

**Town of Ulster Public Library  
Board Of Trustees Meeting  
Tuesday, March 26, 2019 4:00pm**

**Present:** Anne Davis, Bruce Engholm, Susan Hayes, Rotena Nippert, Melanie Scaloni, Cynthia Wadnola, Tracy Priest, Director

**Absent:** Annie LaBarge, Brenda Maloney, Allison Organtini (all excused)

**Public Comment**

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

**Motion to approve the Minutes of February Board of Trustees Meeting**

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

**Financial Reports**

**Motion to approve Bill Payments**

The motion carried unanimously (5/5, a quorum) on a roll call vote, before Susan arrived.

**Motion to approve Monthly Financial Report for January & February, prepared by Rose Woodworth at O'connor Tax Services.**

The motion carried unanimously (6/6) on a roll call vote.

**Motion to approve Report from the Treasurer, Jackie Benjamin.**

The motion carried unanimously (6/6) on a roll call vote.

It was noted on the Profit & Loss, Budget vs. Actual report, that the 332.74% increase on the Miscellaneous line was due to purchasing new library tote bags, with the new logo, from the general fund. This was noted in the Report from the Treasurer, stating that “the benefits of moving fund raising expenses from General to Capital side are demonstrated by the presence of tote bags expenses in Miscellaneous.”

● **Special Report: Accounts Overview, Best Practices**

Tracy presented a multi-colored Accounts Overview worksheet, breaking out the Operating Account (annual budget), the Fund Balance (general fund contingency), and the Capital Fund for easy reference.

**Director's Report**

- Highlights included

- A patron donated \$100.00 for Craft Night. A \$60.00 donation was made in appreciation of the library staff. The staff have chosen to get a toaster oven for their break room.
- Children's' Librarian Kelley tabled at the Crosby School Literacy Celebration, talking with over 100 children, adults, teachers, and families regarding the library and its programs.
- John will be attending the Library Skills Academy, sponsored by the NYLA, in Tarrytown over three Tuesdays in May for professional development.
- Wobbly tables are in issue -- they need to be shored up. Ideally, they would be refinished along with the renovation, but we'll probably need to deal with this in advance of that time.

### **Quarterly Statistical Report**

- Summary

### **Committee Updates**

- Expansion/Renovation - Update.
  - Due to the need for increased fundraising, voting out to bid has been postponed.
  - Anne has visited Senator Amedore, and is planning a conference with the architect Paul Mays, and Tracy.
- Fundraising - Update.
- Civil Service – Update.
  - State and County are working out a job description for the Treasurer, it is almost approved.
  - No updates on Haley's appointment, all of our clerk spots are full.
- Budget and Finance Committee - Update.
  - A 2% increase in the budget is being constructed for a public vote in September
- Personnel – Update, Holistic Wealth SRA information
  - Board scheduled to vote on this at the June meeting.
- Policy – Update.
  - Postponed, to be rescheduled.
- NYLA Sustainability – Update from Director.
  - Expected to focus on paper use, facility, etc. More to come.
- Election - Timeline, Candidates, Discussion.
  - Teena, Annie, and Anne are up for re-election in the September public vote.

- Trustees serving in the positions of President and Vice President are limited to a maximum of two consecutive terms. An agenda item at the next Board of Trustees meeting (April) will include the discussion of an amendment that would make an exception to this item in the by-laws “by specific vote of the Board of Trustees.”

#### **Old Business**

#### **New Business**

#### **Motion to fund Simple Retirement Account (SRA) to the level of \$20,000.00.**

Discussion included the fact that this must be offered to all employees, both part- and full-time.

This could amount to \$5230/year, if all employees chose the 3% level.

The motion carried unanimously (6/6) on a roll call vote.

#### **Motion to move Fundraising Account and related expense to Capital.**

This would include magnets to be purchased for purpose of fundraising, in the approximate amount of \$4,584.00.

The motion carried unanimously (6/6) on a roll call vote.

#### **Motion to transfer Unspent or Assigned Funds from 2018 to Fund Balance for Contingency.**

This would be in the amount of \$28,350.

The motion carried unanimously (6/6) on a roll call vote.

**Next Board Meeting date:** April 23, 2019 (4th Tuesday, as usual).

#### **Public Comment**

#### **Motion to Adjourn**

The meeting was adjourned at 5:07.

Respectfully submitted,  
Bruce Engholm  
Recording Secretary