

**Town of Ulster Public Library**  
**Board Of Trustees Meeting**  
**January 22, 2018**

**Present:** Anne Davis – President, Bruce Engholm – Recording Secretary, Annie LaBarge, Richard Metzger, Rotena Nippert, Allison Organtini – Vice President, Tracy Priest, Director  
**Absent:** Cynthia Wadnola (excused), Susan Hayes (excused)

**Public Comment**

Anne called the meeting to order at 6:00 pm, at the Town of Ulster Library.

The staff informally agreed to renew membership in the Library Trustee Association of NYS.

Anne read a thank you note from an employee to the Board regarding the employee bonus.

**Motion to approve the minutes from our Thursday, November 30, 2017 meeting.**

**Allison** moved, Annie 2nded  
The motion carried unanimously.

**Motion to approve pre-audit report**

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

**Treasurer Update**

- Jackie has begun working in her position as treasurer, as of January 18.

**Director's Report**

Highlights include the following:

- Advocacy Day + Funding  
NYLA's Library Advocacy Day is Wednesday, February 28.  
Trustees that don't attend are urged to follow the links in the Director's Report for the following.  
NYLA's Online Advocacy Center  
An online advocacy briefing led by online Advocacy Day Briefing with the Executive Director of the New York Library Association, Jeremy Johannesen on Friday, February 16th @10:00am that you can register for.
- Replaced backdoor lock/push bar mechanism
- Bus trips may not be profitable, will examine the numbers with our bookkeeper, Rose.
- Continuing Education Highlights.  
Laurie from MHLS helped us with SAM issues that have been ongoing for two years. We can now connect to our patrons' SAM accounts including the process for putting the packets together, tracking committee work, reporting statistics, revamping policy contents, and creating an employee manual.

- Tracy is preparing our Annual Report (due February 16); Additionally, the Comptroller Report will also be done by our bookkeeper, Rose, with oversight from our Board Treasurer, later in February.
- Director's 2018 goals include
  - policies
  - teen programs
  - employee benefits package
  - preparing interior space ahead of the renovation

## **Statistical Report**

Low volume of new cards issued this month.

## **Committee Updates**

- **Expansion/Renovation:**
  - Contract
  - Next steps: On February 5, Paul, our architect, will be meeting with our staff to seek input into draft plans. Anne suggested that select long-term employees/library supporters be invited to see potential plans – the board agreed.
- **Fundraising**
  - Discount cards: Ten cards have been sold at the front desk, we need to get more in stock.
  - Ulster Saving Bank Charitable Foundation's maximum grant of \$2500.00 was received.
  - Grant application to the Bank of Greene County charity has been submitted
  - Next fundraising committee meeting: **3:30,**
- **Wednesday, January 24<sup>th</sup>**
- **Civil Service**
  - Documents that are required to establish our Treasurer position have been submitted
- **Budget and Finance**
  - Tax Cap Report has been submitted to Comptroller's Office. The board had passed a resolution at a previous meeting to override the cap, if needed. As we did not raise our budget by one cent, we certainly did not exceed the 2% cap.
- **Policy**
  - Identify members of Policy Committee
  - 2018 goal: policy inventory and updates
- **Personnel**
  - NYS Employee Retirement System
    - We have lost employees through the years, due to the lack of a retirement program for full-time employees. If we decide to make the declaration upon enrollment into a program, part-time employees can also be covered. Once the program has been implemented, however, we cannot add part-timers to the program. The Board has already approved the Family Medical Leave Act. We're

considering a possible system, under discussion, where the library pays \$20,090/year for the all existing nine current employees, including our part-time staff. Currently, no employees are accessing the medical benefits plan. This is a potential expense that is not being accrued at this time. 2/3 Ulster libraries provide this benefit. Allison asked for additional information regarding expense for full-time staff only. This discussion will be continued.

## **Old Business**

### **New Business**

Employee Handbook/Marshall & Sterling

This law firm offers a contract to generate a human resources policy handbook for library employees. Our current version can be seen on our website This new handbook would be compliant with all current laws, including civil service, etc. Tracy suggested separating internal policies from external policies. Quote is for \$2,000.00. This will help us be in compliance relative to various new laws, including PFMA, PFL, carrying over 30 days of leave, etc. and will cover holidays, meals, personal phone calls, cashing out vacation, leaves of absence (military duty, jury duty), nepotism policy, etc. Additionally, four hours of annual review/update of the handbook is available for \$250.00. We have history with this firm, as they brokered our medical benefits. It was expressed that with the attention that needs to be devoted to fundraising/expansion/renovation, that this would be valuable use of funds.

Next Board Meeting date:

**Monday, February 26, 2018, at 6:00 pm (4<sup>th</sup> Monday)**

## **Public Comment**

### **Motion to adjourn**

Bruce moved, Allison 2nded

The meeting was adjourned at 7:30.

Respectfully submitted,

Bruce Engholm

Recording Secretary