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 catskillpubliclibrary.org

**Board Meeting Minutes
 October 16th, 2024**

Location: Catskill Public Library and Zoom

Called to Order: 6:58 PM

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

Excused: Mark Perry, Emily McCabe

Staff: Christopher Leary, Joan Miller, Bathsheba Orlando, Dale LaGue

Guest: Joy Devita

Motion to approve Minutes from 09/18/24 & 10/02/24 **S.Decker, M. Maloney**

Reports

Treasurer report

Mike Maloney

Christopher, Mike, and Joan met for several hours this week to update the working budget and will have finalized the numbers for our November meeting. The intention is to continue maximizing savings (“Tighten our belts”) in operations and utilize those saved dollars towards the cost of relocating the Palenville Branch.

In addition, the Board was asked to consider piggybacking the change from Cash-Basis Accounting to Accrual AND resetting the Library’s Fiscal Year to align with the School Fiscal Year (July to June). This will be a multi-year process, needing approval at the federal and state levels and adjustment(s) to the tax levies.

The Treasurer’s report was read.

Director Report

Christopher Leary

Branch Manager

Bathsheba Orlando

Youth Services Report

Emily McCabe

Adult Services Report

Dale LaGue

Friends of Catskill Public Library

Joy Devita

Motion to approve all reports

G. Bagnell, R. Fox

Old Business:

The future for Palenville Public Library

Christopher Leary

All board members and staff are aligned with exploring the feasibility of relocating to the Woodbine Inn. As we continue working through the “next steps,” questions about the shared Kitchen Space were raised. Christopher reports that more information will be gathered for our next meetings. On 10/17, he and the property owner are meeting with code enforcement to determine the feasibility of plans and review the site. On 10/18 CL is hoping to have a Leasing discussion. Gil B. noted that the leasing agreement should be kept very simple when putting it together.

Audit Committee:

Mark Perry

<https://www.osc.ny.gov/files/local-government/publications/pdf/improving-the-effectiveness-of-claims-auditing-process.pdf>

This will be tabled for the November meeting since Mark is not present. However, board members should read the “*Comptroller Audit Guide*” (link above) before the next meeting.

New Business:

Policy Change to Employee Handbook Section 512, Disclosure of Information

Earlier this year, NYS updated the regulations regarding the notification of FOIL Requests specific to Employees.

In response, "Section 512 Disclosure of Information," currently in our Handbook, has been updated. Discussion and edits have been made to the draft policy submitted this evening.

Motion to approve "Section 512, Disclosure of Information" with edits. H Tieger, 2nd G Bagnell

Executive Session Began: 8:32 PM

Executive Session Ended: 8:42 PM

The next meeting will be held at 7:00 PM on November 20th at the Palenville Branch Library, 3303 Route 23A, Palenville NY.

Motion to adjourn at 8:42 PM

M. Maloney, R. Fox

Respectfully Submitted,

Rishema Fox, Secretary