

**Library Board of Trustees
Meeting Minutes: September 15, 2021
Location: Catskill Public Library & via Zoom**

Call to Order 7:06 pm

Present: Mike Maloney, Vicky Wilson, Erin Koen, Rishema Fox, Helene Tieger, Beth Hague, Joan Miller, Emily McCabe, Bathsheba Orlando, Crystal DiRaffaele.

Excused: Gil Bagnell, Gabriel Kane

Minutes: Motion to accept the August minutes made by; Mike Maloney seconded by Erin Koen. Approved.

Treasurer's Report:

Ms. Wilson reported that the numbers remained aligned with expected expenses.
Ms. Miller reported that the fall budget is being worked on.
The Treasurer's report was read.

Interim Director and Administrator previously submitted written reports.

Motion to accept the Interim Director and Administrator reports made by Mike Maloney; seconded by Vicky Wilson. Approved.

Branch Manager previously submitted written reports.

Motion to accept the Branch Manager's report made by Erin Koen; seconded by Vicky Wilson. Approved.

Youth Services Librarian previously submitted a written report.

Motion to accept the Youth Services Librarian report made by Vicky Wilson; seconded by Rishema Fox; Approved.

Adult Services Librarian previously submitted a written report.

Motion to accept the Adult Services Librarian report made by Helene Tieger; seconded by Mike Maloney. Approved.

Old Business

Website and Programming - contained in Librarian reports
Holidays and Scheduling. Mr. Koen made several comments prior to vote on holiday hours changes.

New Business

Finalize and approve upcoming Christmas and New Year's holiday hours.
Christmas Eve: Helene Tieger motioned to approve Christmas Eve hours as presented; Erin Koen seconded. Approved
New Year's Eve: Mike Maloney motioned to approve New Year's Eve hours as presented; Rishema Fox seconded. Approved

Approve Job Descriptions for Librarian 1, Senior Library Clerk, and Library Program Support Clerk.
Motion to approve job descriptions made by Vicky Wilson; seconded by Mike Maloney. Approved

Approve updates to Employee Handbook: meal and rest breaks.

Motion to approve changes to Employee Handbook made by Erin Koen; seconded by Vicky Wilson. Approved.

Finalize and approve updates to Employee Handbook: COVID 19 Vaccination Policy.
Motion to approve vaccination requirements in Employee Handbook made by Helene Tieger; seconded by Rishema Fox. Approved.

Approve purchase of Patron and Librarian laptops. Current laptops are six years old. Motion to approve purchase of new laptops made by Vicky Wilson; seconded by Erin Koen. Approved.

Building repairs.

Mr. Maloney reported that Joan Miller is proposing to complete planned exterior building repairs. Costs will be significant, and the existing estimate is several years old. This will be further addressed at the October meeting.

Motion to adjourn made by Erin Koen; seconded by Rishema Fox. Approved.

Next Meeting Date: 7 pm on 10/20/21 at 1 Franklin Street, Catskill NY

**Respectfully submitted,
Helene Tieger**