			
7/31/2003	The Bells-Ethan Allen	131	Entertainment Center	$2,199.00	44	Building & Improvements	
7/31/2003	Brodart	109	Leteron Lettering System (machine lettering system w machine)	$720.00	47	Furniture & Equipment	
2004-2005							
2/28/2005	Lee Slaughter Plumbing		Toilet (2 powerflush american standard handicap-men/ladies)	$1,505.00	83	Furniture & Equipment	
4/20/2005			Security Cameras	$1,390.00	84	Furniture & Equipment	
2005-2006							
8/12/2005	Catskkiill Art & Office Sup		Paper Shredder	$495.00	85	Furniture & Equipment	
3/7/2006	Safeco		Alarm System(16 channel color digital multi plexer & monitor)	$6,710.00	89	Furniture & Equipment	
2006-2007							
2/6/2007			Boiler	$5,450.00	91	Furniture & Equipment	
11/14/2006			Telephone System	$567.64	92	Furniture & Equipment	
2007-2008		**MFL**					
Date	**Company**	**Asset Number**	**Description**	**Cost**			
3/3/2008			Camcorder	$808.77	100	Furniture & Equipment	(in shed to be disposed of)
1/1/2008	MonitorOutlet.com	281-282	Sharp 46" LCD TV w/Mobile Cart & height adj shelf	$2,464.96	105	Furniture & Equipment	
2008-2009		**MFL**					
Date	**Company**	**Asset Number**	**Description**	**Cost**			
11/5/2008	Brodart	294	CD/DVD with shelf	$823.20	107	Furniture & Equipment	
12/1/2008	Demco	301	Paladin Mobile Grid Display	$579.00	108	Furniture & Equipment	
10/22/2008	Brodart		Chairs - D Husky Chair Stk Purple	$525.00	110	Furniture & Equipment	
10/31/2008	Sauder		Furniture - Reference Area (4 refection chairs)	$3,489.57	111	Furniture & Equipment	Reference Area
10/21/2008	Safeco Alarm System	325	Camera	$795.00	112	Furniture & Equipment	#10
2009-2010		**MFL**					
Date	**Company**	**Asset Number**	**Description**	**Cost**			
8/31/2009	John J Herbert Co		Carpet - Main Area, Childrens Area, Office Area	$10,936.70	117	Furniture & Equipment	Main, childrens, office-areas
1/26/2010	Safeco Alarm System		Security Camera	$795.00	119	Furniture & Equipment	#7 courtyard
4/22/2010	Lowes		Window Blinds	$705.00	121	Furniture & Equipment	library shades
2010-2011		**MFL**					
Date	**Company**	**Asset Number**	**Description**	**Cost**			
8/10/2010	Depew Oil		Oil Boiler - main library	$6,900.00	124	Furniture & Equipment	main library
8/18/2010	Brodart	333	DVD Case	$1,270.37	125	Furniture & Equipment	
10/28/2010	Brodart	334	Slatwall Display	$892.00	129	Furniture & Equipment	
3/14/2011	Safeco Alarm System		Interior Camera	$995.00	132	Building Improvements	

	A	B	C	D	E	F	G	J
3			MFL			AUDITOR	AUDITOR	
4	**Date**	**Company**	**Asset Number**	**Description**	**Cost**	**System Number**	**Type**	**Location**
57	4/2/2011	Superior Roofing		Roof Repair/maintenance - back office	$6,250.00	133	Building Improvements	back office
58	6/17/2011	Safeco Alarm System		Alarm/camera upgrade	$2,290.00	135	Furniture & Equipment	
59								
60	**2011-2012**		MFL					
61	**Date**	**Company**	**Asset Number**	**Description**	**Cost**			
62	12/12/2011	Safeco Alarm System		2 Cameras	$1,590.00	137	Furniture & Equipment	#2 & #5
63	3/12/2012	Brodart	339-340	DVD Display	$5,606.36	140	Furniture & Equipment	
64	3/21/2012	Safeco Alarm System		Camera	$795.00	141	Furniture & Equipment	outside front entry
65	6/15/2012	KI Inc.		Furniture for J area	$3,167.04	146	Furniture & Equipment	J area
66								
67	**2012-2013**							
68	**Date**	**Company**	**Asset Number**	**Description**	**Cost**			
69	6/27/2012	iSectra		Egrotron PS Laptop Charging Cart	$1,429.00	148	Furniture & Equipment	
70	9/19/2012	Safeco		Replaced camera	$795.00	151	Furniture & Equipment	
71	2/12/2013	Depew Oil		Installed new 400 gal. Roth Oil Tank	$3,200.00	155	Furniture & Equipment	library
72	2/19/2013	DJ Heating		Replaced blower motor, wheel and capacitor	$620.00	156	Furniture & Equipment	juvenile area blower repair
73	6/20/2013	Gressco		Kwik cases-dvd (200) @ $5.49	$1,098.00	158	Furniture & Equipment	
74	6/25/2013	DJ Heating		Remove & reinstall 7 new supplies and air lines	$2,100.00	159	Furniture & Equipment	library
75								
76	**2013-2014**							
77	**Date**	**Company**	**Asset Number**	**Description**	**Cost**			
78	11/22/2013	Safeco		Replaced camera - security camera	$995.00	161	Furniture & Equipment	
79	12/18/2013	D.J. Heating & Air		Condesor fan HV unit over workroom	$581.00	162	Furniture & Equipment	workroom area
80	1/30/2014	Door Control, Inc.		Outer slider door	$741.00	163	Furniture & Equipment	front entrance
81	3/12/2014	Hudson Valley Tele		Telephone system - library	$4,837.00	164	Furniture & Equipment	library
82								
83								
84	**2015-2016**							
85	**Date**	**Company**	**Asset Number**	**Description**	**Cost**			
86	7/1/2015	DJ Heating		3 Ton Air Handler (inside blower, heating element & filter)	$4,000.00	169	Furniture & Equipment	library air handler (heating & blower)
87	7/2/2015	DJ Heating		AC Unit (compressors)	$17,727.00	170	Building Improvements	children's & office area AC - compressors
88	9/24/2015	Safeco Alarm System		Dome Camera	$1,600.00	172	Furniture & Equipment	library -
89	4/30/2016	DJ Heating		AC Unit - carrier RTU 50TC 7.5 ton and 3 ton Cooling	$21,550.00	176	Building Improvements	front bloom st side 2 AC units - compressors
90								
91	**2016-2017**							
92	**Date**	**Company**	**Asset Number**	**Description**	**Cost**			
93	8/15/2016	Superior Roofing		Roof Repairs	$2,875.00	178	Building Improvements	1251 rte 9W roof leak
94	2/1/2017	Old County Revenovations		Ceiling Tiles	$1,700.00	182	Furniture & Equipment	library
95								
96	**2017-2018**							
97	**Date**	**Company**	**Asset Number**	**Description**	**Cost**			
98	2/21/2018	Demco		2 Rockwell Accent Chairs, 2 Curved Wait Benches	$2,123.00	183	Furniture & Equipment	
99								
100	**2018-2019**							
101	**Date**	**Company**	**Asset Number**	**Description**	**Cost**			
102	7/10/2018	Door Control, Inc.		Furnished and installed (2) Horton 2000B automatic doors	$25,744.00	185	Furniture & Equipment	Main Entrance/patio door
103	8/9/2018	Demco		(6) tables	$3,984.00	186	Furniture & Equipment	
104	9/1/2018	Brodart		Magazine Display Inserts	$1,361.00	187	Furniture & Equipment	
105	1/28/2019	John Herbert Company		Lobby tiling, walk-off carpet, trim (rip up old tiles)	$9,211.00	190	Building Improvements	
106	2/4/2019	Demco		Kodovation High-capacity Book Spinner	$1,308.00	191	Furniture & Equipment	
107	2/21/2019	KI, Inc.		Computer stations	$4,052.00	192	Furniture & Equipment	
108								
109	**2021-2022**							
110	**Date**	**Company**	**Asset Number**	**Description**	**Cost**			
111	1/10/2022	Royal Class		Toilet - staff restroom	$1,020.07	201	Furniture & Equipment	staff restroom toilet

	A	B	C	D	E	F	G	J
3			MFL			AUDITOR	AUDITOR	
4	Date	Company	Asset Number	Description	Cost	System Number	Type	Location
112	1/10/2022	Safeco		Camera #1 - front parking lot	$702.50	195	Furniture & Equipment	front parking lot - camera #1
113								
114	2022-2023							
115	Date	Company	Asset Number	Description	Cost			
116	5/22/2023	Safeco Alarm System	376	(1)Camera & 16 Channel DVR - with remote viewing	$2,750.00	208	Furniture & Equipment	Circ Desk - shelf with monitor
117								
118								
119								
120								
121				**MFL ASSET DISPOSALS 6/30/2026**				
122								
123								
124			EXPLANATION:					
125			To Approve of the Disposal of Assets for the Marlboro Free Library					
126								
127			Recommended by:		Date: 10/22/2026			
128								
129			Approved by:		Date:			
130								
131								