

PALISADES FREE LIBRARY
BOARD OF TRUSTEES

AGENDA

WEDNESDAY, APRIL 8, 7:00 PM
AT THE LIBRARY

CALL TO ORDER

APPROVAL OF MINUTES FROM FEBRUARY 11, 2026 MEETING

DIRECTOR'S REPORT

- Statistics
- Personnel Update
- Personnel Handbook Review Proposal \$2,000

BUILDING REPORT

- Elevator Survey for repairs
- Locks to the building to be replaced
- No news on final drawings for children's room addition to go out to bid

FINANCIAL REPORT

- Audit vs Financial Review – recap on meeting with Teresa Kenny
- Operating Budget Review
- Restricted Funds Review
- **Motion to deposit \$50,000 Gerry Miras bequest in the Community Gifts Fund.**

OLD BUSINESS

- Long Range Plan
- Fundraising Committee

NEW BUSINESS

- Review New Financial Controls Policies: Petty Cash, Credit Card, and EFTs
- Approve 2025 Report to the Community
- Approve Annual Report to the State

DRAFT MINUTES

Present: Marjorie Galen, presiding; Laurie Ferguson, Kristopher Haberman, Erica Lockwood, Catherine Martin, Maria Gagliardi recording

Excused: Yvonna Kopacz Wright, Kathryn Shattuck

CALL TO ORDER: Marjorie called the meeting to order at 7:02 pm

APPROVAL OF MINUTES FROM DECEMBER 10, 2025 MEETING: Cathy moved, Laurie seconded. All in favor.

DIRECTOR'S REPORT

- Maria reviewed 2025 Statistics
- Conflict of Interest Forms – trustees completed annual signing
- **Program Policy Update: Kris moved to adopt the policy with the additional language: By attending programs, users agree to the terms of the policy. Erica seconded. All in favor.**

BUILDING REPORT

- Maria reported on a proposal by Tappan Library to work collaboratively on an Elevator Survey for repairs and upgrades to be conducted by VDA
- Upstairs lighting has been changed to warmest setting. Board agreed it was an improvement. No further action at this time.
- Mike is working on final drawings for children's room addition to go out to bid

FINANCIAL REPORT

- Erica moved and Laurie seconded the following resolution with all in favor:
 - **To Authorize the execution of the contract for library services between the Town of Orangetown and the Palisades Free Library for the term of January 1, 2026 to December 31, 2026.**
- Laurie gave the 2025 Budget Report
- After discussion of the pros and cons of an audit vs a financial review, the Board agreed to proceed with a financial audit of the 2025 financials as originally approved in the 2026 budget. No motion necessary.
- **Laurie moved and Cathy seconded an amendment to the 2026 librarians salary budget line for a total of \$182500. All in favor.**

OLD BUSINESS

- Long Range Plan – Maria shared some draft notes
- Fundraising Committee – Trustees recapped the meeting

NEW BUSINESS

- **Election of board officers: Cathy proposed the following slate which was seconded by Erica: President Marjorie Galen, Vice President Kristopher Haberman, Treasurer Laurie Ferguson and Secretary Kathryn Shattuck. All in favor.**
- Members appointed to committees with Marjorie Galen Ex Officio Member:
- Finance: Laurie and Cathy
- Building: Kris and Erica
- Nominating: all trustees
- Fundraising: all trustees

Adjournment: at 8:05 Laurie moved to adjourn. Seconded by Erica. All in favor.

**PALISADES FREE LIBRARY
Operating Budget**

	<u>Jan - Mar 26</u>	<u>Budget</u>	<u>Budget</u>
Ordinary Income/Expense			
Income			
PUBLIC FUNDS			
South Orangetown 259 Income	0	0	120,000
Town of Orangetown Income	408,000	408,000	408,000
Total PUBLIC FUNDS	<u>408,000</u>	<u>408,000</u>	<u>528,000</u>
FUND BALANCE	0	0	12,809
Total GRANTS	0	500	2,000
INTEREST & DIVIDEND INCOME	1,961	1,500	6,000
Total LIBRARY CHARGES	146	360	1,400
GIFTS AND ENDOWMENTS			
Tappan Zee Thrift Shop	1,267	1,200	4,500
GIFTS AND ENDOWMENTS - Other	53,870		
Total GIFTS AND ENDOWMENTS	<u>55,137</u>	<u>1,200</u>	<u>4,500</u>
Total Income	<u>465,244</u>	<u>411,560</u>	<u>554,709</u>
Gross Profit	<u>465,244</u>	<u>411,560</u>	<u>554,709</u>
Expense			
PERSONNEL - SALARIES			
OTHER STAFF	4,303	4,500	18,000
CERTIFIED LIBRARIANS	49,315	48,400	182,500
DIRECTOR	30,062	30,155	112,000
Total PERSONNEL - SALARIES	<u>83,680</u>	<u>83,055</u>	<u>312,500</u>
Total EMPLOYEE BENEFITS	22,259	24,110	90,619
MATERIALS -			
Total BOOKS AND PRINT MATERIALS	5,237	6,850	22,800
Total ELECTRONIC MATERIALS	3,207	3,327	13,300
Total AUDIO/VISUAL AND OTHER	543	705	2,750
Total MATERIALS -	8,988	10,882	38,850
Total SUPPLIES	421	855	3,700
TELECOMMUNICATIONS	919	1,225	4,600
Total PROFESSIONAL FEES	9,641	9,171	36,140
REPAIRS	3,450	6,000	26,300
Total MAINTENANCE	7,616	3,580	20,700
EQUIPMENT	915	1,200	5,000
Total MISCELLANEOUS	1,179	2,475	9,900
RCLS - AUTOMATION	1,600	1,600	6,400
Total Expense	<u>140,668</u>	<u>144,153</u>	<u>554,709</u>
Net Ordinary Income	<u>324,576</u>	<u>267,407</u>	<u>0</u>
	<u>324,576</u>	<u>267,407</u>	<u>0</u>

PALISADES FREE LIBRARY

5-Year Long Range Plan · Areas of Focus

2026–2030

The following planning areas were identified by library staff and leadership and organized into six strategic focus areas for the 2026–2030 long range plan. Each area reflects priorities drawn from the 2025 community survey, patron and staff focus groups, and the SWOT analysis.

1. Community Engagement & Programs

- Engage Teens through structured volunteer activities
- Offer Public Digital Literacy Programs
- Expand Hours by opening earlier in the morning
- Launch a Campaign to get those between 45-60 years old to sign up for Library Cards
- Mail Paper Newsletter to homes
- Promote Digital Library Materials

2. Technology & Digital Infrastructure

- Integrate AI into Workflows
- Increase Cybersecurity

3. Collections & Intellectual Freedom

- Defend Intellectual Freedom and Resist Censorship
- Audit Patron Privacy Policies and Procedures
- Create a Library of Things

4. Facilities & Operations

- Expand Children's Room
- Evaluate Infrastructure
- Update Disaster Plan

5. Staffing & Organizational Capacity

- Strive for Competitive Salaries and Benefits
- Increase Staff Technology Training
- Digitize Workflows – business records and staff manuals
- Improve Communication Among Supervisors and Employees

6. Financial Sustainability & Governance

- Achieve Financial Sustainability
- Adopt Financial Controls and Policies
- Investigate Sales Tax on Used Books and Merchandise
- Update Donations, Gifts, Naming Policy

PALISADES FREE LIBRARY
Credit Card Policy

A credit cards will be established in the name of the Palisades Free Library and the specific name of an individual with a maximum credit limit set by the Library Board of Trustees.

A bank credit card will be issued to the Library Director with a credit limit of \$5,000.

The credit card will be held by the Library Director and upon approval from the Director, staff members may borrow the card for online purchases. Hardcopy documentation for each purchase and/or charge must be delivered to the Head of Circulation when the credit card is returned.

1. The following are the types of credit card purchases permitted:
2. Newspapers
3. Books and Materials for Circulation and Staff Resources
4. Amazon.com
5. Supplies: cleaning, office, program (including food)
6. Services
7. Museum Passes
8. Employee Annual Dinner

Proper documentation is to include:

1. Original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase.
2. In the case of books, subscriptions or similar types of orders, a copy of the order form or document, and packing slip, or other receiving document must be attached.
3. A hardcopy print-out of the items ordered on-line.

Examples of documentation not allowed:

1. Non-itemized cash register receipts.
2. Handwritten requests for reimbursement without receipts or other verification.

The following are recurring credit card charges that are approved by the Board of Trustees:

1. New York Post
2. Journal News
3. DTM Installation Alarm Systems – Under contract

The bank credit card may not be used for personal expenses.

Credit Card statements will be reviewed by the Director and paid by Electronic Transfer from the Webster Bank Account so that finance charges are not incurred.

Adopted by the Board of Trustees on April 8, 2026

PALISADES FREE LIBRARY

Electronic Transactions of Funds Policy

This policy provides a process for addressing the use of Automated Clearing House (ACH) and Electronic Transactions of Funds (ETF) for the purchase of materials or in the payment of funds for the Palisades Free Library. Whereas Electronic Funds Transfer (EFT/ACH) is significantly more secure than paper checks, as it uses encryption and removes risks of physical mail theft, check washing, and forgery, the Palisades Free Library will employ the use of ACH and ETF to expedite payments to avoid fees and fines and to increase security of regular transactions.

The following recurring transfers are authorized Board of Trustees:

1. Utilities
 - a. Orange and Rockland Utilities
 - b. Nexamp
 - c. Veolia
 - d. Optimum

2. Personnel Expenditures
 - a. Payroll
 - b. 401K
 - c. Aflac

3. Under Contract
 - a. Lease Direct for Photocopiers
 - b. Champion Elevator

4. Expenses outlined in the annual budget
 - a. Accountant fees
 - b. Contractors

5. Credit Card balances: See Credit Card Policy

6. Expenses approved, within prescribed limits, by the Director, Building Committee and Board of Trustees.

The library director is responsible for submitting documentation to the board treasurer who will incorporate the details of the disbursement of funds via EFT or ACH into the Budget Report to the Board.

Adopted by the Board of Trustees on April 8, 2026

PALISADES FREE LIBRARY
Petty Cash Policy

A Petty Cash fund shall be established for the Palisades Free Library for the purchase of materials, supplies or services under conditions requiring immediate payment.

The amount of such fund will not exceed \$200.00. Under supervision of the Library Director, the Head of Circulation shall be the custodian for the library's petty cash fund, and the Head of Circulation shall administer and be responsible for the security of the funds and the control of disbursements.

To ensure that these funds are properly managed, the following guidelines shall be followed:

1. Receipts and cash-on-hand must always total the authorized fund amount.
2. All disbursements from such funds are to be supported by receipted bills or other evidence documenting the expenditure.
3. Expenses up to \$25 will be paid by petty cash. Receipts exceeding \$25 will be reimbursed by check or credit through payroll services.

Adopted by the Board of Trustees on April 8, 2026

YEAR IN REVIEW

2025



13,908

VISITS TO THE
LIBRARY

1,969

Reference
Questions



192

Documents
Notarized

28,580



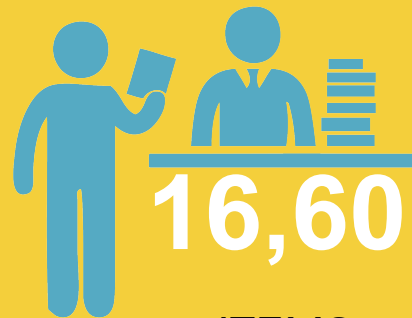
246

PROGRAMS
OFFERED



2,779

PROGRAM
ATTENDANCE



16,601

ITEMS
CHECKED OUT



670

PUBLIC COMPUTER
SESSIONS



\$80,767

DONATIONS



6,311

DIGITAL
CHECKOUTS

910

CARDHOLDERS



56

NEW CARDHOLDERS



508

NEWSPAPERS
READ



Palisades Free Library

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www.palisadeslibrary.org

**PALISADES FREE LIBRARY
Operating Budget**

Palisades Free Library
Final Operating Budget 2025

	Jan - Dec 25
Ordinary Income/Expense	
Income	
South Orangetown 259 Income	119,951.52
Town of Orangetown Income	408,000.00
Copier Charges	1,240.53
Fines	404.67
Grants	1,525.00
Tappan Zee Thrift Shop	4,665.53
Gifts - Other	29,867.85
Interest and Dividends	17,862.62
Total Income	583,517.72
Expense	
OTHER STAFF	92,807.78
CERTIFIED LIBRARIANS	112,258.25
DIRECTOR	109,143.44
Total PERSONNEL - SALARIES	314,209.47
Total EMPLOYEE BENEFITS	90,342.37
Total BOOKS AND PRINT MATERIALS	23,163.57
Total ELECTRONIC MATERIALS	11,448.73
Total AUDIO/VISUAL AND OTHER	2,793.85
Total MATERIALS -	37,406.15
Total MAINTENANCE & REPAIRS	41,498.75
Total SUPPLIES	3,215.11
TELECOMMUNICATIONS	4,298.52
Total PROFESSIONAL FEES	26,273.76
EQUIPMENT	4,579.71
Total MISCELLANEOUS	9,260.10
RCLS - Automation	6,900.00
RCLS - Fees	1,556.00
Reconciliation Discrepancies	116.00
Total Expense	539,655.94
Net Ordinary Income	43,861.78
Net Income	43,861.78
CAPITAL EXPENDITURES	
Capital Expenditures 1093	64,859.00
CAPITAL EXPENDITURES - Other	16,963.56
Total CAPITAL EXPENDITURES	81,822.56