

Minutes
Town of Ulster Library Board of Trustees Meeting
July 24, 2017

Anne Davis, Vice President – present
Bruce Engholm, Treasurer – present
Annie LaBarge – present
Richard Metzger – excused

Rotena Nippert – present
Allison Organtini – present
Cynthia Wadnola, President – present
Tracy Priest, Library Director – present
Susan Hayes, member of public

Public Comment

Susan Hayes

Call to Order

Meeting was called to order at 6:04 by Cynthia.

Pledge

Motion to approve the Minutes of June 12, 2017 Meeting with Town Supervisor, Jim Quigley

Allison moved, Anne 2nded.

The motion passed unanimously.

Financial Report

Motion for approval of Pre-Audit Report (transactions paid prior to the meeting)

Anne moved, Annie 2nded.

Roll call vote taken.

The motion passed unanimously.

Motion for approval of Voucher Report (transactions approved for payment at meeting)

Anne moved, Allison 2nded.

Roll call vote taken.

The motion passed unanimously.

Motion to reimburse Operating Account, from Contingency Account, for payments made toward Renovation

Grant submission is due August 4.

Anne moved, Annie 2nded.

Roll call vote taken.

The motion passed unanimously.

Ulster Payroll missed a tax payment to New York State. They have paid it, and will reimburse us for the \$23.23 in interest and penalties.

Director's Report

Tracy highlighted the following:

- Paid Family Leave Policy: funded through payroll deductions
- Bike fest: 36 helmets went out
- Chambers' garden: kids made dip from the herbs that they harvested
- Intergenerational story hour: the seniors LOVE the babies
- UCLA: funding for databases have not yet been received
- MHLS: delivery of interlibrary loan has been reduced from 2x daily to 1x daily, and not on Saturdays.
- State Senator George Amedore has procured \$3000 for the library.

Statistical Report

Holding at about 2%

Committee Updates

Expansion/Renovation:

Public "We Heard you" Meeting

DLD Grant – Name of Project, Estimated timeline for progress

Assurances Form (explained)

Funding comes with limitations regarding the timeline in which the funds can be spent.

Election/Budget Vote Timeline Update:

Error in Daily Freeman blurb regarding election hours (6:00-6:30) on September 7 (always held on the First Thursday of September). A board member must be present during all voting.

Resignations of Trustees Theresa Brettschneider and Mary Nielsen have been accepted with regret. Theresa's term is up this year, in September. Cynthia is compiling a mailing list, that will include the terms of all current trustees, both elected and appointed.

Fundraising:

Civil Service:

Update on Hiring a Children's Programmer/Library Assistant

The list is expected from Civil Service tomorrow. The board discussed and reached agreement on the following: that the person would report directly to Tracy, for 25 hours/week, at \$18.00/hour. The list is on paper, with scores and contact info only, without resumes, so the process requires a lot of follow up by Tracy. Also seeking a part-time page position,

Budget and Finance Committee:

Tax cap rate (for reference)

1.84%

Our budget for next year is held at a 0% increase, per prior board approval.

Old Business

Treasurer Job Posting

The board reviewed a draft posting for the part-time Treasurer position. Posting included information that the Treasurer would be reporting to the Board of Trustees, and working closely with the library director and bookkeeper. Responsibilities include producing a monthly report for the board, general oversight, and review of monthly bank reconciliations and payroll, confirmation of tax payments, and assistance with annual financial reports to New York State and the MHLS (including confirmation of timely submissions). Position should average 3-6 hours per month, at \$15/hour. The board can hire for this position non-competitively, without going through Civil Service.

Motion to approve posting of the position for library treasurer

Anne moved, Annie 2nded.

Roll call vote taken.

The motion passed unanimously.

New Business

Vote: approval of Children's Programmer rate of pay and hours.

Signed the Assurances Form

Board Member Spot on KCR: Annie volunteered, Bruce will provide moral support, on Thursday, August 17, Kingston Community Radio, 920 am, at 8:00, or view the stream live on MyKCR.org.

Family Medical Leave

Need to add a new contact to be called by Safeco Alarm Systems, as Richard is not running after his term expires in September. Cynthia volunteered.

Allison presented the feedback that was sought at the Birches at Chambers tea, including large print books, a trip to the Xmas Shop in Albany, puzzles, and book deliveries.

Public Comment

Motion to adjourn

Cynthia moved, Tina 2nded.

Next board meeting: **Monday, August 28, 2017, 6:00 PM** (fourth Monday). This includes a meet and greet for those running for Trustee positions.