

**Board Meeting Minutes  
November 20<sup>th</sup>, 2024**

**Location:** Palenville Branch Library and Zoom

**Called to Order:** 7:03 PM

**Present:** Helene Tieger, Sarah Decker, Mark Perry, Gil Bagnell

**Excused:** Michael Maloney, Rishema Fox

**Staff:** Christopher Leary, Joan Miller, Bathsheba Orlando, Emily McCabe

**Guest:** Joy Devita

**Motion to approve Minutes from 10/18/24**

**Approved without objection**

**Treasurer report**

**Mike Maloney (excused)**

The balance sheet and budget vs. actual reports were distributed, with nothing critical needing attention per C Leary. A fall budget will be presented later this evening.

**Director Report**

**Christopher Leary**

The proposed PBL location is becoming more and more public. PR is starting, and the newsletter will officially announce the Sunday after the public hearing. Porcupine soup is holding the story until then. YoY stats continue to go up. We want the slow and steady growth. We're getting toward the same usage we had before COVID. The Repco people did events at Palenville and Catskill - there were over a dozen people, and it was a lot of fun. Downtown Revitalization grant application - \$1.6M grant application to remodel the Catskill branch. They like Carnegie Libraries. If approved, they come back and negotiate the projects and revisit the elements. Now is also the time to do a Fortnightly grant. And the RiverStone grant application should go in probably around late January.

**Branch Manager**

**Bathsheba Orlando**

There is not much beyond planning the big move – the word is out, and everyone knows where we're going. Pictures with Santa (our last program in this location) is next month. We expect record crowds!

**Youth Services Report -  
Adult Services Report -**

**Emily McCabe  
Dale LaGue**

**Friends of Catskill Public Library**

**Joy Devita**

Consensus to gather not-for-profits through a mingle or program/evening. It needs to be fleshed out. People were enthused about it. May combine it with the planned book swap. Left Bank Cidery will host. Trying to get a not-for-profit list. There used to be a spreadsheet in the shared drive, but it seems misplaced. The search is on. Ally might have it. Gil thinks he has a copy. The speaker could talk about a grant that was successful because of collaboration.

**Motion to approve all Reports**

**Approved without objection**

**Old Business**

**Woodbine Inn Updates**

**Christopher Leary**

- Within the past month, we got the site plan conditionally approved;
- Addresses are split; plans are updated;

- Certified mailings have gone out to neighbors, who must be informed of the change for the Woodbine to become the branch.
- Cesar has been working with his GC friends, who have produced architect drawings for code enforcement and the permit. He's also been putting together quotes for ADA compliance, doors, etc., as well as the additional work we're looking for. Quotes will come at the end of the week.
- We spent time at Woodbine reviewing our produced space layout that Ally designed. We've color-coded and moved every shelf into the new space, and we worked with the woodworker to take perfect measurements to confirm that the base plan fit. We have one or two changes, but it works.
- We also have mover quotes to talk about this evening.
- By the end of this week, we should have finished the timeline for every contractor through move-in.
- Christopher will email the owner of the current branch about the security deposit, along with interest.
- The staff's current estimates are generous, so we would need some substantial surprises to surpass the current budget.
- We anticipate closing the Branch from December 15 until Monday, January 20.

**Audit Committee:**

**Mark Perry**

- Now is the time to take over communication with the current auditor. We just got a letter from the auditor for 2024. Joan will introduce us. Gill will also join the audit committee. The audit generally begins in mid-February for the prior calendar year. As 2024 would be the 5<sup>th</sup> year for UHY, the committee should have a new auditor in place by the end of 2025.
- Need to reach out to the school board treasurer. Mark Perry will reach out to the School district business office and connect to the Treasurer - Matthew Parker - (518)943-4550 x1415  
[treasurer@catskillcsd.org](mailto:treasurer@catskillcsd.org)

**New Business**

**Working Budget:**

**C Leary & J Miller for Mike Maloney**

- J. Miller points out that page 1 contained an error, and our copies were hand-corrected. Updated digital copies will be emailed.
- The year is closing out. The working budget now includes adding the board-approved allocation of \$50,000 towards moving, plus the now-known costs: lease, security deposit, and move-in fee (the library's portion of the renovations). When we build in the new moving expenses, the 2024 operating budget will be short \$42,000.

**Motion to approve the working budget, which accounts for a shortfall due to the new Palenville Branch Library lease and move. A decision on how to address the shortfall—whether by withdrawing funds from savings or reallocating from the operating budget—will be made at the 12/18/2024 meeting.**

Motion Made.

**G. Bagnell, 2<sup>nd</sup> H. Tieger, approved without objection.**

**Christmas Eve Schedule: Motion to close both libraries on 12/24/24, with staff generally scheduled for Tuesdays to be paid for their scheduled shift. G. Bagnell, 2<sup>nd</sup> H. Tieger, approved without objection.**

**New Year's Eve: The libraries will be open on 12/31/24.**

**Executive Session Began: 8:28 PM**  
**Executive Session Ended: 9:41 PM**

**Employee Handbook Overhaul**

- Our handbook was developed in 2008 and is due for updating. To that end, C Leary and J Miller have begun working on Sections 100, 200, 700, and 800.
- The Personnel Committee and Board will review the above sections and finalize changes for discussion and vote at the 12/18/2024 meeting.
- Mr. Leary will post a digital copy to the Board's Google Drive.

**The next meeting will be held at 7:00 PM on December 18, 2024, at the Catskill Public Library, 1 Franklin St, Catskill, NY.**

**The meeting adjourned at 9:50 PM**

Respectfully Submitted,  
Mark Perry and Joan Miller for Rishema Fox

DRAFT

