

Town of Ulster Public Library

Board Meeting

September 23, 2014

x Ruth Quick	x Rotena Nippert
x Jeanette deBeaumont	x Anne Davis
<input type="checkbox"/> Cynthia Wadnola - excused	x Richard Metzger
x Cari Grange	x Mary Nielsen
x Walter Maxwell	x Tracy Priest, Director

Meeting was called to order at 6:00 p.m.

A motion was made to approve the minutes from August 26, 2014.

Motion to approve the minutes: Walter 2nd: Ruth

Vote was unanimous.

COMMUNICATIONS:

Thank you to Adams Fairacre Farms for the \$100 donation to buy cider for the book sale and cider/treats for the Halloween party.

DIRECTOR'S REPORT:

The directors report was read.

Civil Service Update:

Tracy will be asking CS if we can keep Tanya longer; until the results of the CS tests are in. Kerry, Hailey, and Tanya will be taking the Civil Service clerk exam on September 20th.

Staff Development:

John: eReader Workshop (MHLS)

Tom: Online GALE Database Workshop (MHLS)

Tracy: Funding Advocacy, Leadership Circle, Essential Elements of Collection Development, Annual NYLA Conference

Tanya: Fundamentals of Children's Service (Infopeople online course, partially grant funded)

The final totals for the Summer Reading Program were as follows:

123 children registered

5 teens registered

83 children recorded their readings and checked out 2,407 books

36 programs were offered for kids, attendance at which was 204 including caregivers.

Looking Ahead:

Book sale is set for October 3rd and 4th.

Write a memoir workshop for Adults and Seniors. October 4th at 3 p.m.

Halloween party is set for Friday October 24, 2014.

Junior Night: 1st and 3rd Mondays of each month from 5-7 p.m.

Story Hour: Mondays at 10:30 a.m.

TECHNOLOGY:

All patron computers are now upgraded to supported operating systems. All but on circulation desk machines are installed. Advance Computers working with Comprise (SAM) to back up and protect patron data. There will be two computers dedicated to children, loading new games and hopefully a parent/guardian computer at the same table.

COMMITTEE REPORT:

Buildings & Grounds:

The front entrance by the bottom of the door has been patched and painted.

Lines on the North side of the building were painted.

No start dates as of yet from Lime Energy for the new LED parking lot and building lights.

Personnel:

Increase Tanya's pay from \$8.00/hour to \$9.00/hour making her a clerk.

Increase Kerry's pay from \$9.00 to \$9.50 due to passing the probationary period.

Allow the hiring of a page on a limited basis for \$8.00.

Motion to approve: Anne 2nd: Ruth

ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously

Amendment of Library Policy 11. PERSONNEL.

Policy as currently written:

11.11 Selection of new staff members is based solely on merit. Age, race, creed, color, or national origin is never grounds to fail to employ any applicant.

When vacancies occur, the library will attempt to fill them first by promotion or transfer within the library, if persons with the necessary qualifications are available on the staff.

Shall be amended to:

11.11 Selection of new staff members shall be made according to the applicable Civil Service protocols.

Motion to approve: Anne 2nd: Ruth

ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously

FINANCIAL REPORT:

The financial reports were read.

Motion to approve the transactions: Jeannette 2nd: Ruth

ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously

Walter and Tracy will meet with Rebekkah Smith Aldrich (MHLA) to review procedures for the library, including:

Audit claims process

Cash handling procedure

Credit Card purchasing procurement

OLD BUSINESS:

NEW BUSINESS:

MOTION TO ADJOURN: Ruth 2nd: Anne

The meeting was adjourned at 6:48 p.m.

Respectfully submitted,

Cari Grange, Secretary