

**Board Meeting Minutes**

**July 19, 2023**

**Location: Catskill Public Library and Zoom**

**Called to order: 7:04 PM**

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

**Excused:** Sarah Decker, Meghan Henry

**Present Via Zoom:** Staff Bathsheba Orlando & Dale LaGue

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

**Welcomed:** Nicole Overbaugh – Accountant with UHY LLP

**Motion to approve June 21, 2023 Minutes**

**Helene Tieger; 2<sup>nd</sup> Gil Bagnell**

**2022 Audit findings and 990 Return reviewed by Nichole Overbaugh**

**Ms. Overbaugh reports:**

- Reminder, PILOT expired in 2023
- Books are in order, and the Bookkeeper is doing a great job, making the Audit a smooth process
- Overall, the Audit is favorable, with no issues

**Motion to accept the 2022 Audit and 990 Tax Return**

**Michael Maloney, 2<sup>nd</sup> Helene Tieger**

**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, Dawn Jardine**

At last month's meeting, the question was posed as to the bidding threshold. Dawn has confirmed with the State that our threshold is \$35,000, making the Martinez Renovation contract discussed last month null and void. The project is now in the process of Bid Creation and Request For Proposal (RFP) writing. Things are moving right along. A bid notice has been worked up with Matthew Alexander and is in the final stages of approval. Dawn has identified deadlines and procedures for advertising in local papers. We are looking forward to moving to bid.

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.

**Turning Outward:**

**Sarah Decker**

Ms. Decker submitted a written report. She recommends postponing Turning Outward until 2024, with plans to restart in February or March. At this time, the Board has agreed to defer to Sarah's decision.

**Friend Group update:**

**Dawn Jardine**

Ms. Jardine reports that there was a Friends startup meeting this afternoon. All went well, and preliminary steps are being taken to launch the Group. In addition, she and Joan researched the origin of the dollars reported on our balance sheet as "BOGC Friends Account." From all indications, The Friends group deposited the bulk of this money when the account opened in 2006, with little activity between 2006 and 2008. Once the Friends have established their 501C3, it is recommended that these dollars be transferred back to them. Joan will discuss with UHY any potential pitfalls and advise.

**Interim Manager Policy:**

**Gil Bagnell**

All Board members approved Interim Manager's sick time

**Director's Search:**

**Helene Tieger**

Ms. Tieger suggested implementing a deadline of July 31<sup>st</sup>. Candidates will be selected, and the first round of interviews will be via Zoom between the 1<sup>st</sup> and 2<sup>nd</sup> week of August. All Trustees are asked to participate in this round.

**New Business:**

-Ms. Jardine had included in the Board mailings proposed policies to review. At this time, she'd like to put them on pause; additional work needs to be done on them.

- Policies should be reviewed and updated every 3-5 years. It was noted that the bulk of library policies were reviewed in May 2023, which puts the library in a good space.

-A few policies need to be finished, and then the process moves to review status, starting with the oldest, our Employee Handbook.

**Public Comments: None at this time**

**Meeting adjourned at 7:54 PM**

**Executive Session entered at 7:54 PM to discuss personnel matters**

**Executive Session adjourned at 8:23 PM**

**The meeting adjourned at 8:23 PM**

**Michael Maloney, 2<sup>nd</sup> Rishema Fox**

**The next meeting is to be held at 7:00 PM on 8/16/23 at the Catskill Public Library, 1 Franklin St. Catskill NY**

**Respectfully Submitted,**

**Rishema Fox, Secretary**