

**Town of Ulster Public Library
Board Of Trustees Meeting
June 26, 2018**

Present: Anne Davis, Bruce Engholm, Susan Hayes, Annie LaBarge, Rotena Nippert, Allison Organtini, Cynthia Wadnola. Tracy Priest, Director

Absent: Richard Metzger (excused)

Public Comment

Anne called the meeting to order at 4:00 pm.

Motion to approve the minutes from our May 21, 2018 meeting.

Cynthia moved, Teena 2nded

The motion carried unanimously on a voice vote.

Motion to approve pre-audit report

Annie moved, Susan 2nded

Roll call vote taken.

The motion carried unanimously.

Note: No voucher report this meeting for the board's approval.

Motion to approve Financial Report prepared by O'connor Tax Services

Cynthia moved, Annie 2nded

Roll call vote taken.

The motion carried unanimously.

Director's Report

Highlights include the following:

- Ms. Kelly, our children's librarian, presented plans for the *Libraries Rock!* summer reading program, *Rock Around the World*, featuring special guests. She will also be teaching beginning guitar lessons for children.
- Book club, weekly story hours, and a bicycle fest, featuring free helmets donated by the Elk's Club, are also featured.
- NOTE: **Miss Kelly has asked for donations of props for the the *Libraries Rock!* photo booth.**

Statistical Report

A 100% increase was recorded in our story hour attendance.

Committee Updates

• **Expansion/Renovation:**

We're currently waiting to hear the results of our 2017 grant application. An application for a matching grant, which must be for a specific program, is to be prepared this year, with the money to be awarded next year. Renovation of the library's ceiling and lighting fixtures, as recommended by the committee, was considered. This specific program would enhance our sustainability efforts, reduce the noise level in the library, provide visible benefits, and improve the overall experience for library patrons.

Motion to request the library director, Tracy, to write a grant application focusing on renovation of the ceiling and light fixtures, to be submitted in August 2018, and, if selected, to be received in 2019.

Anne moved, Cynthia 2nded

The motion carried unanimously on a voice vote.

• **Fundraising**

Big raffle planned for October, with 31 prizes, one for every day of the month. Raffle tickets to be priced at \$10.00 each.

Matching funds are needed for grants; the more money that we have, the more that we can apply for. The funds raised by the raffle can effectively be doubled.

- NOTE: All board members should ask at our regular places of business if they'd consider donating a gift certificate for goods or services to our auction.
 - Next meeting: July 18, 3:00
- **Civil Service**
No updates.
- **Budget and Finance**
2019 budget vote (see new business)
- **Personnel**
Committee recommendation to raise rates to be fair and competitive. See New Business.
- **Policy**
Planning meeting to review with Policy Committee, for presentation to the Board in July. Susan & Allison expressed interest in joining the policy committee. Anne reminded trustees of our informal policy of limiting committee meetings to a maximum of four trustees. This prevents a quorum, so that no official business is conducted without the full board in session.
- **Election**
Update, Freeman press release, petitions. One petition has been picked up to date. Two seats will be opening, as Bruce's first 3-year term is up. The board was reminded that the position of President is term-limited to two years. Jean Mertine will be our election secretary.

Old Business

New Business

Motion to (1) increase staff wages for part-time clerks to a fair & competitive rate of \$12.00/hour; to (2) raise Kerry's rate to \$15.09, effective July 1; and to (3) raise John's rate by 2%, effective July 1 (instead of John waiting to get the raise in September, on the anniversary of his hire date).

Anne moved, Annie 2nded

Roll call vote taken.

The motion carried unanimously.

Motion to approve the 2019 budget, with a 4% increase, for presentation to the public

Cynthia moved, Allison 2nded

The motion carried unanimously on a voice vote.

Motion to approve Anne to sign assurances for DLD (Department of Library Development) grant

Anne moved, Annie 2nded

The motion carried unanimously on a voice vote.

Motion to approve logo from Query Creative

Board members voted by secret ballot for their favorite version of the logo from several choices, followed by a run-off from the top two vote getters. It was decided to request modifications from Cody at Query Creative, combining favored elements from different versions into a new version.

Motion to authorize (1) adding up to five hours/week to Kelly's schedule in support of our Summer Reading Program, and (2) hiring a summer page for seven weeks, up to a maximum expense of \$1,500.

Anne moved, Annie 2nded

Roll call vote taken.

The motion carried unanimously.

Next Board Meeting date:

Tuesday, July 24, 2018, at 4:00 pm (4th Tuesday)

Public Comment

Motion to adjourn

Cynthia moved, Susan 2nded
The meeting was adjourned at 5:39.

Respectfully submitted,
Bruce Engholm
Recording Secretary