

Board Meeting Minutes

October 18, 2023

Location: Catskill Public Library and Zoom

Called to order: 7:03 PM

Present: Gil Bagnell, Helene Tieger, Michael Maloney, Sarah Decker

Excused: Rishema Fox, Meghan Henry

Present Via Zoom: Staff Bathsheba Orlando

Staff: Dawn Jardine, Joan Miller

Motion to approve 08/16/2023 Minutes

M. Maloney, 2nd Gil Bagnell

Motion to ratify the phone vote on 9/26/2023 to approve the exterior walls contract with Above and Beyond GC Inc.

M. Maloney, 2nd S. Decker

Reports:

All approved without objection

Treasurer report	Michael Maloney
Director report	Dawn Jardine
Branch Manager report	Bathsheba Orlando
Adult Services Librarian	Dale LaGue
Youth Services Librarian	Emily McCabe

Old Business:

Director Search: the committee is finalizing the ad for the position and will contact MSLS to learn how to place locally with nearby systems in the tri-state area. Also in the works is a "Promo Video" to showcase all that our Libraries and the local area have to offer.

Long-Range Planning: Our libraries have been asking patrons to complete a short survey, and a survey will be included in the 10/22/23 weekly mailing. Ms. Jardine and Ms. Orlando have also been talking with community members. Concurrently, the Board has created a short questionnaire and will actively approach the community over the next two weeks.

A finalizing Public meeting will occur at the library on Nov. 1st at 7 p.m. Notices will be posted.

Exterior painting project update: Mr. Maloney and Ms. Jardine report that the Façade project and the project to paint the remaining three walls have been completed. The total cost to the library is approximately \$60,000, including Matt Alexander's consulting services, the permit and bid publication costs, and the two painting contracts.

New Business:

Fall Budget: M. Maloney introduced the Fall Budget; J Miller detailed the line-by-line changes. The Board must now transfer \$60,000 from the Reserves Account into the Operations Account to cover the exterior painting cost.

Motion to transfer \$60,000 from Reserves to Operations M. Maloney, 2nd S. Decker

Motion to approve the Fall Budget M. Maloney, 2nd H. Tieger

Friends of Catskill Public & Palenville Branch Libraries: D. Jardine; approved without objection

Dawn attended the last Friends meeting; all is moving smoothly as they finalize their mission statement and obtain 501c3 status. This Sunday, they will be at the Farmers Market with brochures, books, and information handouts.

Policy Change: Program Policy Agreement D. Jardine

This update includes recommended language regarding liability insurance, which was given to us by Carroll Nezhich at Marshall & Sterling. The change is as follows:

Vendors must submit a W-9 form and provide a Certificate of Liability naming Catskill Public Library as an Additional Insured on vendors' general liability policy when signing this agreement.

Motion to approve the Program Policy Agreement Changes M. Maloney, 2nd G. Bagnell

Trustee Education D. Jardine

Ms. Jardine is emailing a board with a link to the webinar for Sexual Harassment Training; Trustees must complete it by 12/31/23. In addition, all Trustees now have a link to Niche Academy and select from the menu no less than 2 hours of training annually.

Palenville Lease Update D. Jardine

Ms. Jardine and Ms. Orlando met with landlord Dan Souza to discuss the terms of the 2024 lease in Palenville. Mr. Souza is willing to renew for a one-year term with a 4% increase.

Motion to approve the new terms of the Palenville lease H. Tieger, 2nd S. Decker

Motion to Enter Executive Session @ 8:30 pm G. Bagnell, 2nd S. Decker

Motion to Adjourn Executive Session & Tonight's Meeting @ 8:50 pm - approved without objection

The next meeting will be held at 7:00 PM on November 15th, 2023, at 1 Franklin St., Catskill, NY.

Respectfully Submitted,

Joan Miller for Rishema Fox, Secretary