

**Town of Ulster Public Library
Board Of Trustees Meeting
October 23, 2017**

Present: Anne Davis, Bruce Engholm, Susan Hayes, Annie LaBarge, Richard Metzger, Rotena Nippert, Allison Organtini, Cynthia Wadnola. Jackie Benjamin, our new Treasurer, stopped in during the meeting to introduce herself and meet the Board.

Absent: Tracy Priest (excused)

Public Comment

Anne (our newly-elected President) called the meeting to order at 6:23 pm, at the Town of Ulster Library.

Motion to approve the minutes from our October 2, 2017 meeting. (Our September meeting, was postponed by one week, to October 2, 2017.)

Cynthia moved, Allison 2nded
The motion passed unanimously.

Motion to approve voucher report

Allison moved, Cynthia 2nded
Roll call vote taken.
The motion carried unanimously.

Director's Report

Highlights include the following:

- Staff Development Day, November 22
 - Has been held the past few years.
 - will include various trainings for staff and a staff meeting with Paul Mays, our library architect

Motion to close the library on November 22 for our annual Staff Development Day

Anne moved, Bruce 2nded
The motion carried unanimously.

A discussion ensued regarding the proper relationship between Trustees and library staff. This was covered at the Trustee training that Bruce attended on October 7, and he volunteered the quote following from his training packet:

- Communication and **Chain of Command**
 - **Communication with staff is handled by the director** [emphasis added]. Staff questions and complaints you may receive from staff should be referred to the director.

Motion to appoint Jackie Benjamin to serve as Board Treasurer at a rate of \$15/hour
(anticipated 4-6 hours/month, more for annual report)

Anne moved, Annie 2nded
The motion carried unanimously, by acclamation.

A question was raised regarding the possibility of providing printing for our patrons from their wireless devices.

Committee Updates

- **Expansion/Renovation:**

- USB Charitable Foundation Grant Submitted
- Report on progress with Paul Mays, Library architect

- Stakeholder input showed that the top two priorities are:
 - niches (“nooks and crannies”) for more private reading spaces
 - restoration of finishes (decreasing the level of beige, etc.)

- **Fundraising**

- Book Sale Recap to date
- Clarification on what defines immediate family with regard to raffle eligibility.
 - Trustees may purchase raffle tickets, but may not win.
- Five Below October 22nd – 28th (10% of all sales with flyer)
- Barnes and Noble Book Fair, Saturday, November 18th (scaled portion of sales with flyer)
- Cynthia showed a sample discount card for the Board's consideration.
- Next meeting date: to be announced

- **Civil Service**

- Requested submission of a Payroll Certification Report – the Library sends a copy of the most recent payroll summary and it is checked for compliance and consistent reporting. (This report is compiled by Tracy.)

- **Budget and Finance Committee**

- Minutes of October B&F Meeting
- Treasurer Recommendation

Old Business

New Business

Motion to authorize annual 2% Employee Raises (this is included in our budget)

Anne moved, Cynthia 2nded
Roll call vote taken.
The motion carried unanimously.

Motion to proceed with the initial paperwork for Architectural Planning (waiting until we have the money in hand will create delays, and we may miss the start of the 2018 building season)

Cynthia moved, Anne 2nded
Roll call vote taken.
The motion carried unanimously.

Discussion and potential vote on bylaws wording

- This item was tabled for a future meeting.

Motion to contract for snow removal with Organtini Excavating and Trucking, for \$3200 (four payments of \$800 each) (reflects \$200 increase due to increases in price of chemicals and operating expenses)

Cynthia moved, Annie 2nded
Roll call vote taken, with Allison recusing herself from voting.
The motion carried unanimously.

Bruce reported on the strong suggestion from the October 7th Trustee Essentials MHLS training that all libraries do an annual mailing to all residents. Discussion included the postage costs and the benefits of informing all Town residents of our services and future plans. There is evidence from other MHLS libraries that such mailings bring in new patrons. This is the quote from the training packet:

Adequately fund the library's budget line for:

- **Local** publicity and outreach: Ensure **basic information** about your library is available in print and on the web. *The library should send **at least one** mailing a year, like the mandatory annual report to the community, to every household and business in the community* [emphasis added].

Set Next Board Meeting date:
Monday, November 27, 2017, at 6:00 pm (4th Monday)

Public Comment

Motion to adjourn

Allison moved, Cynthia 2nded
The meeting was adjourned at 7:12.

Respectfully submitted,
Bruce Engholm, Recording Secretary