



1 Franklin St.
Catskill, NY 12414
(518) 943 - 4230
(518) 943 - 1439
catskillpubliclibrary.org

Board Meeting Minutes

05/18/2022

Location: Palenville Branch Library and Zoom

Call to Order: 7:17 PM

Present: Gil Bagnell, Helene Tieger, Mike Maloney, Rishema Fox
Via Zoom: Trustee: Vicky Wilson **Staff:** Bathsheba Orlando, Crystal DiRaffaele
Staff: Elizabeth Hague, Joan Miller
Excused: Erin Koen

Approved without objection: Minutes from April 20, 2022 meeting

Reports:

Treasurer report	Mike Maloney	Approved without objection
Interim Director and Administrator report	Beth Hague/Joan Miller	Approved without objection
Branch Manager report	Bathsheba Orlando	Approved without objection
Youth Services Liberian report	Emily McCabe (not present)	Approved without objection

Old Business:

-The 2023 Budget was approved by the voters in Catskill on May 17, 2022 with a vote of 464 yes - 215 no. Mr. Mahoney commends the current administration and supporting staff for their work in promoting the library and getting the word out.

-Construction Grant and Facility Plan: Ms. Miller has been in contact with Richard May of Butler Rowland Mays in Saratoga NY. He has agreed to visit the Franklin St building and do a walk about as soon as able. As requested by the Trustees, the report he produces from this walk about will not be comprehensive, however, it will contain guidelines and suggestions on how to improve the accessibility and space. Mr. May will charge per hour for his time. Due to the timelines set by NYS/MHLS – the library will not be able to gather the information needed to apply for a construction grant this cycle.

New Business:

-Reminder of June meeting and need to elect Officers and Trustees who’s terms will expire.
 -Ms. Hague informed the Board that we have reached out the Eliot to provide services in their building, Ms. Miller will be meeting with them shortly to iron out the details. Next up is serving the 6+ assisted housing for the disabled here in Catskill.
 -Ms. Hague also commented that our “Meals on Wheels” program was featured in the MHLS bulletin as an example of grant winning programming.
 -Ms. Tieger spoke to the recent events in Buffalo, and how the library can promote its position on inclusion, diversity and anti-racist acts. To that end, she and Ms. Miller will explore signage, and staff will be on the lookout for any community rally’s we can participate in. “Hate has no home here”.



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-The library will participate at the May 29th Catskill Farmers Market and distribute information about our programs and services. Free (donated) books will be distributed to children. Ms. McCabe will coordinate with E. Matos.

Policies:

Revised and New Polices were presented to the Board for consideration, and a comprehensive list is attached to these minutes:

Discussion regarding the Bylaws included the need to further clarify the language regarding the election of officers and trustees.

In addition, Mr. Bagnell recommends that the library appoint a Recording Secretary.

Mr. Bagnell also suggests that during the next year all policies should be edited for language and form, and an index and definition(s) page should be inserted for ease of reading/clarity.

Motion to amend the Bylaws to appoint a recording secretary: **Motioned: M. Maloney, 2nd H. Tieger**

Motion to amend the Bylaws to conform to the existing Charter: **Motioned G. Bagnell, 2nd M. Maloney**

Motion to add to the Employee Handbook Juneteenth as a working holiday: **Motioned V. Wilson, 2nd H. Tieger**

Motion to approve all policies as proposed: **Motioned V. Wilson, 2nd H. Tieger**

Financial Policies:

Annually, the Board should review the Financial Policies. No changes have been made.

Motion to renew the Financial Policies: **Motioned M. Mahoney. 2nd R. Fox**

Motion to adjourn 9:14 PM:

Motioned: M. Maloney. 2nd R. Fox.

Next meeting 7PM on 6/15/22 at 1 Franklin St., Catskill NY.

Rishema Fox, Secretary



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Addendum to Minutes:

Approved 05/18/2022 Policy List

Board:

Mission Statement

Bylaws - *refer to comments in Minutes, to be finalized at the June 15, 2022 meeting.*

Meeting Procedures

Continuing Education

Removal of a Trustee

Committee on Open Government

Conflict of Interest

Trustee Code of Conduct

Circulation:

Lending Rules and Regulations

Schedule of Fines and Fees

Lost or Damaged Items

Confidentiality of Patron Records

In-District Patron Policy and Non-Resident Use

Collection:

Collection Development

Weeding

Library Bill of Rights

Freedom to Read Statement (ALA)

Gifts

Donations

Challenge of Library Materials

Reconsideration Request form

Copyright Laws and the Use of Copiers in the Library

Internet & Technology

Computer Use in the Library

Wireless Use Policy

Personnel:

Holidays

Personnel Records Access and Retention

Whistleblower

Public Space:

Accessibility ADA Statement

Bulletin Board and Handouts

Child and Vulnerable Adults



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Environmental
Freedom of Information (FOIL)
Approved 05/18/2022 Policy List (continued)

Guidelines for Animals in the Library
Law Enforcement Inquiry
Meeting Room Policy
 Meeting Room Request Form
Patron Code of Conduct
Recording in the Library
Social Media Posting

Safety:

Workplace Safety/Violence Prevention- see Employee Handbook

Financials, last approved 3/17/2021, reauthorized 5/18/2022

Policies remaining to review/amend/approve:

Administrative:

Records Management
Business Continuity/Disaster Plan
Public Relations

Internet & Technology:

Internet Use

Public Space:

Incident Reporting
Patron Complaints

Safety:

Emergency Closure/Inclement Weather
Emergency Plan:
 Disaster Recovery
 Active Shooter Procedures
Fire Safety
Opioid Prevention Measures