

PALISADES FREE LIBRARY  
BOARD OF TRUSTEES  
**AGENDA**  
WEDNESDAY, JUNE 10, 7:00 PM  
AT THE LIBRARY

CALL TO ORDER

APPROVAL OF MINUTES FROM APRIL 8, 2026 MEETING

DIRECTOR'S REPORT

- Statistics YTD
  - Adult books down 16%
  - YA books down 1%
  - Juvenile down 30%
  - Digital is up 4%
- Personnel Update: Children's Librarian Position Still Open
- Summer Reading: 5 regularly scheduled programs with SOCSO Libraries

BUILDING REPORT

- Mike Esmay says drawings for bid will be ready by end of month
- Sketch of children's room addition from Mike Esmay
  - Encloses Tween area
  - Bench in new area
  - New stacks in modified layout

FINANCIAL REPORT

- Operating Budget Review
- Restricted Funds Review
- 2027 Funding

NEW BUSINESS

- RCLS Plan of Service
- RCLS Direct Access Plan

OLD BUSINESS

- Review New Financial Controls Policies: Petty Cash, Credit Card, and EFTs
- Long Range Plan – Time line priorities

## MINUTES DRAFT

Present: Marjorie Galen (presiding), Cathy Martin, Kris Haberman, Yvonna Kopacz, Kathryn Shattuck, Maria Gagliardi (recording)

Excused: Laurie Ferguson, Erica Lockwood

### CALL TO ORDER

Marjorie called the meeting to order at 7:00pm

### APPROVAL OF MINUTES

Cathy moved to approve the minutes from February 11 and Kathryn seconded. All in favor.

### DIRECTOR'S REPORT

- Personnel Update: Maria informed the board that Children's Librarian Juliana Muñoz is leaving the library to take a full-time position at the Finkelstein Memorial Library. Her last day is April 14.
- Personnel Handbook Review Proposal: Maria found a company that would review our handbook for \$2,000. Cathy said she would ask if her former firm would do a review pro bono.

### BUILDING REPORT

- Elevator Survey for repairs – tabled
- Locks to the building to be replaced for \$1,400
- Pete's Chimney made repairs for \$2,950: Repointing, repour crown, waterproofing, seal flashing
- No news on final drawings for children's room addition to go out to bid

### FINANCIAL REPORT

- Audit vs Financial Review – Marjorie offered a recap on meeting with Teresa Kenny
- Cathy moved to approve the Operating Budget and Restricted Funds Reports and Yvonna seconded. All in favor.
- Motion to deposit \$50,000 Gerry Miras bequest in the Community Gifts Fund made by Yvonna and seconded by Cathy. All in favor.

### OLD BUSINESS

- Long Range Plan board reviewed the 6 areas of focus to be fleshed out:
  - a) Community Engagement, Technology, Collections, Facilities, Staffing, Financial Sustainability
- Fundraising Committee – Ideas were discussed on the next fundraising event

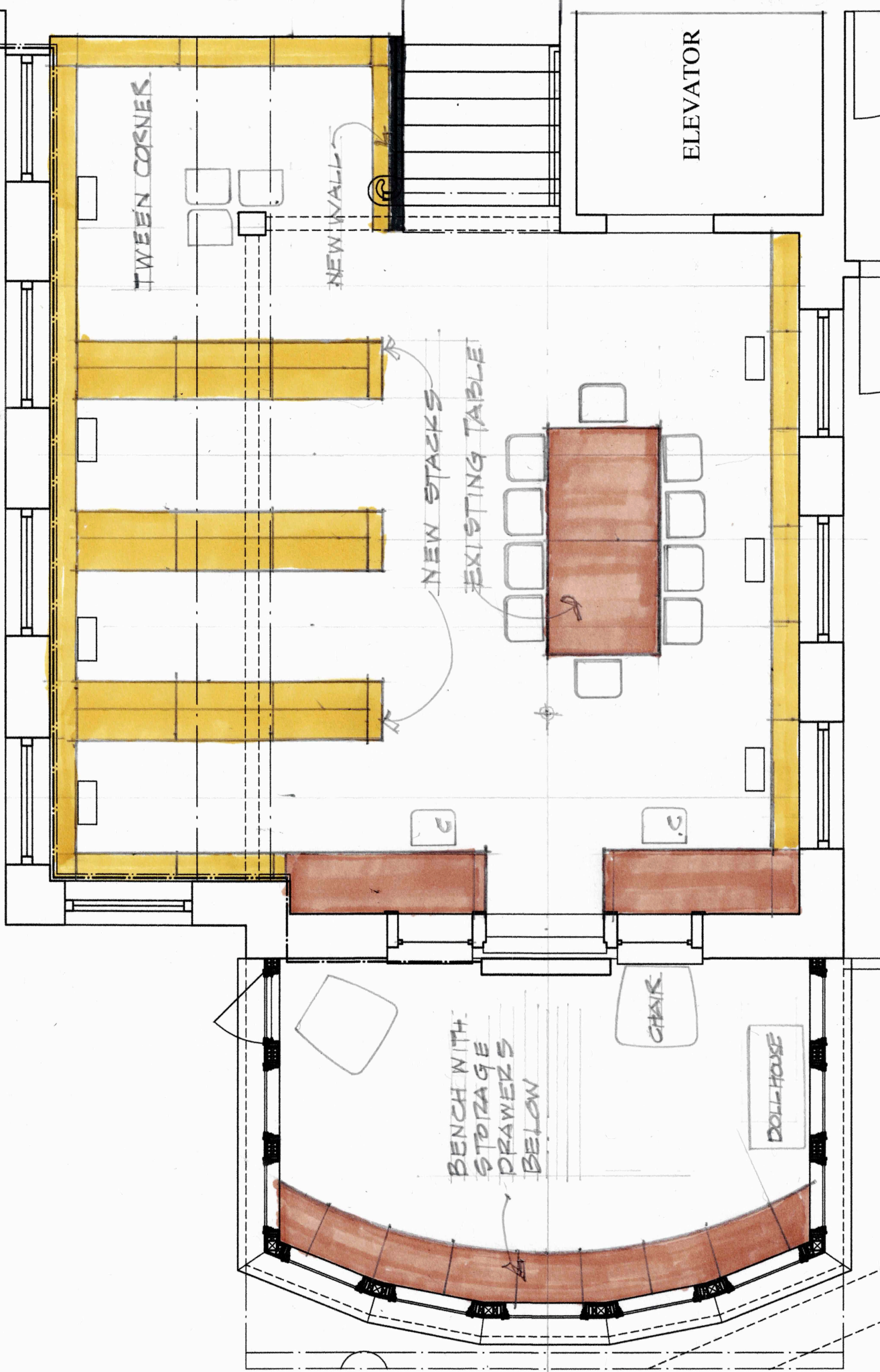
### NEW BUSINESS

- Review New Financial Controls Policies: Petty Cash, Credit Card, and EFTs - postponed
- Cathy moved to approve 2025 Report to the Community and Kathryn seconded. All in favor.
- Yvonna moved to approve Annual Report to the State and Kris seconded. All in favor.

### ADJOURNMENT

- At 8:12pm Yvonna moved and Cathy seconded the motion to adjourn. All in favor.





ELEVATOR

TWEEN CORNERS

NEW WALL

NEW STACKS  
EXISTING TABLE

BENCH WITH  
STORAGE  
DRAWERS  
BELOW

CHAIR

DOLL-HOUSE

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**PALISADES FREE LIBRARY  
Operating Budget**

	<u>Jan - May 26</u>	<u>Jan - May 26</u>	<u>2026</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>PUBLIC FUNDS</b>			
South Orangetown 259 Income	0	0	120,000
Town of Orangetown Income	408,000	408,000	408,000
<b>Total PUBLIC FUNDS</b>	<u>408,000</u>	<u>408,000</u>	<u>528,000</u>
<b>FUND BALANCE</b>	0	0	12,809
<b>Total GRANTS</b>	153	500	2,000
<b>INTEREST &amp; DIVIDEND INCOME</b>	3,405	2,500	6,000
<b>Total LIBRARY CHARGES</b>	414	590	1,400
<b>Total GIFTS AND ENDOWMENTS</b>	<u>56,257</u>	<u>2,400</u>	<u>4,500</u>
<b>Total Income</b>	<u>468,228</u>	<u>413,990</u>	<u>554,709</u>
<b>Expense</b>			
<b>PERSONNEL - SALARIES</b>			
Total PERSONNEL - SALARIES	130,282	131,585	312,500
Total EMPLOYEE BENEFITS	34,959	38,512	90,619
<b>MATERIALS -</b>			
Total BOOKS AND PRINT MATERIALS	10,556	10,817	22,800
Total ELECTRONIC MATERIALS	5,232	5,734	13,300
Total AUDIO/VISUAL AND OTHER	<u>904</u>	<u>1,145</u>	<u>2,750</u>
<b>Total MATERIALS -</b>	<u>16,693</u>	<u>17,696</u>	<u>38,850</u>
<b>Total SUPPLIES</b>	1,667	1,525	3,700
<b>TELECOMMUNICATIONS</b>	1,906	1,975	4,600
<b>Total PROFESSIONAL FEES</b>	18,134	14,035	36,140
<b>REPAIRS</b>	4,582	500	1,000
<b>Total MAINTENANCE</b>	11,899	16,260	47,000
<b>EQUIPMENT</b>	2,067	2,100	5,000
<b>Total MISCELLANEOUS</b>	3,782	4,125	9,900
<b>RCLS - AUTOMATION</b>	1,600	3,200	6,400
<b>Total Expense</b>	<u>227,571</u>	<u>231,513</u>	<u>555,709</u>
<b>Net Ordinary Income</b>	<u>240,658</u>	<u>182,477</u>	<u>-1,000</u>



**259 Funding for School Year 2027/2028**

**May 19, 2026**

**25% Increase**

<b>Current Allocation Based on 2025</b>	<b>2024</b>	<b>2025</b>	<b>Increase</b>	<b>Percentage</b>
<b>Blauvelt</b>	\$ 174,000	\$ 208,000	\$ 34,000	20%
<b>Orangeburg</b>	\$ 100,000	\$ 120,000	\$ 20,000	20%
<b>Palisades</b>	\$ 82,000	\$ 120,000	\$ 38,000	46%
<b>Piermont</b>	\$ 90,000	\$ 101,240	\$ 11,240	12%
<b>Tappan</b>	\$ 154,000	\$ 200,760	\$ 46,760	30%
<b>Total</b>	<b>\$ 600,000</b>	<b>\$ 750,000</b>	<b>\$ 150,000</b>	<b>25%</b>

<b>Proposed 2027 Vote</b>	<b>2025</b>	<b>2027</b>	<b>Increase</b>	<b>Percentage</b>
<b>Blauvelt</b>	\$ 208,000	\$ 258,000	\$ 50,000	24%
<b>Orangeburg</b>	\$ 120,000	\$ 150,000	\$ 30,000	25%
<b>Palisades</b>	\$ 120,000	\$ 144,000	\$ 24,000	20%
<b>Piermont</b>	\$ 101,240	\$ 123,240	\$ 22,000	22%
<b>Tappan</b>	\$ 200,760	\$ 250,760	\$ 50,000	25%
<b>Total</b>	<b>\$ 750,000</b>	<b>\$ 937,500</b>	<b>\$ 187,500</b>	<b>25%</b>

**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 and transfers to avoid fees and fines and to increase security of regular transactions.

This policy will be reviewed annually by the Board of Trustees.

The Palisades Free Library maintains a checking account with Webster Bank and two investment accounts with the Royal Bank of Canada: Main Account and the Community Gift Fund Account. The Board officers and Library Director are signers on all accounts. Funds from the Town of Orangetown and the South Orangetown School District are deposited in the RBC Main Account. The Library Director calls RBC to transfer funds from RBC to Webster Bank to pay bills.

The following recurring transfers from the Webster Bank Account are authorized Board of Trustees:

1. Utilities
  - a. Orange and Rockland Utilities
  - b. Nexamp
  - c. Veolia
  - d. Optimum
  
2. Personnel Expenditures and Fees
  - a. Paychex Payroll
  - b. Mutual of America 401K
  - c. Aflac
  
3. Under Contract
  - a. Lease Direct for Photocopiers
  - b. Champion Elevator
  - c. Accountant fees
  - d. Contractors
  
4. Credit Card balances: See Credit Card Policy
  
5. 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.

## **NACHA Fraud Monitoring Compliance**

In compliance with NACHA's 2026 Risk Management Rule amendments (effective June 22, 2026), the Palisades Free Library shall implement the following risk-based fraud monitoring processes for all ACH and EFT transactions. These procedures are intended to identify entries initiated due to fraud, including unauthorized transactions and those made under false pretenses such as vendor impersonation or payroll diversion.

### **1. New Vendor / Payee Setup**

- a. Before adding a new vendor or payee, the Library Director or designee shall obtain a completed and signed W-9 or vendor banking form directly from the vendor.
- b. The banking information shall be verbally confirmed with the vendor by calling a phone number independently sourced (e.g., from the vendor's official website or a prior invoice) — not a number provided in the same email or document requesting the payment setup.
- c. The Library Director shall sign and date a Vendor Verification Log entry documenting the vendor name, date of verification, and the name of the staff member who performed it. This log shall be retained for annual review.
- d. The Library Director will notify the Bank that the Library will be paying a new Vendor and provide the Bank with the required Vendor information.

### **2. Changes to Existing Banking Information**

- a. Any request to change routing or account numbers for an existing payee — whether received by email, mail, or phone — shall be treated as high-risk and must not be acted upon solely on the basis of the incoming request.
- b. The Library Director or designee shall contact the payee directly using a previously verified phone number to confirm the change is legitimate before updating any payment records.

### **3. Payroll Direct Deposit Changes**

- a. Requests to change an employee's direct deposit banking information must be submitted in writing by the employee on a signed Direct Deposit Authorization Form. Requests received by email alone are not sufficient.
- b. The Library Director shall verify the request directly with the employee in person or by telephone before the change is processed. The completed form shall be retained in the employee's personnel file.

### **4. Transaction Monitoring**

- a. The Board Treasurer shall review the ACH/EFT transaction register at each Board meeting and compare it against the authorized payee list and approved budget. Any unrecognized payee, unusual amount, or duplicate payment shall be flagged immediately and investigated before the next payment cycle.
- b. Any payment that deviates significantly from historical amounts for a recurring payee shall require secondary approval from the Board Treasurer prior to processing.

### **5. Suspected Fraud Response**

a. If a fraudulent or suspicious ACH/EFT transaction is identified, the Library Director shall immediately notify the Library's bank and the Board Treasurer. Transaction details and all relevant documentation shall be preserved.

b. The Board shall be notified at the next available opportunity. The incident shall be documented and these fraud monitoring procedures reviewed and updated as necessary.

**6. Annual Review**

The Library Director and Board Treasurer shall review these fraud monitoring procedures annually, no later than each January, to assess their effectiveness and incorporate any updated NACHA guidance or emerging fraud threats. The results of each annual review shall be reported to the Board of Trustees.

Adopted by the Board of Trustees on June , 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

# PALISADES FREE LIBRARY

## 5-Year Long Range Plan · Next Steps Outline

2026–2030

**Vision:** *To foster community in Palisades by bringing neighbors of all ages together through reading, learning, creating, and connecting.*

**How to use this outline:** Each goal is organized with the action steps needed to achieve it, the resources required, a recommended timeline, and how success will be evaluated. Assign an owner to each goal and review progress at each Board meeting.

### 1. Community Engagement & Programs

GOAL	ACTION STEPS	RESOURCES NEEDED	TIMELINE	EVALUATION
<b>Launch 45–60 Library Card Campaign</b>	<ul style="list-style-type: none"> <li>• Research 45–60 demographics and interests</li> <li>• Design targeted sign-up campaign across channels</li> <li>• Develop 2–3 programs tailored to this demographic</li> <li>• Track new card sign-ups by age group annually</li> </ul>	Marketing budget; staff time; community partner outreach Emily to lead with help from Lauren and Jess		<ul style="list-style-type: none"> <li>• # new cards by age group</li> <li>• program attendance</li> <li>• annual report to Board</li> </ul>
<b>Expand Promotion of Materials &amp; Services</b>	<ul style="list-style-type: none"> <li>• Create GoodReads library account with staff reviews</li> <li>• Mail paper newsletter to all households 2–3x/year</li> <li>• Promote digital services to the 22% unaware (survey Q7)</li> <li>• Display NYT bestseller lists of titles in collection</li> </ul>	Emily to lead with assistance from Marybeth, Pam, Jess; marketing budget; GoodReads account		Open rates; holds placed; digital service usage stats; patron awareness survey
<b>Engage Teens through Structured Volunteer Activities</b>	<ul style="list-style-type: none"> <li>• Create community-service-linked program twice a year</li> <li>• Offer tween social programs: movie nights, snack &amp; book chats</li> </ul>	Youth Services Librarian; TZHS partnership; programming budget		# teen volunteers; program attendance; teen card use

### 2. Technology & Digital Infrastructure

GOAL	ACTION STEPS	RESOURCES NEEDED	TIMELINE	EVALUATION
<b>Increase Cybersecurity</b>	<ul style="list-style-type: none"> <li>• Implement ongoing cybersecurity training</li> <li>• Purchase cybersecurity insurance</li> <li>• Adopt personal device use policy for staff</li> </ul>	IT company; insurance broker; Director		Audit completed; policy adopted; insurance in place; annual training log
<b>Implement an AI Policy</b>	<ul style="list-style-type: none"> <li>• Survey the use of AI in the library profession</li> <li>• Adopt AI usage policy</li> <li>• Train all staff on AI tools and policy</li> <li>• Pilot 2–3 AI tools; evaluate outcomes</li> </ul>	Technology Librarian; legal review; training budget		Policy adopted; staff trained; efficiency gains documented annually
<b>Digitize Workflows — Business Records &amp; Staff Manuals</b>	<ul style="list-style-type: none"> <li>• Audit current paper and digital file systems</li> <li>• Define naming conventions and folder structure</li> <li>• Migrate active files to new digital system</li> <li>Subscribe to Quickbooks online</li> <li>• Train staff; assign department access</li> </ul>	Staff time; Quickbooks subscription; IT support		% of workflows digitized; staff survey on usability; retrieval time

### 3. Collections & Intellectual Freedom

GOAL	ACTION STEPS	RESOURCES NEEDED	TIMELINE	EVALUATION
<b>Defend Intellectual Freedom &amp; Resist Censorship</b>	<ul style="list-style-type: none"> <li>• Adopt/reaffirm board-approved collection development policy</li> <li>• Train staff on challenged materials procedure</li> <li>• Communicate library's stance publicly</li> </ul>	Library Director; Board;	December 2026	Policy adopted; staff trained; challenges logged and handled per procedure
<b>Audit Patron Privacy Policies &amp; Procedures</b>	<ul style="list-style-type: none"> <li>• Audit all patron data collection and retention practices</li> <li>• Update privacy policy;</li> <li>• Communicate updated privacy policy to patrons</li> <li>• Establish annual privacy review cycle</li> </ul>	Library Director; Adult Librarian; legal counsel	December 2026	Policy updated and adopted; patron communication completed; annual review on Board agenda
<b>Create a Library of Things</b>	<ul style="list-style-type: none"> <li>• Update circulation policy to include Library of Things</li> <li>• Acquire initial 10–15 high-demand items</li> <li>• Promote launch as a card sign-up driver</li> </ul>	Collection Services Librarian; acquisition budget; marketing		# items circulated; new cards attributed to LOT; patron satisfaction

## 4. Facilities & Operations

GOAL	ACTION STEPS	RESOURCES NEEDED	TIMELINE	EVALUATION
<b>Expand Children's Room</b>	<ul style="list-style-type: none"> <li>• Develop fundraising and grant strategy</li> <li>• Design and execute expansion with community input</li> </ul>	Architect; capital funds; grants; Library Director; Board		Feasibility study complete; funding secured; construction milestones met; patron feedback
<b>Evaluate Infrastructure</b>	<ul style="list-style-type: none"> <li>• Commission independent building-conditions assessment</li> <li>• Develop 5-year capital-improvement priority list</li> <li>• Apply for capital grants and bond funding</li> </ul>	Facilities consultant; capital budget; Library Director; Board		Assessment complete; capital plan adopted; grant applications submitted annually
<b>Update Disaster Plan</b>	<ul style="list-style-type: none"> <li>• Review current plan against FEMA/NYS library standards</li> <li>• Update to cover collections, technology, staff, and patron services</li> <li>• Conduct annual staff disaster preparedness training</li> </ul>	Library Director; Board	December 2026	Updated plan adopted; staff training completed annually; plan reviewed each year
<b>Create Policy for Public Usage of Library Space</b>	<ul style="list-style-type: none"> <li>• What spaces are available for public use, and what uses are permitted or not permitted?</li> <li>• Who may reserve space, and are the rules applied equally to all groups?</li> <li>• What are the scheduling, cancellation, and fee rules, and are they reasonable and measurable?</li> <li>• What safety, occupancy, and supervision expectations apply?</li> <li>• What is the process for addressing concerns or complaints about space use?</li> </ul>	Library Director, Board		

## 5. Staffing & Organizational Capacity

GOAL	ACTION STEPS	RESOURCES NEEDED	TIMELINE	EVALUATION
<b>Review Personnel Policies</b>	<ul style="list-style-type: none"> <li>Do personnel policies clarify the roles of the board, the director, and staff in supervision and management?</li> <li>Do policies support consistent expectations for hiring, evaluation, discipline, and workplace conduct?</li> <li>How will the library ensure fair employment practices and consistent staff management?</li> <li>How often will personnel policies be reviewed and updated as laws and local conditions change?</li> </ul>	HR Firm; Director, Board	December 2026	Staff survey; HR review
<b>Strive for Competitive Salaries &amp; Benefits</b>	<ul style="list-style-type: none"> <li>Benchmark salaries against peer libraries in Rockland County and NYS</li> <li>Review benefits package annually</li> </ul>	Library Director; HR; Board; Rockland salary data;		Benchmarking report complete; compensation plan adopted; staff turnover rate
<b>Increase Staff Technology Training</b>	<ul style="list-style-type: none"> <li>Identify staff training needs</li> </ul> Build internal training program: AI literacy, digital services, patron engagement	HR; professional development budget		# staff trained; IDP completion rate; conference attendance; patron service quality survey
<b>Improve Supervisor–Employee Communication</b>	<ul style="list-style-type: none"> <li>Establish regular all-staff and department check-in schedule</li> <li>Develop written communication protocol</li> <li>Use Monday.com for project communication</li> <li>Include communication in annual performance reviews</li> </ul>	Library Director; HR; staff time		Meeting frequency tracked; staff satisfaction survey

## 6. Financial Sustainability & Governance

GOAL	ACTION STEPS	RESOURCES NEEDED	TIMELINE	EVALUATION
<b>Achieve Financial Sustainability through 3-Year Budgeting</b>	<ul style="list-style-type: none"> <li>• Develop 3-year financial forecast; present to Board annually</li> <li>• Identify and pursue grant opportunities aligned with strategic goals</li> <li>• Develop fund development plan: individual giving, corporate sponsorship, events</li> <li>• Establish and grow a Board-approved reserve fund</li> </ul>	Library Director; Finance; Board; grant consultant; legal counsel		3-year forecast adopted; reserve fund target set; grant revenue tracked annually
<b>Adopt Financial Controls &amp; Policies</b>	<ul style="list-style-type: none"> <li>• Review and update all financial policies (purchasing, approvals, reporting)</li> <li>• Ensure annual independent audit is completed and reviewed by full Board</li> <li>• Establish internal controls checklist; conduct annual self-assessment</li> </ul>	Library Director; Finance; independent auditor; Board	December 2026	Policies updated and adopted; audit completed on schedule; controls checklist reviewed annually
<b>Update Donations, Gifts &amp; Naming Policy</b>	<ul style="list-style-type: none"> <li>• Review current policy against peer library best practices</li> <li>• Draft updated policy covering acceptable gifts, naming rights, donor recognition, and gift refusal</li> <li>• Adopt updated policy by Board vote; communicate to staff and community</li> </ul>	Library Director; Board; legal counsel		Policy updated and adopted by Board; staff informed; policy reviewed every 3 years