

Board Meeting Minutes

December 20, 2023

Location: Catskill Public Library and Zoom

Called to order: 7:02 PM

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

Present Via Zoom: Staff Bathsheba Orlando, Dale LaGue

Staff: Dawn Jardine, Emily McCabe

Guests: Joy DeVita, Mark Perry

Motion to approve 11/15/2023 Minutes

Approved without objection

Reports:

Treasurer
Director
Palenville Branch
Adult Services Librarian
Youth Services Librarian
Friends of the Libraries

Michael Maloney
D. Jardine (Interim Manager)
Ms. Orlando (Manager)
Ms. LaGue
Ms. McCabe
J. DeVita

Motion to approve the above Reports

Approved without objection

OLD BUSINESS

Reauthorize Financial Policies

M. Maloney

The current Financial Policies were distributed to all on 11/15/23. These need to be reauthorized by the Board on an annual basis. After discussion, it has been determined that some clarification of "Roles" and definitions is needed, and the motion to approve the policies is being placed, with the understanding that it would be wise to revisit the policies and amend them as needed during 2024.

Motion to approve the Financial Policies

Michael Maloney, 2nd Helene Tieger. All in favor.

Director Search

G. Bagnell, H. Tieger

It is ongoing, and interviews are being conducted.

Long Range Plan Revision

D. Jardine

Two errors in the 2022 Annual Report dealt with the total holdings (reported as 48,000 – s/b 57,700) and users of physical items and digital resources (reported as almost 45,000- s/b over 61,000). The 2022 Annual Report has been amended through MHLS. A motion is now needed to amend the Long Range Plan.

Motion to amend the Long Range Plan

Helene Tieger, 2nd Gil Bagnell. All in favor.

Investment of Library Funds**G. Bagnell**

As all are aware, the Library is limited by the State as to where to bank its funds. There are options, such as using an approved banking institution such as the Bank of Greene County, hiring an outside investment service to manage our funds, separating our dollars into different banks with deposits not exceeding the FDIC limit, or investing in Treasury Bonds.

G. Bagnell and M. Maloney met with BOGC earlier this month to review options, obtain current CD rates, and talk about what the bank can do for us to maximize interest income.

- The Library will continue negotiating with the BOGC for rates.
- The Library Board will invest the funds according to the Finance Committee recommendations.

Questions arose about who will be responsible for when CDs mature and how this will be managed throughout the year (Do we renew? Do we close? Who authorizes a transfer?). It was confirmed that members of the Finance Committee would report to the Board as CDs mature and make their best recommendations on how to proceed on a case-by-case basis.

Motion to Invest the Library Funds as described above***Gil Bagnell, 2nd Michael Maloney. All in favor.*****Trustee Training****G. Bagnell, D. Jardine**

Everyone has received correspondence about mandatory and upcoming training for Trustees. Ms. Jardine wanted to remind everyone that Allie Rappleyea will be the point person for tracking in the library. Please see her for missing information and get her your completed certificates.

NEW BUSINESS**Trustee Training****G. Bagnell, D. Jardine**

Everyone has received correspondence about mandatory and upcoming training for Trustees. Ms. Jardine wanted to remind everyone that Allie Rappleyea will be the point person for tracking Trustee Training. Please see her for missing information and get her completed certificates.

Catskill Climate Smart Initiative**G. Bagnell, D. Jardine**

Ben McCarthy dropped off information regarding the Village of Catskill and Community Solar. Joan, Christopher, and Gil will follow up before the next meeting and report back.

FY 2025 Tax Cap**M. Maloney**

As in prior years, the Board must resolve to exceed the 2% tax cap for the 2025 Fiscal Year.

“Resolution to exceed the tax levy limit in 2025 by an amount the Board of Trustees deem reasonable and in compliance with said Trustees fiduciary responsibility to the institution and the community it serves.”

Resolution to exceed the 2% Tax Cap for the 2025 Fiscal Year:***Michael Maloney, 2nd Sarah Decker.******All in favor.***

FY 2023 End of Year Pay Period**M. Maloney**

The work week ending December 30th falls on a Saturday, enabling the library to add a 53rd pay date to FY 2023. It is our recommendation to add this 53rd week to the year, which will then free up dollars in FY 2024.

Staff Structure (New position) and FY 2024 recommended pay increases**D. Jardine**

The new position of Library Assistant and duties have been hammered out, and D. Jardine would like the Board to approve this position. Doing so leaves an opening for a Senior Library Clerk, restructured into a part-time position, to be filled by a current staff member.

2024 Payroll Working Budget**M. Maloney, D. Jardine**

The changes mentioned above necessitate changes in the 2024 payroll budget. In addition, it is recommended that pay rates in 2024 be increased as follows:

Full-time staff receive a 2% COLA pay increase.

Part-time staff receive a \$1.00 per hour raise, which aligns with the 2024 minimum wage hike.

Motion to add a 53rd-week payroll to FY 2023; add the position of Library Assistant and promote from within a new part-time Senior Library Clerk; and approve the 2024 Payroll Working Budget with pay increases described above.

Michael Maloney, 2nd Sarah Decker. All in favor.

Patron Code of Conduct Policy**D. Jardine**

New language has been added to the existing policy, clarifying language, patron responsibilities, and staff roles.

Motion to approve the updated Patron Code of Conduct policy

Rishema Fox, 2nd Helene Tieger. All in favor.

Child and Vulnerable Adult Policy**D. Jardine**

New language has been added to the existing policy, clarifying language, responsibilities, and staff roles.

Motion to approve the updated Child and Vulnerable Adult Policy

Rishema Fox, 2nd Helene Tieger. All in favor.

Customer Service Policy**D. Jardine**

This is a new policy for the Library; its purpose is to define what staff can and can not do when assisting patrons.

Motion to approve the Customer Service Policy

Rishema Fox, 2nd Helene Tieger. All in favor.

Community Comments

Mr. Perry wanted to add that he felt the Library Board and Staff are doing a "Great Job" and is looking forward to learning more about the open position as a Library Trustee.

Motion to Adjourn @ 9:03 PM.

Gil Bagnell, 2nd Michael Maloney. All in favor.

The next meeting is scheduled for 7 pm on January 17th, 2024, at the Palenville Branch, 3303 Route 23A, Palenville.

Respectfully Submitted,

Rishema Fox, Secretary