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**Board Meeting Minutes  
September 18th, 2024**

**Location:** Catskill Public Library and Zoom

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

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

**Excused:** Gil Bagnell

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

**Zoom:** Dale LaGue

**Guest:** Joy Devita

**Motion to approve July minutes with corrections**

**M. Maloney, H. Tieger**

**Motion to approve August’s minutes**

**S. Decker, M. Perry**

**Reports**

Treasurer report

Mike Maloney

**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**

**S. Decker, M. Perry**

**Old Business:**

**The future for Palenville Public Library**

**Christopher Leary**

C. Leary reports visiting three locations and taking steps forward with Butler, Rowland, and Mays, the Library Architect firm. At this time, the Arlington House seems to be the best option. C. Leary believes whatever is needed to make it a public building is doable and can help meet a deadline of 1/1/25. Once the architect has drafted something and a report can be put together, an emergency meeting may need to be held next week.

**Update from Audit Committee:**

**Mark Perry**

Mr. Perry continues to review the Comptroller’s regulations and statutes regarding internal audit controls. He reports that the library is currently doing everything outlined in the regulations. However, moving forward, every board member has to review the invoices/ledger to ensure the validity of the documentation and sign. Different options were proposed on how this could be accomplished successfully so we can comply. Joan will connect with other libraries to see what steps are taken to maintain compliance.

**QuickBooks Online and QuickBooks Payroll:**

The “back end” work is now completed, and the library is poised to transition from QuickBooks Desktop to QuickBooks Online. Security and safety measures continue to be addressed as this process occurs and does not present any concerns.

**Motion to allow the library to transition to QuickBooks online and to set up a separate checking account for payroll ACH transactions.**

**M. Perry, R. Fox**

**Executive Session: 9:10 PM**

**Motion to move into executive session**

**M. Maloney**

**The executive session ended at 10:11 PM**

Mr. Leary discussed with the Board the possibility of converting one part-time clerk position to a full-time one.

**Motion to approve converting one PT position to FT**

**M. Perry, M. Maloney**

Mr. Leary discussed with the Board the possibility of increasing the programming pay rate by \$5.00 per hour. Logistics still need to be worked out.

**Motion to approve a \$5.00 per hr. increase for library clerks working on programs**

**H. Tieger, M. Perry**

**Motion to adjourn at 10:14 PM**

**M. Maloney, R. Fox**

**Congratulations to C. Leary on his nuptials!**

**H. Tieger, S. Decker**

**The next meeting will be held at the Catskill Public Library at 7:00 pm on October 16th.**

Respectfully Submitted,

Rishema Fox, Secretary