

Town of Ulster Public Library

Board Meeting

October 28, 2014

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

Meeting was called to order at 6:13 p.m.

A motion was made to approve the minutes from September 23, 2014 .

Motion to approve the minutes: Walter 2nd: Cynthia

Vote was unanimous.

COMMUNICATIONS:

DIRECTOR'S REPORT:

The directors report was read.

The October 3rd & 4th Book and Bake sale was successful. The library raised \$425.00 and \$23.00 in change. Thank you to Adam's Fairacre Farms, Starbucks, TCBY and Merchant Wine and Liquors for donating gift cards, raffle items and gift baskets.

The Town of Ulster Public Library received three cash donations from patrons in honor of the excellent staff. Thank you notes will be sent.

Staff Development:

Tanya S. completed Fundamentals of Children's Services and received her certificate of completion. MHLS will refund the library and incentive of \$75.00.

Kerry C., Tom C., and John M.. completed the Digital Literacy in New York, a NYLA grant funded "train the trainer" course. Tuitions were covered and mileage and staff coverage for the day will be reimbursed. After assisting 5 patrons with a digital literacy item covered in the course and after the patron fills out an anonymous evaluation, the library will be awarded a small incentive.

Tracy P. will be attending the County Funding Advocacy, Essential Elements of Collection Development, Annual NYLA conference.

The Write a Memoir Workshop for Adults and Seniors was well attended.

Looking Ahead:

Junior night will be getting a makeover and a change of night.

Story and Craft Hour continue.

Holiday programming will include stocking and cat/mouse making.

COMMITTEE REPORT:

Personnel:

Custodian

A motion was made to retain Terry Wolf as a custodian on a permanent basis, for 20 hours per pay period.

Motion to Approve: Cynthia 2nd: Walter

ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously

Buildings & Grounds:

Several quotes were collected for carpet cleaning in the library.

Country Care Carpet Cleaning submitted a quote for \$880.00 to shampoo all carpets and repair the two splits in carpet by the door. It will be done over the weekend while the library is closed.

Motion to approve the quote: Anne 2nd: Cynthia

ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously

Several leaks in the roof flashing happened after the last large rain storm. Terry, our custodian was able to fix the problem by caulking around the brown louvers. He also replace insulation and three ceiling tiles. Cost was \$18 in materials.

Snow Removal

A snow removal quote from Ulster Excavating and Trucking was received for the 2014/2015 winter season, beginning 11/1/2014 and ending 4/1/2015. It included the same scope of work and specifications as last year. The quote is for \$2,800.00 to be paid in 4 installments. Snow removal will begin at increments of 2". Additional labor above and beyond this contract will be \$150.00.

Motion to Accept: Anne 2nd: Cynthia

ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously

FINANCIAL REPORT:

The financial reports were read.

Motion to approve the transactions: Mary 2nd: Cynthia

ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously

OLD BUSINESS:

The Town of Ulster Public Library is awaiting the installation of the new LED parking lot lights from Lime Energy. Modifications had to be made to the new LED lights to be able to interface with our existing poles. The building lights have been installed, but need photocells because they are on all the time.

NEW BUSINESS:

The trustees reviewed the cell phone policy for the library. There are no changes needed at this time, and we will re-address in the future.

Whistleblower Amendment & Conflict of Interest Policy

A motion was made to approve the Whistleblower Policy Amendment and to adopt the Conflict of Interest Policy Resolution to make the library compliant.

Motion to approve: Anne 2nd: Walter

Motion was passed unanimously.

November Meeting Rescheduled

Motion to move the November Board meeting to November 18, 2014: Anne 2nd: Cynthia

Motion was passed unanimously.

2015 Holiday List

Motion to approve the 2015 Holiday List: Anne 2nd: Mary

Motion was passed unanimously.

MOTION TO ADJOURN: Walter 2nd: Anne

The meeting was adjourned at 7:17 p.m.

Respectfully submitted,

Cari Grange, Secretary