

**Town of Ulster Public Library
Board Of Trustees Meeting
Tuesday, February 26, 2019 4pm**

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

Absent: none

Public Comment

Anne called the meeting to order at 3:59 pm.

Motion to approve the Minutes of January Board of Trustees Meeting

Anne moved, Allison 2nded

The motion carried unanimously on a voice vote, before Melanie arrived.

Financial Reports

Motion for Approval of Pre-Audit Report and for Approval of Voucher Report

Anne moved, Allison 2nded

Roll call vote taken.

The motion carried unanimously.

Note: Financial Report prep. by Rose Woodworth at O'connor Tax Services for January was not yet available. Vote for January and February financial reports will be held at March board meeting.

Note: Annual Update Report to the Comptroller (AUD) was not yet available.

Anne moved, Allison 2nded

Roll call vote taken.

The motion carried unanimously, before Melanie arrived.

*Note: Town check for Tax Approp. is received and deposited in Operating Account.

Director's Report (see full report for additional information)

- Tracy emailed committee reports to all board members on each committee.
- The Employee Assistant Program (EAP) is available to all library employees, full- and part-time, 24/7, at a total cost of \$250/year.
- Over the past three years, the rate paid to part-time staff has been raised.
- The Employee Handbook project is pending revision shortly.
 - Melanie suggested the possibility of the Board reviewing several pages of

revisions at each meeting.

Motion to approve the Annual Report to the DLD via (MHLS)

- ToFU circulation is steady, statewide it's down 2%
- Report also includes program attendance, database use, and computer use statistics.

Anne moved, Allison 2nded

The motion carried unanimously on a voice vote.

Statistical Report - End of Year 2018 - See Annual Report for summary of 2018

Committee Updates

- Expansion/Renovation - Update, Summary 1/16/2018 phone meeting with Paul
The phasing of two separate projects, where there is one grant for lights & ceiling renovation, and one grant is for the reading room, was to be done in two separate phases. There was discussion about the possibility of combining these two projects into a single project. Combining these two projects into a single project would be more efficient, but depends on the availability of funding.

Motion to transfer \$50,000 from the fund balance to the Capital Account for expansion/renovation.

Anne moved, Cynthia 2nded

Roll call vote taken.

The motion carried unanimously.

- Fundraising
 - Subscription to Grant Station
 - Jean Mertine spreadsheet to track the Capital Fund, tracking funds in by source and year, and funds going toward project expenses.
 - Kingston Schools music director, Don Shaut, has offered entertainment by students for a Spring fundraiser.
 - "Do Good with Burritos" March 25 at Chipotle, with 33% of the proceeds from those identifying with the cause to be donated.
- Civil Service – Update: awaiting Hailey's appointment to clerk.
- Budget and Finance Committee - The tech appropriation has been deposited into the Operating Fund.
- Personnel – FT Employee SRA, EAP Benefit, Resource Self, Employee Manual (See Director's Report)
- Policy – Update
- NYLA Sustainability – Employee Survey / Data Assessment: The data have been entered, next is analysis of the data.

- Election --

Motion to hire Jean Martine as Election Secretary again this year for \$400.

Anne moved, Annie 2nded

Roll call vote taken.

The motion carried unanimously.

Old Business

Key Bank credit card issue has been resolved. A snafu had occurred regarding social security numbers, and the Director thanked Cynthia for her persistence in overcoming this problem.

A question arose regarding the library's bus trips. Due to a lack of enrollment, the NYC bus trip was cancelled. The Town has had similar experiences. Due to impending library construction, as well as the lack of turnout, bus trips were cancelled for this year. Alternatives suggested include public trips by the AAUW (American Association of University Women), SUNY-Ulster, and the West Hurley library.

New Business

Anne signed a patron letter with a ban effective for one year from 2/25/19.

A question arose about library closures due to severe weather. Closures are on the library's website at townofulsterlibrary.org, on their Facebook page, at cancellations.com, as well as being reported on the radio. The public is also welcome to phone the library, with the understanding that no answer indicates that the library has closed.

Four core samples were analyzed. The engineer recommended the monitoring of the library's catch basins, and inspecting the top and bottom footings for proper fill.

Director Tracy, Architect Paul, and Board President Anne are to visit Senator Amedore. Paul is expected to attend the March Board meeting.

Next Board Meeting date: 4:00 Tuesday, March 26 (4th Tuesday, as usual).

Public Comment

Motion to Adjourn

Cynthia moved, Allison 2nded

The meeting was adjourned at 4:57.

Respectfully submitted,
Bruce Engholm
Recording Secretary