

**Town of Ulster Public Library
Board Of Trustees Meeting
Tuesday, January 22nd, 4pm**

Present: Bruce Engholm, Susan Hayes, Annie LaBarge, Brenda Maloney, Rotena Nippert, Allison Organtini, Melanie Scanlon, Cynthia Wadnola (Library Director Tracy Priest phoned in for a portion of the meeting)

Absent: Anne Davis (excused), Tracy Priest, Director (excused); Susan Hayes arrived at 4:56

Public Comment

Allison (vice president) called the meeting to order at 4:14 pm.

Motion to approve the Minutes of November Board of Trustees Meeting

Bruce moved, Cynthia 2nded
The motion carried unanimously on a voice vote.

Financial Reports

Motion for Approval of Pre-Audit Report

Annie moved, Bruce 2nded
Roll call vote taken - Susan not yet present.
The motion carried unanimously.

Motion for Approval of Voucher Report

Cynthia moved, Melanie 2nded
Roll call vote taken - Susan not yet present.
The motion carried unanimously.

Motion for Approval of Financial Report prep. by Rose Woodworth at O'connor Tax Services

Cynthia moved, Allison 2nded
Roll call vote taken.
The motion carried unanimously, before Susan arrived.

Director's Report

Good Samaritan Law and CPR

Training

- Chief Appa at Ulster Hose 5 extended an offer of support for a CPR training that includes our staff. At a recent UCLA meeting, however, opinions on whether or not this goes against an individual library policy led to conflicted opinions.

This portion of the director's report was discussed with the board via telephone. Tracy said that some libraries in Ulster County have policies that instruct staff to do no medical support, including issuing aspirin, band aids, etc. ToFU library policy is for staff to immediately call 911 and to use their best judgement. The board voiced general support for Tracy's plan to hire a trainer to offer CPR training to our staff.

Advocacy Day 2019!

- Library Advocacy Day in Albany is [Wednesday, February 27th, 2019](#). MHLS Member Library staff, trustees, Friends and patrons are encouraged to attend Library Advocacy Day in Albany, sponsored by the New York Library Association (NYLA). Each year library advocates from across New York State converge on Albany to voice their support for funding and policies that benefit libraries. Register via link on MHLS calendar.
- Governor Cuomo is in the process of finalizing his FY 2019-2020 Executive Budget proposal. [Take a moment](#)

to [send an email](#) to Albany and let them know that you support funding for libraries! Scripted letter available on MHLS page.

Tracy asked for trustees to contact her for arranging bus rides to Albany with other trustees, recommending the trip itself as educational for meeting with other library trustees.

Committee Updates (*Updates were limited this month due to the absence of Anne & Tracy*)

- Expansion/Renovation - Goals, Updates, Phone Meeting with Paul Mays:
As Anne had stated on Kingston Community Radio's A Taste of the Town of Ulster program this Thursday, she wrote a check for the core samples, and is awaiting Paul's analysis of the report.
- Fundraising - Update, USB Grant, Bank of Greene County Grant:
Do Good with Burritos benefit has been scheduled with Chipotle.
A local music teacher has offered a musical contribution for a library benefit. Melanie, Brenda, & Cynthia met about scheduling this for early Spring. Cynthia has offered her restaurant for the benefit. Plan is to include a silent auction with raffle baskets, bartending by Brenda's husband, and serving by the board.
- Civil Service – Updates re: Treasurer Jackie Benjamin, Clerk , Library Assistant Children's Programmer.
- Budget and Finance Committee - Update, Tax Payment to the Town.
- Personnel – Employee Savings, Update
- Policy – Progress Report, Set meeting date: *This was tabled, due to Anne's absence.*
- NYLA Sustainability – Progress Report, Team

Old Business

Credit Card: *The relationship with Key Bank is completely severed. There were issues with requiring the signature of Faith, the former Library Director. New credit card is from Bank of Greene County.*

Employee Savings Plan - Update: *A vote is expected at February's meeting. Staff eligibility for deferred compensation is being investigated.*

New Business

Patron Issue: *An individual patron is considering participating in the public comment portion of a board meeting. There is documentation of them behaving aggressively/using foul language since 2013. A patron letter is/will be sent, per policy.*

Motion for the Hire of consultant as administrative assistant for building project.

Cynthia moved, Brenda 2nded
Roll call vote taken.
The motion carried unanimously.

Motion for making End of Year 2018 Adjustments

Melanie moved, Cynthia 2nded
Roll call vote taken.
The motion carried unanimously.

Next Board Meeting date: 4:00 Tuesday, February 26 (4th Tuesday, as usual) Mardi Gras! (The next day, February 27, is Advocacy Day)

Public Comment

Motion to Adjourn

Allison moved, Teena 2nded
The meeting was adjourned at 5:05.

Attachment: *2018 End of year budget notes and adjustments*

Respectfully submitted,
Bruce Engholm
Recording Secretary