

**Town of Ulster Public Library**

**Board Of Trustees Meeting**

**November 24, 2018**

Present: Anne Davis, Bruce Engholm, Susan Hayes, Brenda Maloney, Rotena Nippert, Allison Organtini, Cynthia Wadnola, Tracy Priest, Director

Absent: Annie LaBarge (excused), Melanie Scanloni (excused)

**Public Comment**

Anne called the meeting to order at 4:03 pm.

**Motion to approve the October 23, 2018 organizational meeting minutes.**

Allison moved, Brenda 2nded

The motion carried unanimously on a voice vote.

**Motion to approve the October 23, 2018 Board of Trustees meeting minutes.**

Anne moved, Cynthia 2nded

The motion carried unanimously on a voice vote.

**Financial Report**

Motion to approve pre-audit report for November

Anne moved, Allison 2nded

Roll call vote taken.

The motion carried unanimously, before Susan arrived.

**Motion to approve November Voucher Report**

Allison moved, Brenda 2nded

Roll call vote taken.

The motion carried unanimously, before Susan arrived.

## **Motion to approve November Financial Report prepared by Rose Woodworth at**

O'Connor Tax Services

Anne moved, Allison 2nded

Roll call vote taken.

The motion carried unanimously, before Susan arrived.

Update regarding Transferring Funds from Fundraising to Capital Account (as per intended designation).

This motion tabled, to be voted on in December, with the other financials.

Director's Report

Please refer to the report submitted by Tracy.

### **Committee Reports/Updates**

#### **Expansion/Renovation:**

Grant updates: submitted a grant application to the Birchez Foundation for \$5,000

Meeting with architect Paul Mays

Building committee to meet on December 6

#### **Fundraising**

Thank You notes to Super Raffle Sponsors: Plan is for each trustee to pick up six notes (with our new logo) at the library, write six thank you notes, and return the completed notes at the December 11 Board meeting.

#### **Civil Service**

Updates on the creation of Treasurer position:

Despite our compliance, the State has been returning our paperwork.

Requirements include: no journal entries, no check signing, & no seat on the Board of Trustees.

We are waiting to hear if Hailey can be appointed to a clerk position.

She is not a ToFU resident, but did very well on the Civil Service test for clerk.

#### **Budget and Finance**

Update will be presented at the December 11 Board meeting, with other end-of-year financials.

#### **Personnel**

Assigned Unrestricted for Employee Savings Plan

Committee met on Thanksgiving Eve. There were \$34,000 in medical benefits that have not been drawn on. Maximum 4% of gross.

## **Policy**

Fixed Asset Capitalization Policy

Threshold for reporting will be approximately \$1500, a standard in line with what other libraries are doing. Then tags will be placed on items. We will consider depreciation, or use the amount that they're insured for.

## **NYLA Sustainability Initiative**

Progress report & Sustainability Policy

When we hire the library page, they will receive college credit for the massive amount of survey data entry required.

## **Old Business**

**None**

## **New Business**

Motion to approve 2019 library calendar as presented in packet (attached).

Allison moved, Teena 2nded

The motion carried unanimously on a voice vote.

## **Motion to approve year-end bonuses.**

Anne moved, Cynthia 2nded

Roll call vote taken (including Susan).

The motion carried unanimously.

## **Motion to approve the Loucks proposal for core drilling, to cost**

roughly \$5,200.00, and to sign a contract.

Paul Mays, the architect, sent out requests for three quotes, two geotech firms offered quotes today. Paul has experience with both, and suggested that we take the lower bid, and that we specify our needs for core samples that can look for sinkholes.

## **Motion to approve establishment of an Assigned Unrestricted line, for the purpose of carrying out the Employee Savings Plan.**

Anne moved, Cynthia 2nded

The motion carried unanimously on a voice vote.

**Motion to adapt an Organizational Sustainability Policy.**

Anne moved, Bruce 2nded

The motion carried unanimously on a voice vote.

**Motion to close the library on Friday, December 14, for Staff Development Day.**

Susan moved, Brenda 2nded

The motion carried unanimously on a voice vote.

Schedule December Meeting - a departure from tradition, but necessary for year-end purposes. Agenda includes motion for Transferring Funds from Fundraising to Capital Account (as per intended designation), motion for adapting a Fixed Assets Capitalization policy, and the other financials.

Next Board Meeting date:

4:00 Tuesday, December 11 (2nd Tuesday). Need substitute secretary for taking minutes.

**Public Comment**

**Motion to adjourn**

Cynthia moved, Teena 2nded

The meeting was adjourned at 5:30.

Respectfully submitted,

Bruce Engholm

Recording Secretary