

**Board Meeting Minutes**

**June 21, 2023**

**Location: Catskill Public Library and Zoom**

**Called to order: 7:18 PM**

**Welcomed Interim Library Manager Dawn Jardine**

**Present:** Mike Maloney, Gil Bagnell, Helene Tieger, Rishema Fox, Megan Henry

**Present Via Zoom:** Trustee Sara Decker, Staff Bathsheba Orlando & Dale Lague

**Staff:** Dawn Jardine, Joan Miller, Emily McCabe

**Motion to approve May 15, 2023 Minutes**

**Gil Bagnell; 2<sup>nd</sup> Michael Maloney**

**Reports:**

**all approved without objection**

**Treasurer report**

Michael Maloney

**Director report**

Written- Caroline Ford, presented and supplemented by Dawn Jardine

**Branch Manager report**

Bathsheba Orlando

**Adult Services Librarian**

Dale LaGue

**Youth Services Librarian**

Emily McCabe

**Old Business:**

**Exterior painting project update:**

Michael Maloney

Reviewed cost(s) for work to be done to the front of the library building and sides. Reviewed options to develop a facility plan and/or a building condition report to help identify the next steps or building needs. Ms. Jardine will work with MHLS and review options for Vendors and funding sources.

Clarification from NYS is needed for the bidding threshold and for breaking out the boom cost from the contractor cost. Ms. Jardine will continue to investigate and advise.

***Pending a satisfactory resolution from the State: Motion is made to move forward with the Martinez Renovation contract for \$44,000 to paint the front exterior wall.***

***Gil Bagnell; 2<sup>nd</sup> Michael Maloney***

**Friend Group update:**

Dawn Jardine

Ms. Jardine reports that she has been in contact with Joy, and plans will be made for a “meet ‘n greet”. Funds can be allocated from the existing “Friends” bank account for this event.

**Turning Outward / Long Range Plan / Facility Plan**

Mr. Maloney expressed concern about pausing the momentum of the “Turning Outward” program. Discussion ensued, with Ms. Decker expressing her ability to take the lead on the project until a permanent Director is found. Ms. Jardine explained how these programs work hand-in-hand. Ms. Jardine will contact MHLS to discuss where we are in the process(es) and report back on what can be paused or what needs to keep moving along. Ms. Decker will take the helm of the Turning Outward program.

**New Business:**

**Renewal of Terms and Election of Officers for 2023-2024.**

**All approved without objection**

**Renewal:** Trustee Gil Bagnell and Trustee Rishema Fox for the term of 07/01/2023 to 06/30/2026

**Officers:** Gil Bagnell, President; Helene Tieger, Vice President; Michael Maloney, Treasurer; Rishema Fox, Secretary

**Policies:** Dawn Jardine

Ms. Jardine suggested that the library create a policy committee for reviewing and keeping current policy changes. Mr. Maloney and Ms. Decker agreed to participate, working with Ms. Jardine.

At the recommendation of Public Sector HR, working with Library Director Caroline Ford, changes were made to the Employee Handbook, sections:

- 502 Meal and Rest Breaks- updated
- 502 Breaks for Nursing Mothers- new laws effective 6/1/2023
- 609 Family and Medical Leave Policy- updated
- 809 Short-Term Disability Benefits- updated
- 903 Non-Discrimination and Harassment in the Workplace- new laws effective 6/1/23
- 1101 Organizational Communications- new laws effective 6/1/23

**Motion to approve above changes to the Employee Handbook**

**Gil Bagnell; 2<sup>nd</sup> Megan Henry**

**Public Comments: None at this time**

**Executive Session entered at 8:54 PM to discuss personnel matters**

**Gil Bagnell; 2<sup>nd</sup> Michael Maloney**

**Executive Session adjourned at 9:40 PM**

**Gil Bagnell; 2<sup>nd</sup> Michael Maloney**

**The meeting adjourned at 9:40 PM**

**Gil Bagnell; 2<sup>nd</sup> Sarah Decker**

**The next meeting is to be held at 7:00 PM on 7/19/23 at the Catskill Public Library, 1 Franklin St. Catskill NY**

**Respectfully Submitted,**

**Rishema Fox, Secretary**