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catskillpubliclibrary.org

## Board Meeting Minutes August 21, 2024

Location: Catskill Public Library and Zoom

Called to Order: 6:58 PM

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

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

**Zoom:** Joy DeVita, Bathsheba Orlando, Dale LaGue

**Review of July minutes:** Ms. Fox will coordinate with Ms. Miller and obtain a copy of the recorded Zoom meeting from July 17, 2024.

### Reports

#### Treasurer report

Mr. Maloney reports that the expenses are on target and running to budget.

Regarding anticipated Palenville moving expenses, Mr. Maloney moved to allocate \$20,000 from Long Term Planning for upcoming expenses.

**Motion to approve the allocation of funds for moving expenses G. Bagnell, 2<sup>nd</sup> M. Perry Passed.**

**Approved without objection  
Michael Maloney**

#### Director Report

Mr. Leary detailed circulation, cardholder stats, and data-collection challenges. He is working with Allie Rappleyea and MHLS to fine-tune our needs for more targeted stats.

Exciting updates continue to be made to our website, including 'branding' the card catalog site experience. Plans are in the works for 'Digital Book Talks' that can/will integrate with our current book clubs.

**Motion to approve Director Report Passed.**

**Christopher Leary**

#### Branch Manager

**Motion to approve Branch Manager Report Passed.**

**Sarah Decker, 2<sup>nd</sup> M. Maloney**

#### Adult Services Report

**Motion to approve Adult Services Report Passed**

**Bathsheba Orlando**

**M. Maloney, 2<sup>nd</sup>, M. Perry**

#### Youth Services Report

**Motion to approve Youth Services Report Passed**

**Dale LaGue**

**G. Bagnell, 2<sup>nd</sup>, M. Perry**

#### Friends of the Catskill Public Library

**Motion to approve Friends Report Passed**

**Emily McCabe**

**S. Decker 2<sup>nd</sup>, M. Perry**

**Joy DeVita**

**H. Tieger, 2<sup>nd</sup>, M. Perry**

### Old Business:

#### Renewal Agreement, Long Term Loan

Mr. Leary has emailed the contract to the TCH and is awaiting their response and signature.

**Christopher Leary**

## **The Future of PBL**

**Christopher Leary**

Mr. Leary updated the Board on progress to date. Since the announcement, he has received calls of support from the community. He and Ms. Orlando will be viewing the Golf Course House this week. He has been in contact with Butler Rowland Mays Architects and, as discussed previously with the Board, has a contract from them to evaluate the Arlington property. Should the Golf Course house be appropriate, he would also like to add that property to the contract.

The Board agreed.

## **New Business:**

### **Update from Audit Committee**

**Mark Perry**

Mr. Perry has been reviewing the Comptroller's regulations regarding internal audit controls. From the information he has studied, he sees that the Library should establish three positions.

- Treasurer: who is not a member of the Board or Staff. This person could be the CCSD Treasurer, a 1099 vendor or a volunteer from the community.
- Financial Officer: this is an elected Board position
- Bookkeeper: this is a CPL employee

The Comptroller's office delineates specific duties for these positions.

There remains a body of statutes that need to be read; at this time, Mr. Perry is sharing what he has learned thus far and suggests that the board consider the Treasurer position and whether the CCSD Treasurer should be approached.

## **Executive Session: 8:18 PM**

**Motion to move into executive session**

**Mike Maloney**

**Executive session ended: 9:03 PM**

**Motion to adjourn at 9:03 PM**

**G. Bagnell, 2<sup>nd</sup> M. Maloney**

**The next meeting will be held at the Catskill Public Library at 7:00 pm on September 18th.**

**Motion to adjourn**

Respectfully Submitted,  
Rishema Fox, Secretary