

**Minutes**  
**Town of Ulster Library Board of Trustees Meeting**  
**February 26<sup>th</sup>, 2018**

**Present:**

Anne Davis – President, Bruce Engholm – Recording Secretary, Susan Hayes, Richard Metzger, Rotena Nippert, Allison Organtini – Vice President, Cynthia Wadnola, Tracy Priest, Director

**Absent:**

Annie LaBarge (excused)

**Public Comment**

**Call to Order**

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

**Motion to approve the minutes from our January 22, 2018 meeting.**

Anne moved, Bruce 2nded.

The motion carried.

**Financial Report**

**Motion to approve pre-audit report**

Anne moved, Cynthia 2nded.

Roll call vote taken.

The motion carried unanimously.

**Director's Report**

Highlights included:

- Highlights of our statistical report to New York State Department of Library Development were reviewed.
- Trustees were urged to read this month's Director's Report.

**Statistical Report**

**Committee Updates**

- **Expansion/Renovation**  
Tracy met with Paul by phone to review ideas so far.  
Paul meets with Staff and Committee 3/1/2018.
- **Fundraising**
  - **Slice of Italy fundraiser, Monday, April 9**
    - **a percentage of lunch and dinner sales will be donated to the library, so spread the word about this event.**
- **Civil Service**  
CS asks that we include effective dates (the date that the board voted, as opposed to start dates) in our meeting minutes when appointing new hires.
- **Budget and Finance Committee**  
2017 Reporting
- **Personnel**
- **Policy**

- Employee Manual in progress, List of what MHLS has on file for the library.
- **Election** – Meeting with Jean Mertine in preparation for this April agenda item.

### **Old Business**

#### 2018 Bus Trips

- There has been a trend of our popular bus trips not filling up. It has been hard to find chaperones, despite two free tickets offered. In the past, our trips would sell out. We survey stakeholders regarding their interest, and plan bus trips accordingly, but despite the high interest level, they are not selling. Our Town Clerk has observed this same pattern of high interest, but low ticket sales. It was suggested that we consider coordinating with the Town for next year's bus trips. Our three most popular trips are Botanical Gardens/Bronx Zoo, Boston, and NYC.

#### **Motion to reduce our bus trip offerings from four trips to three for the coming year**

Anne moved, Cynthia 2nded.

Roll call vote taken.

The motion carried unanimously.

Board Contacts -- contact info was circulated and updated as needed by those board members in attendance.

#### **Motion to appropriate \$3,000 for professional services of a graphic designer**

Anne moved, Bruce 2nded.

Roll call vote taken.

The motion carried unanimously.

#### **Motion to approve Minutes of October 2017 Organizational Meeting**

Anne moved, Bruce 2nded.

The motion carried.

### **New Business**

Highlight from Annual Report to New York State Department of Library Development (DLD)

#### **Motion to approve 2017 Annual Statistical Report to MHLS/DLD**

Anne moved, Cynthia 2nded.

The motion carried.

#### **Motion to approve Annual Update Financial Report (AUD) Report to NYS Comptroller**

Anne moved, Susan 2nded.

The motion carried.

Our annual check from the Town has been deposited.

Reschedule the May board meeting from Memorial Day, May 28 (4<sup>th</sup> Monday), to **May 21** (3<sup>rd</sup> Monday)

Anne will be away in March and May. We are seeking a Library Radio Show Rep to be on the air with Cynthia & husband, Fred, for Thursday, March 15, and for Thursday, May 17. Usual time is 8:00-8:30, but Cynthia can also do 8:30 - 9:00 slots if that's better.

**Next Board Meeting Date- March 26<sup>th</sup>, 2018** at 6:00 pm (4<sup>th</sup> Monday). As Anne (President) and Allison (Vice President) have been excused from attending, Bruce (Recording Secretary) will chair our next meeting.

Our April 23 meeting (4<sup>th</sup> Monday) is tentatively scheduled to start early, at 5:30. Our May meeting has been moved, due to the Memorial Day holiday, to May 21 (3<sup>rd</sup> Monday).

### **Public Comment**

#### **Motion to adjourn.**

Susan moved, Richard 2nded.

The motion carried.

The meeting was adjourned at 7:00.

Respectfully submitted,  
Bruce Engholm  
Recording Secretary