

Town of Ulster Public Library
Board Meeting
November 24, 2015

X Theresa Brettschneider
Anne Davis - excused
X Richard Metzger
X Mary Nielsen
X Tracy Priest, Director

X Rotena Nippert
X Cynthia Wadnola
X Cari Grange
Walter Maxwell – treasurer
Bruce Engholm - excused

Meeting was called to order at 5:59 p.m.

A motion was made to approve the minutes from October 27, 2015.

**Motion to approve the minutes: Mary 2nd: Richard
Vote was unanimous.**

A motion was made to approve the **AMENDED** organization meeting minutes from October 27, 2015.
The amended minutes reflected that Anne called the organizational meeting to order.

**Motion to approve the amended Organizational Meeting minutes: Theresa 2nd: Mary
Vote was unanimous.**

COMMUNICATIONS:

DIRECTORS REPORT:

2015 Highlights

The library successfully partnered on programs or events with the Ulster Hose 5, Ulster Police, Ten Broek Commons, The Anderson School and Town of Ulster Summer Camp.

Via the strategic planning process, in particular the focus groups, we are laying the groundwork for new partnerships and connections.

The creation of a dedicate Children's programmer position has provided and opened innovative and interesting programs to a wider audience, including teens.

Expanded Library programs to include more offerings for adults.

The Halloween was a great success bringing a wonderful sense of community to the library with 137 people in attendance this year.

Bus trips so far for 2015 have raised \$2700.00 for the library. Thanks to John for doing a wonderful job arranging and managing the buses and trips.

Leadership shown by Director Tom Sloan via increase Circulation I incubator Project Meeting and Moving Forward Assessment of Services.

COMMITTEE REPORT

Buildings and Grounds:

The Library's hours are now painted clearly on the front door and other signage considerations.

Senator Amedore's budget aid for chairs with casters and handles (making them moveable), including tablet tables and armless chairs helps with the laptop cord issue, provides some privacy and allows for tutors, students, and others to move to a more quiet area.

The inside of our library is a cleaner and more organized space in general. We are taking steps toward a more patron/user centered set up, while looking to improve workflows.

Brush has been cleared from outside, and we are enjoying having better lighting.

Terry W. is very present and aware of all aspects of the building and provides us with professional knowledge.

Long Range Planning:

The two focus groups met already and were facilitated by Rebekah Smith Aldrich. Everything went well. The first step was a meeting was for users and non-users of the library. The second meeting was for community conversations. The meeting provided snapshots of the Town of Ulster. The feeling in general toward the library is positive. We look forward to seeing Rebekah Smith Aldrich's summary and statistics. After such time, Tracy will prepare a community survey to collect a wider response. Writing the response will be guided by our community's input. The process is moving along. The next Long Range Plan meeting was set for 12/18/15 at 10:00 a.m.

Personnel:

A motion was made to approve the 2015 Staff Bonuses and 2016 Staff Hourly Wage Increases.

Motion to approve: Tena 2nd: Richard

ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously

2015 Holiday Staff Bonuses totaling \$2639.00 would be as follows:

Part time, over 1 year - \$100.00

Hailey, Tom, Tanya, Val, Terry

Full time, over 1 year - one week's pay.

John, Tracy, Kerry

Full time, under 1 year - ½ weeks' pay.

Lindsay

2016 Staff Hourly Wage Increases as follows:

Tom \$9.90 to \$10.09 effective 11/2016

Tracy 2% effective 11/2016 (revisit)

Hailey \$9.69 to \$9.88 effective 8/2016

John \$14.50 to \$14.79 effective 9/2016

Tanya \$9.69 to \$9.88 effective 7/2016

Kerry \$11.22 to \$11.44 effective 6/2016

Lindsay \$12.00 to \$12.24 effective 2/2016

Staff and Trustee Development:

Staff development day, specific trainings in needed areas allow us to better serve our patrons. (Digital literacy, Safety, Customer Service, Cataloging, Reader's Advisory)

Cohesive and communicative Library Board, three of whom attended Trustee trainings recently, Newly published Handbook for Trustees available for free online and also in print.

Addition of bookkeeping services/oversight.

FINANCIAL REPORT

The financial reports were read.

Motion to approve the transactions, including:

Summary, Income Expense and Budget Analysis: Theresa 2nd: Mary

ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously

A motion was made to approve the Voucher and Pre-Audit Reports.

Motion to approve: Theresa 2nd: Mary

ROLL CALL VOTE TAKEN, MOTION PASSED - Unanimously

OLD BUSINESS**NEW BUSINESS**

A motion was made to cancel December's meeting for the Holiday.

Motion to approve: Mary 2nd: Theresa

Vote was unanimous.

MOTION TO ADJOURN: Richard 2nd: Theresa

The meeting was adjourned at 6:45 p.m.

Respectfully Submitted,

Cari Grange