POLICY 102 – Rescinded

CINNABELLE MORRIS ESTERMAN FUND OF THE HEWLETT-WOODMERE PUBLIC LIBRARY

Purpose of the Fund:

The Cinnabelle Morris Esterman Fund of the Hewlett-Woodmere Public Library has been established to honor the memory of Cinnabelle Morris Esterman, and to perpetuate her love of music, her creativity and her inspiration to young people.

Activities of the Fund:

The CME Fund will support at least one annual concert to be held in Gold Hall of the Hewlett-Woodmere Public Library. Every attempt will be made to schedule concerts on a semi-annual basis with the understanding that the second concert may not always be financially or logistically feasible.

From time to time the CME Fund may sponsor events at the facilities of local school districts.

The CME Fund may sponsor Master Classes. Whenever possible these Master Classes will be held in conjunction with concerts at the Hewlett-Woodmere Public Library.

The Library will provide all necessary support for CME Fund activities held within the Library Building. This support will include custodial assistance, technical assistance, program preparation, and logistical support.

Administration of the Fund:

All contributions to the fund will be deposited into a special account, and will be segregated from the Library’s Operating, Enhancement and Endowment Funds. Like all other Library Funds, the CME Fund will be subject to rules and regulations established in the Municipal and Education Laws of the State of New York.

Payment for activities sponsored by the fund will be made from the Library’s Operating Fund and with the approval of the Board of Library Trustees. The CME Fund will reimburse the Library’s Operating Fund for those expenses made on its behalf. Reimbursements, in the form of interfund transfers, will also be approved by the Board of Library Trustees.

Both the Library Board and an Advisory Committee will work with the Library Staff in selecting events to be sponsored by the fund. That same committee will receive a quarterly financial report that will include opening balances, receipts, and expenditures and closing balances.

Adopted, Board of Library Trustees, November 13, 2000
Rescinded and removed from Manual, BOT, July 17, 2013