

**Minutes**  
**Town of Ulster Library Board of Trustees Meeting**  
**February 27, 2017**

Theresa Brettschneider – excused  
Bruce Engholm – present  
Richard Metzger – present  
Rotena Nippert – present  
Tracy Priest, Library Director – present  
Rebekkah Smith Aldrich, Coordinator for Library Sustainability, Mid-Hudson Library System, guest

Anne Davis – present  
Annie LaBarge – present  
Mary Nielsen – present  
Cynthia Wadnola – present

**Public Comment**

**Call to Order**

Meeting was called to order at 5:58 by Cynthia.

**Pledge**

A welcome was extended to our guest this evening, Rebekkah Smith Aldrich, Coordinator for Library Sustainability, Mid-Hudson Library System.

**Motion to approve the Minutes of November 2016 Meeting**

Ann moved, Richard 2nded.  
The motion passed unanimously.

**Motion to approve the Minutes of December 2016** (Meeting with Town Supervisor, Jim Quigley)

Mary moved, Annie 2nded.  
The motion passed unanimously.

**Motion to approve the Minutes of January 2017 Meeting**

Mary moved, Richard 2nded.  
The motion passed unanimously.

**Financial Report**

**Motion for approval of Pre-Audit Report** (transactions paid prior to the meeting) **and of Voucher Report** (transactions approved for payment at meeting)

Anne moved, Annie 2nded.  
Roll call vote taken.  
The motion passed unanimously.

**Motion for approval of January Financial Report** (prepared by Rose Turmo Woodworth, bookkeeper)

Mary moved, Anne 2nded.  
Roll call vote taken.  
The motion passed unanimously.

Consolidation of bank accounts: This should simplify our bookkeeping, and eliminate our account from Key Bank. Building fund will have a separate account from operating account.

**Motion for consolidation of bank accounts into the Bank of Greene County**

Mary moved, Annie 2nded.  
Roll call vote taken.  
The motion passed unanimously.

## Director's Report

Because Tracy yielded her time to our guest speaker, Rebekkah, please refer to the Director's Report, included in the all-in-one for February packet, for information regarding the Summer Meals for Kids program, UC Funding, Library Advocacy Day, NYLA, Chambers School PARP, MHLS's redesigned trustee training and some new data from MHLS over the years that point to trends.

**Rebekkah Smith Aldrich** presented on her history with helping libraries raise funds for capital projects. Since we are a special district library (one of the three types in the state), we can ask taxpayers to vote on a bond to raise funds. We have \$200,000 in our capital fund, and we need to keep some in reserve, considering the future needs of the building (roof, etc.). Rebekkah suggested that we consider the *State Aid for Public Library Construction Program*, which provides matching grants. The Highland Public Library has received grants from the *State and Municipal Facilities Program (SAM)*, via state legislators (Assembly Member Cahill & Senator Amadore) and the *Dormitory Authority of the State of New York (DASNY) Grant Program*. A special legislative grant program may be available from the Senate, as of April 1. Federal grants (HUD) generally require the Town as a partner. Better not to do phasing if we don't have to, but the expanded length of time may provide for additional grants.

A capital campaign involves networking with donors, by seeking their advice, in the face of the Town's tax payback situation. The library serves the community, and we can contribute for the good of this community resource, despite the hard times that we're all facing in our Town.

We could convene a Campaign Committee that includes community leaders, focused only on one specific, finite, project. Different from fundraising/book sale committee. High visibility, and word-of-mouth is key. Marketing our computers to specific neighborhoods. We need to be strategic in first communicating what we offer as a community resource, before approaching with our hands out. Perhaps piggybacking on a town mailing, to present ourselves to every resident.

Ideas include a poker run with a motorcycle group. A group is coming to Cynthia's former restaurant, so she'll network there. Events are more for raising visibility, then for funds. Don't expect the effort to pay back in terms of money, but in terms of visibility. Roeliff Jansen library has a lucrative golf tournament, with a car donated from a local dealership.

## Statistics Report

- Statistics from our Annual Report will be highlighted in depth next month.

## Committee Reports

- Buildings and Grounds (Mr. Wolf cleaned the windows, Pest inspection went well)
- Expansion /Renovation (First meeting with Paul, upcoming dates, moving forward!)
- Fund raising – (Raffle and other items and ideas)
- Civil Service – Tracy met with lead analyst, Tanya Dewitt
- Personnel – (Met for a "status meeting", to review budget including insurance)

## Old Business

None

## New Business

Patron Issue

NYLA LIBRARY ADVOCACY DAY!!

**Discussion:** March 8<sup>th</sup> – open late, staff meets with Paul Mays, architect.

**Motion to open late on Wednesday, March 8<sup>th</sup>** (so that the architect can meet with the staff)

Bruce moved, Mary 2nded.

The motion passed unanimously.

Approval of 2016 Annual Report

Our Annual Report goes to MHLS, then to the State Library, then to Washington DC.

**Motion to approve the 2016 Annual Report**

Cynthia moved, Anne 2nded.

The motion passed unanimously.

MHLS Automation Agreement

Outreach from MHLS Board County Delegates

Renewal of CDPHP Health Insurance, up almost 19%, as expected and budgeted for.

**Motion to renew CDPHP Health Insurance for full-time staff**

Anne moved, Annie 2nded.

Roll call vote taken.

The motion passed unanimously.

**Next meeting:** March 26 (4<sup>th</sup> Monday), 6:00 pm

**Motion to adjourn**

Richard moved, Bruce 2nded.

The motion passed unanimously.

**Adjourned at 7:15.**

**Public Comment**