

**Town of Ulster Library
Board of Trustees Meeting
November 28, 2016**

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

Public Comment

Call To Order

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

Pledge

Re-Swearing-In of New Trustees Oaths of Office

- Annie LaBarge
- Anne Davis
- Rotena Nippert
 - Due to an error discovered in the written oaths at our last meeting, regarding the description of the trustees', the new trustees were re-sworn in.

Motion to approve the minutes from October 24 organizational meeting.

Anne moved, Annie 2nded

The motion passed unanimously.

Motion to approve the minutes, as amended, from October 24, 2016 board meeting.

Anne moved, Teena 2nded

The motion passed unanimously.

Motion to approve pre-audit report.

Anne moved, Teena 2nded

Roll call vote taken.

The motion passed unanimously.

Motion to approve voucher report.

Bruce moved, Annie 2nded

Roll call vote taken.

The motion passed unanimously.

Financial Report

- Tracy presented the *Budget vs. Actual* Financial Report, as prepared by bookkeeper Rose Turmo Woodworth.
- Rose has suggested adding a line to our budget next year to account for bus trip line and fund raising line.
- The data show that the cost of library trips is pro
- We made approximately \$1000 on bus trips, but the amount of time (68+ hours) that John puts into the arrangements is cost prohibitive. Plan is to do three trips next year, continuing the three favorite trips.

Motion to approve transfer of \$27 000 from M&T Fines and Fees account, to the Key Bank operating account.

- It was explained that this transfer is necessitated by the below items:
 - insurance
 - payroll
 - social security
 - medical buyback
 - bonuses
 - \$26 918 total

Anne moved, Annie 2nded

Roll call vote taken.

The motion passed unanimously.

Director's Report

Tracy highlighted the following:

- Staff development day was a success. Tracy thanked the board for providing this day to invest in our staff.
- Trustees should read the new, 2016, revisions to the *Handbook for Library Trustees in New York State*. The revised edition is available online.

Statistical Report

- New copier is working well, no complaints regarding increased price.

Committee Reports

Building and Grounds

- Richard reported a comment regarding the LED lights in the back parking lot. He checked this evening, and all was well.

Long Range Planning/Expansion

- Planning committee met with first of three architects, who answered many questions.
- Next committee meeting date is Friday December 2, 2016, at 10:00.

Fund raising

- Fund raising programs with Panera Bread, Applebee's, Barnes & Noble, and other corporate partners in the Town of Ulster to be explored.

Cynthia noted that our Winter Open house will be held Saturday, December 10, 11:00-2:00.

Civil Service

- Nothing to report

Personnel

- plan to meet in early January

Old Business

- Friends group

- Trustees were asked to consider the skills that potential members should possess for effectiveness in their duties.

New Business

Patron situations (3)

- A letter from a banned patron was read to the board. This patron has violated the terms of the agreement.
- A banned patron has been violating the privacy of other patrons.
- A patron's therapy dog was crying and yelping in the library; these sounds of distress caused concern and created a disturbance amongst other patrons regarding the dog's welfare.

Motion to give the Director the standard annual raise.

Anne moved, Bruce 2nded

Roll call vote taken.

The motion passed unanimously.

Motion to approve the proposed 2017 calendar for dates that the library is closed.

Bruce moved, Annie 2nded

Discussion re being closed on Saturday, December 23, 2017, paid or unpaid.

The motion passed unanimously.

Motion to cancel regular board meeting on December 26, 2016.

Anne moved, Bruce 2nded

The motion passed unanimously.

Next tentative Board Meeting date:

Tentatively scheduled for 5:00 on a Monday in December, specific date TBD, as needed.

Motion to adjourn

Cynthia moved, Anne 2nded

The meeting was adjourned at 7:56.

Public Comment

None

Respectfully submitted,