

**Town of Ulster Public Library  
Board Meeting  
September 22, 2015**

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

Meeting was called to order at 6:05 pm.

A motion was made to approve the minutes from July 28, 2015.

Before approval, discussion ensued regarding the portion of the minutes stating “The UCLA is *having an designed* by Capira Technologies, and is in the testing phase.” was amended, with wording added to read “The UCLA is ***having a mobile app designed*** by Capira Technologies, and is in the testing phase.”

**Motion to amend the minutes:**

Anne moved, Walter 2nded

Vote was unanimous.

**Motion to approve the amended minutes:**

Anne moved: Mary 2nded

Vote was unanimous.

**COMMUNICATIONS:**

**DIRECTOR’S REPORT:**

The director's report was summarized, including:

- Recent security incidents
  - Issues include what to say when calling 911, and what to do while waiting for help.
  - A webinar regarding dealing with difficult patrons is to be held on Wednesday October 14, 2:30-4:30, at Saugerties Library. All library staff are interested in this staff development event. Discussion highlighted that this training provides civil service credits to our staff.
  
- MHLS meeting October 16 at Poughkeepsie Grand
  - Interested trustees must RSVP Tracy.

**FINANCIAL REPORT:**

The financial reports were read.

**Motion to move monies from line item to line item, as needed:**

Walter moved, Anne 2nded

**ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously**

**Motion to approve pre-audit voucher report:** Walter moved, Mary 2nded  
**ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously**

**Motion to approve voucher report:** Anne moved, Walter 2nded  
**ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously**

**Motion to approve transaction report:** Anne moved, Teresa 2nded  
**ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously**

## **COMMITTEE REPORTS:**

### **Buildings and Grounds:**

Library picture symbols have arrived, will be installed on appropriate signposts, facing traffic.

### **Long Range Planning:**

Long range planning committee met, and were productive, including preparing a list of community members to invite to future meetings.

### **Election Recap:**

Bruce and Mary are to be sworn in in October. Congratulations to our newly elected trustees from our September 10<sup>th</sup> election. Letters have been sent to a write-in candidates for the third trustee seat, informing them of their election. We are waiting for their response. If there is not a new trustee from the election, then the board, will have to appoint a trustee.

### **OLD BUSINESS:**

None

### **NEW BUSINESS:**

Discussed possible options and sourcing of cement bumpers to discourage cars from driving between our parking lot and Pizza Hut's.

### **Amendment of sick time policy:**

The sick time policy as it stands now allows for up to 30 days to be carried forward from previous years. That could be 210 hours of paid sick time. A proposal to limit maximum carry over from year-to-year to ten days was discussed. This would max people out with 20 days, ten days as a benefit for the current year, and ten days carried over from the last year. Vote was not taken, and discussion was tabled.

### **Staff Development Day:**

A webinar addressing Dealing with Difficult Patrons is offered on Wednesday, October 14, 2:30-4:30 at Saugerties Library. Due to recent security incidents at the library, all staff would like to attend this training, which provides civil service credits..

### **Motion to close library on Wednesday, October 14, for staff development:**

Walter moved, Cynthia 2nded

**ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously**

### **Payroll Service:**

Discussion included that Eileen, who does our books, has written a note that she favors ADP, based on her experiences. Cynthia is satisfied using a local service, Access Accounting,

based on negative experiences with ADP. The need to get this going for the upcoming quarter was expressed, as well as the option of a short-term contract with ADP.

**Motion to contract with ADP payroll services:** Anne moved, Mary 2nded

**ROLL CALL VOTE TAKEN,**

**Ayes: Walter, Teresa, Mary, Tina, Anne**

**Nays: Cynthia**

**Abstentions: Richard, Bruce**

**MOTION PASSED**

**MOTION TO ADJOURN:**

The meeting was adjourned at 7:14 pm.

Walter moved, Cynthia 2nded

**Respectfully submitted,  
Bruce Engholm**