

**Town of Ulster Library
Board of Trustees Meeting
August 23, 2016**

Theresa Brettschneider – excused	x Rotena Nippert
x Anne Davis	x Cynthia Wadnola
x Richard Metzger	x Cari Grange
x Mary Nielsen	x Bruce Engholm
x Tracy Priest, Director	

Call To Order

Meeting was called to order at 6:10 pm by Cynthia.

Pledge of Allegiance was given, plus a moment of silence for Walter Maxwell, our late, volunteer, treasurer.

Motion to approve the minutes from July 25, 2016 meeting.

Mary moved, Richard 2nded

The motion passed unanimously.

Financial Report

- Tracy presented the Financial Report.

Motion to approve audit report & voucher report, as prepared by our Director, Tracy.

Anne moved, Mary 2nded

Roll call vote taken.

The motion passed unanimously.

Treasurer Issue

Cynthia spoke of the possibility of using the funds budgeted for Professional Services to hire Rose Turmo-Woodworth to work on financial oversight and controls, as well as preparing financial reports for next month. She has met with Walter on multiple occasions, and can meet with the board at our next meeting.

Motion to give Rose Turmo-Woodworth additional hours to prepare our financial reports, as a result of the loss of our Treasurer.

Anne moved, Mary 2nded

See new business for discussion.

The motion passed.

Check signers

Our bank needs updates regarding our check signers. Walter was our third signer.

Motion to declare Cynthia Wadnola and Anne Davis as signers on all accounts, and to remove from the banks records Faith Johnson and Ruth Quick as signers.

Mary moved, Cari 2nded

The motion passed.

Director's Report

Tracy highlighted the following:

- Successful sock hop to close out our summer reading program.
- We received \$1200 from the MHLS Outreach Grant, to bring services to Seniors in the Birchez communities.
- September 17 is the **Book and Bake sale**, as well as our **Coffee With a Cop** program.
- Friday, October 28, is our Halloween holiday party.
- October 14 is MHLS annual meeting.

Committee Reports

Long Range Planning

- Tracy has attended two workshops. Trends include more multipurpose spaces, as community programming is increasing, and size of collections are decreasing.
- Architects have expressed interest in our library expansion.

Civil Service Update

- Procedures are currently under review, fuller report expected at next month's meeting.

Building and Grounds

- Lime Energy (light replacement)
- Automatic door (incident)
 - A patron who moved slowly was knocked into the wall by the door, and three people came to her aid. Our current sensors are outdated, and no longer used. The door people were contacted, and came out to investigate. Quote to retrofit to bring up to current ANSI standards was \$2572.

Motion to retrofit our door with sensors, to bring them up to code, according to quote from Door Control, Inc. in the amount of \$2572.

- Anne moved, Cari 2nded
- Roll call vote taken.
- The motion passed unanimously.
- Light bases are deteriorating, due to wear on concrete. Terry will do one, as a sample, once the weather cools.

Old Business

- None

New Business

- Treasurer position in by laws
 - A special library district library, which ours is, **may** appoint an independent Treasurer who is, **or is not**, a member of the Board. Under the provisions of Education Law § 259 (1)(a), this independent officer reports to the Board and is responsible for the receipt and disbursement of tax monies after Board approval.
- Donation to KCR in Walter's memory
- Book, Bake Sale + Coffee with a Cop 9/17/2016

- Suicide Prevention Awareness Fundraiser: Okay for them to have a bake sale at the library.
- Summer reading program volunteer extraordinaire, Anthony, was introduced to the board
- Ulster Payroll/ADP

Motion to switch the library's payroll service from ADP to Ulster Payroll Services, Inc., based on unsatisfactory past performance of ADP.

- Anne moved, Mary 2nded
- Roll call vote taken.
- The motion passed unanimously.

- Ulster Hose 5 Fire House Muster
 - Fire trucks come after the Uptown muster to the firehouse next door. Insurance policies were checked last year, regarding using our lot for overflow parking.
- Election for the Board of Trustees is September 1, 2016, 2:00 pm – 8:00 pm.
- Discussion of the day-of-the-week for future board meetings.

Motion to change regular meeting dates from **Tuesday to **Monday**.**

Richard moved, Bruce 2nded

The motion passed.

Next Board Meeting date:

Monday, September 26, 2016, at 6:00 pm (4th Monday)

Public Comment

None

Motion to adjourn

Mary moved, Cynthia 2nded

The meeting was adjourned at 7:30.

Respectfully submitted,
Bruce Engholm