

**Town of Ulster Public Library  
Board Of Trustees Meeting  
October 23, 2018**

**Present:** Anne Davis, Bruce Engholm, Susan Hayes, Annie LaBarge, Brenda Maloney, Rotena Nippert, Allison Organtini, Melanie Scanloni, Cynthia Wadnola

**Absent:** Tracy Priest, Director (excused)

**Public Comment**

Anne called the meeting to order at 4:21 pm, after the organizational meeting was adjourned. She informed those present that at one time, an immigrant was on the Board, and it was their suggestion that the Pledge be recited at Board of Trustee meetings, thus beginning the tradition that is still followed.

**Motion to approve the August 28, 2018 board meeting minutes.**

Allison moved, Teena 2nded

The motion carried unanimously on a voice vote.

**Financial Report**

**Motion to approve pre-audit report for September**

Cynthia moved, Susan 2nded

Roll call vote taken.

The motion carried unanimously.

**Motion to approve pre-audit report for October**

Cynthia moved, Annie 2nded

Roll call vote taken.

The motion carried unanimously.

**Motion to approve September Financial Report prepared by O'Connor Tax Services**

Susan moved, Cynthia 2nded

Roll call vote taken.

The motion carried unanimously, with Brenda and Melanie abstaining (having just been sworn in).

**Motion to approve October Financial Report prepared by O'Connor Tax Services**

Susan moved, Cynthia 2nded

Roll call vote taken.

The motion carried unanimously, with Brenda and Melanie abstaining.

**Director's Report**

Please refer to the report submitted by Tracy. Anne highlighted

- New 2018 Trustee Handbook
- Sustainable Library Certification: Anne suggested that we may want to consider an intern to help with this certification process.

**Committee Updates**

• **Expansion/Renovation:**

Notes from September meeting with architect Paul Mays.

• **Fundraising**

- Raffle Update: approx. \$3,000
- Book Sale: approx. \$400
- Grants
- Thank You writing party: 31 businesses contributed to our October raffle, with a prize a day. Trustees can expect a Doodle Poll regarding times that we can meet to work on writing our Thank You's together.

- **Civil Service**

Update on the Treasurer position: The job description for Treasurer Jackie Benjamin is progress.

Due to Tracy's absence this evening, the topics of HD Clerk promotion, testing and promotions were not addressed at this meeting.

- **Budget and Finance**

Notes from our Treasurer: Jackie is in the process of projecting each line item. Recommendations will be presented at the next Board meeting.

- **Personnel**

Due to Tracy's absence from today's meeting, this discussion was postponed.

- **Policy**

- Bruce reviewed his recent MHLS Trustee Education on Financial & Fiduciary Responsibilities, presented by Rebekkah Smith Aldrich. Below is a selection of suggested best practices based on their reading of every library audit in New York State for the past 100+ years:
  - The state recommends a full CPA audit every five years.
  - Rebekkah recommends an annual independent audit, with a policy of switching firms every five years.
  - An annual mailing to every residence in the Town.
  - At the annual organizational meeting in October
    - Authorization by the Board regarding pre-pays, petty cash, and discretionary spending.
    - Trustees should complete disclosure forms regarding any possible conflicts of interest (example disclosure from Bruce would be: *My spouse runs the library's Ukulele Group, and has a key to the library*).
  - Directors & Officers insurance.
  - Designating a board member as an informal "Finance Officer," tasked with the responsibility of reviewing all financial reports and expenditures *before* monthly Board meetings.
    - A brief discussion occurred regarding potential trustees for this role, but nobody was designated.
- Update on revised policy drafts
  - Tracy, Anne, & Bruce met regarding this on 10/18/18.
- Mandatory Sexual Harassment Policy

- **Election/Budget vote**

Review and record results in our organizational meeting minutes, update trustee roster.

- **Sustainability Initiative**

Detailed in Director's report.

- **Committee meeting with Town Supervisor James Quigley is tentatively scheduled for January.**

### **Old Business**

None

### **New Business**

#### **Motion to approve standard 2% raise for Kelley R.**

Anne moved, Allison 2nded

Roll call vote taken.

The motion carried unanimously.

#### **Motion to approve standard 2% raise for Tracy P.**

Anne moved, Annie 2nded

Roll call vote taken.

The motion carried unanimously.

- Raises to be effective on the first day of the month of the anniversary of their hiring.

#### **Motion to continue contracting with *Ulster Excavation & Trucking* for snow removal, at the same rate as last year, for \$3,200.**

Discussion included the system of paying a single rate, no matter how many times that the library needs plowing over the winter, and the reliability of service in the past.

Anne moved, Cynthia 2nded

Roll call vote taken.

The motion carried unanimously.

### **Setting next meeting date**

The need to schedule a December meeting is a departure from tradition, but is now necessary for year-end purposes.

An alternative to the below meeting schedule was discussed.

4:00 Tuesday, November 27 (4th Tuesday).

4:00 Tuesday, December 11 (**2nd** Tuesday) (Bruce unavailable).

The idea was raised regarding the possibility of combining both meetings on a date in-between, with the following suggested as a compromise date:

4:00 Tuesday, December 4 (**1st** Tuesday).

### **Public Comment**

#### **Motion to adjourn**

Cynthia moved, Teena 2nded

The meeting was adjourned at 5:16.

Respectfully submitted,

Bruce Engholm

Recording Secretary