

Minutes
Town of Ulster Library Board of Trustees Meeting
March 27, 2017

Theresa Brettschneider – present
Bruce Engholm – present
Richard Metzger – present
Rotena Nippert – present
Tracy Priest, Library Director – present

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

Allison Organtini – guest
Jeanne Mertine – guest/election chair

Public Comment

Call to Order

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

Pledge

Motion to approve the Minutes of February 2017 Meeting

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

Financial Report

Motion for approval of Pre-Audit Report (transactions paid prior to the meeting) (no Voucher Report this month)

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

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

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

Treasurer Status update

As a special legislative district library, we can appoint a treasurer; they don't have to be a town resident, and they don't have to be a trustee. May either be paid or may be unpaid. Approximately 3 hours/month, longer for end-of-year, and for other busy times (press releases, etc.). Rose is our bookkeeper, but not the CFO. Rose has a broad view, since she works at several libraries at the moment. Cynthia was considered our CFO relative to our Annual Update Document (comptroller's report for 2016). Walter had the online password. He was both our bookkeeper and our treasurer. We are currently searching for a new treasurer. (FAQs and duties are in the trustee handbook; please refer to www.nysl.nysed.gov/libdev/trustees/handbook/pltreasurer.htm or to your trustees handbook for the official regulations

Motion that the \$4,000 of interest (from our former TrustCo bank account) should be part of our initial deposit to our new Fundraising Account at the Bank of Greene County.

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

Director's Report

Tracy highlighted the following:

- Summer Meals Program Update
 - state funded, no cost to the library, for pre-made bagged meals for people under age of 18
 - combined free lunch eligibility rate for the three schools in the Town is 63%
 - initiative is our partnering with Family of Woodstock
 - this would be one day a week, on Monday, at dinnertime, as part of summer reading program
 - no registration required
- Proposed changes to NYS Minimum Service Requirements for Libraries
 - increasing requirements for trustee training, technology training, etc., for core knowledge
- Statistical Trends
 - 13% drop in our cardholders, we've purged unused cards, this may confound the data
 - 3.2% increase in annual visits system-wide, but our library is up 42.1%
 - our iPads are now counted toward internet use, as well as people bringing their own laptops and mobile devices (785 hits last month, per our new router)
 - 190.8% increase in our program attendance
 - our transactions are less based on circulating materials, and more based on providing technical assistance to our patrons
 - Facebook, Instagram, not counted, but website visits are counted

Statistics Report

- See above

Committee Reports

- Buildings and Grounds
- Election Committee
 - Election Chair position – Jeanne Mertine – proposed candidate
- Long Range Plan – Ties in well with the Master Plan for Renovation or Expansion.
- Expansion – Architect met with our library staff last Wednesday, for 4-5 hours, and will have community meetings. The date for meeting with the Board will be at our next meeting. Tracy has been working on getting the grant in motion. Our library was cleared by the State Historic Preservation Office in only three days; this process typically takes a few months. She will be taking a required webinar for the grant, has obtained a Tax ID number, and is meeting other prerequisites for the grant. Anne has scripted a letter to the community, to inform them of our plans. This letter will be included, along with the 2016 statistical report, news of the Friends Group, and the decision not to bond, as part of our community report. Rebekkah Smith Aldrich will be returning to talk about how to run a capital campaign. Annie suggested that we also utilize Rebekkah's expertise with regard to our fund raising.
- Fund raising – Committee met to discuss initial set up. Friday, April 7, 10:00 is the proposed time for the next meeting.
- Civil Service – Nothing to report.
- Personnel – Committee met 2/16/17 as a status meeting. Need to call a second meeting regarding the budget next year, minimum wage versus living wage. To include Theresa, Anne, Cynthia. Meeting date to be scheduled.

Motion to hire Jeanne Mertine for the Election Chair position

Richard moved, Annie 2nded.

Roll call vote taken.

The motion passed unanimously.

Old Business

- Patron Issues
 - A patron had been banned for violent behavior. Now that his one-year ban is over, he phoned us to see if he could come back.
 - A patron had a rage issue with a monitor. Picked it up after being triggered, and it hit another monitor. He is banned for a year. Monitor has been paid for.
 - Note from a patron regarding noise level in the library, especially in the quiet reading area.
 - Note from a family with a five-year-old, and how much their sons enjoy story time, and suggested possible income source for us could be provided through holding birthday parties for kids at the library.
- Friends Group – Friends Group Mixer, Saturday, April 22nd, 1:00 – 3:00 pm. Friends Groups are 501(c)3 organizations, separate and distinct from the library. Roles are (1) advocacy, (2) fund raising, and (3) volunteering. They are independent organizations, and have separate funds, from the board.

New Business

Move to appoint Allison Organtini to fill vacant trustee seat until the end of term, in September.

Mary moved, Annie 2nded.

The motion passed unanimously.

Next meeting: April 24 (4th Monday), at 5:15 pm, (not 6:00)

Motion to adjourn

Bruce moved, Mary 2nded.

The motion passed unanimously.

Adjourned at 7:25.

Public Comment