

Town of Ulster Public Library

Board Meeting

March 25, 2014

x Ruth Quick
x Jeanette deBeaumont
 Cynthia Wadnola - excused
x Cari Grange
x Walter Maxwell

x Rotena Nippert
x Anne Davis
x Richard Metzger
 Mary Nielsen - excused
x Tracy Priest, Director

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

A motion was made to approve the **ammended** minutes from February 25, 2014.

Motion to approve the minutes: Anne 2nd: Cari

Vote was unanimous.

COMMUNICATIONS:

A letter was received and read, from Lorrain Farina, complimenting the library on the many positive changes at the library and the always eager, friendly and helpful staff.

DONATIONS:

Mr. Frank Almquist donated a framed map "Henry Hudson's Discover" a quadri-centennial edition 1609-2009 to the library.

DIRECTOR'S REPORT:

The directors report was read.

Tracy informed the board that she received a phone call from Civil Service today, March 25th, confirming their receipt of the paperwork she submitted for the compliance of the library. This packet included paper applications from each employee, New Position Statements (job descriptions that Civil Service will classify each of the positions at the library), Report of Personnel Change and the Supplementary Payroll Certification Form (Civil Service will use to certify the payroll).

Some of the positions titles we submitted to Civil Service include: FT Librarian 1, FT Assistant Director, Library Manager, PT Library Trainee, FT Library Clerk, PT Library Clerk, FT Clerk, PT Clerk, FT Library Assistant, PT Children's Program Assistant, StoryTeller (noncompetitive), Cleaner (noncompetitive) and Library Page.

Tracy reports that the Summer Reading Program is underway. The theme this year is science based: Fizz, Boom, Read!

COMMITTEE REPORT:

Walter, Ruth and Anne will be interviewing 3 candidates from the Civil Service list for the position of Library Director. Certified letters were sent to those candidates on March 22, 2014.

FINANCIAL REPORT:

The financial reports were read.

Motion to approve the transactions: Ruth 2nd: Anne

ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously

OLD BUSINESS:

Door Control, Inc. has been in to service the front doors. They cleaned and replaced the batteries and provide routine maintenance, although the problem for the door sticking could not be identified. They have also recommend vacuuming the track and the application of WD-40.

NEW BUSINESS:

The Board moves to fill the vacant seat left open after board member, Jackie LaBarge's passing in January. The board motions to appoint Richard Metzger, former board member, to that seat until the September vote.

Motion to approve: Anne 2nd: Walter

MOTION TO ADJOURN: Walter 2nd: Richard

The meeting was adjourned at 6:49 p.m.

Respectfully submitted,

Cari Grange, Secretary