

**Board Meeting Minutes from October 20, 2021 Agenda  
Location Catskill Public Library at 7:00 PM**

**Call to Order:** 7:06 PM

**Present:** Mike Maloney, Gil Bagnell, Rishema Fox, Erin Koen, Helene Tiger, Beth Hague, Joan Miller, Emily McCabe, Bathsheba Orland, Crystal DiRaffaele, Gabriel Kane,  
**Via Zoom:** Vicky Wilson

**Welcomed guest:** Scott Myers

September minutes **Approved**

**Reports:**

**Treasurer report:**

Ms. Wilson reviewed treasurers report.

A procedure manual needs to be put in place for new employees in training. This may include a check list for increased alignment and fluidity. No additional adds.

**Motion to accept report by Vicky Wilson. Approved**

**Interim Director and Administrator**  
**Branch Manager**  
**Youth Services Librarian**  
**Adult Services Librarian**

**Motion to accept report. All in Favor**  
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**Old Business:**

Website & Programming- contained in Librarian report(s)

Staff Training- contained in Interim report

Trustee Training: Sexual Harassment Courses to be completed and submitted by new Trustees: Rishema Fox, Vicky, Wilson and Erin Koen.

**New Business:**

Discussion and approval of 2021 Fall Working Budget:

**Motion to accept 2021 fall working budget report by Erin Koen; Second by Rishema Fox**

**Discussion and Decision Re:** Windows 11 Desktop purchases:

**Motion to accept Windows 11 Desktop 11 by Michael Maloney; Second by Erin Koen**

**Discussion and Decisions Re:** Exterior Work and Material:

**Motion to accept Exterior Work and Material by Mike Maloney; Second by Erin Koen**

Estimates and work reviewed. Rates to be locked in at this time and work to be completed in 2022.

**Additional comments:** Joan reviewed offering a notary class in support of having individuals to assist in notarizing documents when needed.

**Motion to adjourn made by Helene Tiger; Second by Erin Koen. Approved 9:01 PM**

**Next meeting date:** November 17<sup>th</sup>, 2021 at 7:00 PM at the Palenville branch location: Route 3303 Route 23 A.