

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

**Present:**

Bruce Engholm, Recording Secretary, Susan Hayes, Annie LaBarge, Richard Metzger, Rotena Nippert

**Absent:**

Anne Davis, President (excused); Allison Organtini, Vice President (excused); Cynthia Wadnola (excused); Tracy Priest, Director (excused)

**Public Comment**

**Call to Order**

Bruce called the meeting to order at 6:05 pm, at the Town of Ulster Public Library. He noted that five trustees constitutes a quorum.

**Pledge**

**Minutes of February Meeting**

**Motion to approve the minutes from our February 26, 2018 meeting.**

Bruce moved, Teena 2nded.

The motion carried.

**Financial Report**

**Motion to approve Pre-Audit Report**

Annie moved, Susan 2nded.

Roll call vote taken.

The motion carried unanimously.

**Motion to approve Financial Report prepared by Bookkeeper, Rose Woodworth**

Richard moved, Susan 2nded. Roll call vote taken.

The motion carried unanimously.

**Director's Report**

Highlights include the following:

- The Stewart's Foundation awarded the Library \$600 toward a series of Teen Programming I wrote with Ali Palmatier, a licensed MSW who works locally with teens.
- I am working on the organizing and editing the policies, dividing them by Organizational/Operational, Patron/Services and Employee (Marshall and Sterling is drafting this part). I hope the result will be a much clearer and easy to access and abide by document. The policy committee will meet and the board will vote on all of it.

**Statistical Report**

Please refer to the all-in-one packet for this month.

## **Committee Updates**

### **Expansion/Renovation**

- 4/17/2018: State Aid for Public Library Construction Program [webinar]
- 4/23/2018: Paul Mays will visit our next board meeting.

### **Fundraising**

- Five Below Fund Raiser
- **A Slice of Italy, Monday, April 9.** A 10% of lunch and dinner proceeds will be donated to the library.
- Annie reported that our Antiques Appraisal will occur in April 2020.

### **Civil Service**

### **Budget and Finance**

### **Committee Personnel**

### **Policy**

- First Draft of Employee Manual due from Marshall and Sterling 4/01/2018.
- Tracy pulling out external policies for update, edit and review.
- Set Policy Committee meeting by Doodle Poll.

### **Election**

- Meeting with Jean Mertine 3/22/2018.

### **Old Business**

Richard inquired as the current status of the \$3000 appropriation for graphic design services, as well as the possibility of getting our board meetings listed in "meetings" section of our papers of record, *the Daily Freeman*, and *the Kingston Times*. Kudos was given for the front page photo of "Baby and Me" time at the library.

### **New Business**

Richard and Susan reported back on the recent trustee training that they attended. Best practices identified included separating the roles of volunteers and trustees, and clearly identifying draft versions of minutes from the approved minutes.

### **Motion to appropriate \$378.00 to join the NYLA sustainability Initiative**

Annie moved, Susan 2nded. Roll call vote taken.

The motion carried unanimously.

**Set Next Board Meeting Date- April 23, 5:15 PM start.** (Note **earlier** start time.) (May 21, 6:00 meeting on 3rd Monday, one week early due to Memorial Day)

### **Public Comment**

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

Bruce moved, Richard 2nded. The motion carried.

Meeting adjourned at 6:52 pm.

Respectfully submitted, Bruce  
Engholm  
Recording  
Secretary