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

Theresa Brettschneider – excused  x Rotena Nippert  
Anne Davis  x Cynthia Wadnola  
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 (4th Tuesday)

Public Comment
  None

Motion to adjourn
  Cynthia moved, Richard 2nded
  The meeting was adjourned at 6:52.

Respectfully submitted,
  Bruce Engholm