

**Town of Ulster Public Library**

**Board Meeting**

**July 28, 2015**

x Theresa Brettschneider

x Anne Davis

x Richard Metzger

Mary Nielsen - not excused

Tracy Priest, Director - excused

x Rotena Nippert

x Cynthia Wadnola

x Cari Grange

x Walter Maxwell

x Bruce Engholm

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

A motion was made to approve the minutes from June 23, 2015 .

**Motion to approve the minutes: Walter                      2nd: Bruce**

Vote was unanimous.

**COMMUNICATIONS:**

**Gifts & Donations-**

Dr. Ronald Hanovivie donated an Extreme Reader brand, low vision reader/scanner to the library. We are grateful for the donation.

Senator Amedore granted the library \$2000 in "Bullet Aid" (direct aid) to purchase multiple chairs and create more comfortable seating at the library. Thank you to Rebekah Smith Aldridge for reminding us to apply and NYLA for guidance on the language of the letter.

**DIRECTOR'S REPORT:**

The directors report was read.

Tom C. will offer one to one Tech Time at the Library on Thursday nights in 15 minute sessions. He will offer assistance with Overdrive, eBooks and Audiobooks, email and internet based questions, accessing library databases, etc.

Jessica A. will be resigning her position on staff to focus on her family business. She will remain as a free agent, offering the afterschool program as an independent programmer.

Eileen Carney, our newly contracted bookkeeper and accounting consultant, is doing great work. She is working to fix some quirks in the 2015 Quickbooks system used by the Town of Ulster Public Library.

Tanya S. will be creating a finding aid for all of the Town documents and land use studies that the library acts as a repository for. The documents range from state level to local including Kingston City School Budget proposals, introductory Laws, various local projects and Statements of Findings, Resolutions Accepting

Statements of Findings, Analyses, Environmental Impact Statements, etc.

**Mid-Hudson Library System-**

Copies of the New York State Handbook for Trustees will soon be available to the Town of Ulster Public Library trustees.

Discussion continues regarding the landscape of library materials as eBook circulation rises. The majority of our library's content is paid via County funds. MHLS and UCLA recommend that the library begin to plan and budget for digital purchasing.

**COMMITTEE REPORT:**

**Buildings & Grounds-**

The pothole in the back lot has been filled with stone dust and once it has settled in for a time will be blacktopped over. Thank you to Town Highway Superintendent, Frank Petramale for his attention and help to fix the issue for the library.

In the next few weeks, maintenance will be pulling out the bushes in the front and then laying 6" of decorative stone over top of paper weed control.

**Personnel-**

A motion was made to increase Lindsay J. to full time (35 hrs/week) status at \$12.00/hour with medical benefits starting 9/1/15 with no probationary period.

**Motion to approve: Walter 2nd: Theresa**

**ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously**

A motion was made to increase the library's contribution to Tracy Priests, Director, medical benefits on the anniversary of her arrival. The increase in the contribution is \$1200.00 per year.

**Motion to approve: Anne 2nd: Cynthia**

**ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously**

**FINANCIAL REPORT:**

The financial reports were read.

**Motion to approve the transactions: Walter 2nd: Anne**

**ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously**

Budget increase of .70% for 2016.

**Motion to adopt the 2016 Budget: Walter 2nd: Anne**

**ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously**

To cover a shortfall in Library Equipment, \$3000.00 will need to be transferred from Mid-Hudson Library Category to the Library Equipment Category, for the current year.

**Motion to approve: Anne 2nd: Theresa**

**ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously**

**OLD BUSINESS:**

**NEW BUSINESS:**

The Town of Ulster Public Library's Mission Statement will read:

The Town of Ulster Public Library seeks to bring people, ideas, information and technology together to enhance lives and build community.

**Motion to accept the Mission Statement of the Town of Ulster Public Library: Anne 2nd: Theresa**  
Vote was unanimous.

The Gifts & Donations Policy has been revised.

**Motion to accept the revision: Bruce 2nd: Cynthia**  
Vote was unanimous.

The Cash Handling & Petty Cash Policy has been revised.

**Motion to accept the revision: Ann 2nd: Theresa**  
Vote was unanimous.

**MOTION TO ADJOURN: Anne 2nd: Theresa**

The meeting was adjourned at 7:14 p.m.

**Respectfully submitted,**  
**Cari Grange, Secretary**