

**Town of Ulster Library  
Board of Trustees Meeting  
May 03, 2016**

Theresa Brettschneider – excused	x Rotena Nippert
x Anne Davis	x Cynthia Wadnola
x Richard Metzger	x Cari Grange
Mary Nielsen – excused	x Walter Maxwell (Treasurer, not a trustee)
Tracy Priest, Director	x Bruce Engholm

**Call To Order**

Meeting was called to order at 6:00 pm by Anne.

Note: This meeting was rescheduled due to a lack of a quorum for the previously scheduled meeting for April 26, 2016.

**Motion to approve the minutes from March 22, 2016 meeting.**

Cari moved, Richard 2nded

The motion passed unanimously.

**Financial Report**

- **Approval of Voucher Report**

The Treasurer presented the Financial Report.

Motion to approve the Treasurer's Financial Report

Tina moved, Cari 2nded

Roll call vote taken.

The motion passed unanimously.

**Motion to approve pre-audit report & voucher report.**

Anne moved, Cynthia 2nded

Roll call vote taken.

The motion passed unanimously.

The Treasurer shared that he had looked at the employee health insurance policy for full-time employees that elect coverage, and recalculated the share to be deducted from paycheck of those full-time employees.

**Director's Report**

Tracy highlighted the following:

- State aid to libraries has increased grants by 35% for construction projects. These monies pay for 50% of libraries' construction costs.
- Tracy and Cynthia viewed webinar for grant-writing for library expansions, facilitated by Rebecca from MHLS.

**Statistical Report**

New magazine feature has generated a large number of users.

**Committee Reports**

Long Range Planning

- The Long Range Planning Committee has met, and reviewed and discussed the draft long-range plan that Tracy had prepared.
  - This document consolidates the results of the survey and input from stakeholders.
- The revised draft will be sent to board members as part of the next all-in-one packet, and prepared for the next committee meeting.
- Next Long Range Planning Committee meeting date is Friday, May 20, 2016.

#### Civil Service Update

- Payroll certification returned from Ulster County Personnel Civil Service.
  - We passed.

#### Building and Grounds

- Terry spoke about our parking lot pothole with Town Highway Department.

#### Old Business

- IRS
  - John and Lindsay helped Cynthia go through files during Tracy's medical absence. This was our third time submitting this information.

#### New Business

- Treasurer position in by laws
  - This was questioned in annual report. Special legislative district libraries are directed to refer to our enabling legislation, which permits volunteer officers to receive compensation.
  - Richard remarked on the need to periodically inspect our flag that flies outdoors.
  - Richard remarked on the availability of an Excel spreadsheet from the Board of Electors, suggesting that it would make our libra

Next Board Meeting date:

Tuesday, May 24, 2016, at 6:00 pm (4<sup>th</sup> Tuesday)

#### Public Comment

None

#### Motion to adjourn

Cynthia moved, Richard 2nded

The meeting was adjourned at 6:52.

Respectfully submitted,  
Bruce Engholm