

Minutes
Town of Ulster Library Board of Trustees Meeting
October 24th, 2016
Immediately following the Organizational Meeting.

Theresa Brettschneider - excused	x Rotena Nippert
x Anne Davis	x Cynthia Wadnola
x Richard Metzger	x Annie LaBarge
x Mary Nielsen	x Bruce Engholm
x Tracy Priest, Director	x Rose Turmo Woodworth, Bookkeeper

Public Comment

Pledge

Call to Order

Meeting was called to order at **6:07** pm by Cynthia.

Minutes of September Meeting

Motion to approve the minutes from September 26, 2016 meeting, as amended.

Anne moved, Bruce 2nded

The motion passed unanimously.

Financial Report

Presented by Rose Turmo Woodworth, bookkeeper.

Approval of Pre-Audit Report

Approval of Voucher Report

Motion to approve opening new Capital Building fund account at Bank of Greene County.

Annie moved, Richard 2nded

The motion passed unanimously.

Motion to approve pre-audit report.

Anne moved, Mary 2nded

Roll call vote taken.

The motion passed unanimously.

Motion to approve voucher report.

Mary moved, Bruce 2nded

Roll call vote taken

The motion passed unanimously.

Motion to approve the financial report.

Anne moved, Tena 2nded

Roll call vote taken.

The motion passed unanimously.

Director's Report

Tracy highlighted the following:

- MHLS presented an award to us for civic engagement (Coffee with a Cop).
- New copier will let patrons FAX in private.
- Staff Development Day planned for November 23rd.
- Annie & Richard attended MHLS trustee training.
- Reminder of need for the board to monitor / update essential policies.

Monthly Statistics Report

Committee Reports

Buildings & Grounds (Lime Energy, Lamp bases in lot)

- Light is working, by bypassing the broken part. Richard was given the part number to follow up on.

Long Range Plan (Civic Engagement)

- Outreach grant
- How to reach out to veterans

Expansion (+ Fundraising?)

- Expansion committee meetings are usually held 10:00 on the Friday before board meetings, with Anne Tracy, and Cynthia.
- Meet with the three architects that have submitted proposals, in advance of presentation to the board. Goal is to be able to vote at the February board meeting.

- Cynthia stressed need for trustees to be involved in our future fundraising effort. Expect this to be addressed in November meeting.

Civil Service

- Tracy has scheduled a phone meeting with a personal analyst to review status.

Old Business

New Business

Snow Removal Contract

- Ulster Excavation and Trucking provided an estimate.

Motion to approve snow removal contract.

Anne moved, Richard 2nded

Roll call vote taken

The motion passed unanimously.

November 23 – proposed staff development day.

Motion to approve the staff development day on November 23.

Mary moved, Cynthia 2nded

The motion passed unanimously.

Board meeting schedule in Freeman had us as ~~(Monday)~~ Tuesday, our former meeting day. Tracy has noted

Motion to adjourn

Richard moved, Cynthia 2nded

The meeting was adjourned at 7:30.

Public Comment

Respectfully submitted,

Bruce Engholm