

**Town of Ulster Public Library
Board Of Trustees Meeting
Tuesday, April 23, 2019 4:00pm**

Present: Anne Davis, Bruce Engholm, Susan Hayes, Annie LaBarge, Rotena Nippert, Allison Organtini, Tracy Priest, Director

Absent: Brenda Maloney (excused), Melanie Scalon, Cynthia Wadnola (excused)

Public Comment

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

Motion to approve the Minutes of March Board of Trustees Meeting

The motion carried unanimously on a voice vote, with a quorum of five trustees present.

Financial Reports

Motion to approve Bill Payments

The motion carried unanimously (5/5) on a roll call vote, with a quorum of five trustees voting, prior to Annie's arrival.

Motion to approve Monthly Financial Report for March, prepared by Rose Woodworth at O'connor Tax Services.

The motion carried unanimously (5/5) on a roll call vote.

Motion to approve Report from the Treasurer, Jackie Benjamin.

The motion carried unanimously (5/5) on a roll call vote.

Motion to instruct architect Paul Mays to prepare bid documents for Phase I of the Master Plan, expansion of the reading room at the front of the library.

The motion carried unanimously (5/5) on a roll call vote.

Director's Report

- Highlights included
 - New signage has been installed, including a large decal for the entryway with our new logo, additionally, the new logo has been added to our outdoor sign.
 - Trustees & volunteers must complete the mandatory training that all library employees have completed, relative to sexual harassment prevention policy training. This training must be completed by October 9, 2019, for compliance with this new state law.

Committee Updates

- Expansion/Renovation - Update.
 - Paul Mays, architect, is planning to attend the next board meeting.
- Fundraising - Update.

- \$178.04 was raised at the Chipotle fundraiser. An appeal letter is being prepared, to include a pledge card and envelope, to 12, 000 residents in the library district. Estimated cost is expected to be approximately \$1200.00.
- Bank of Greene County has contributed a \$1,000.00 donation, in addition to last year's \$500.00 donation.
- Civil Service – Update.
 - Civil Service has approved the job description for the Treasurer, Jackie Benjamin.
 - No updates on Haley's appointment, after taking the test in August. Based on her score, a *provisional* appointment is an option.
- Budget and Finance Committee - Update.
- Personnel – Update, Holistic Wealth SRA information
 - Board scheduled to vote on this at the June meeting.
- Policy – Update.
 - Revision of the Policy and Personnel Manual is a priority. A meeting of the Policy & Personnel Committee is to be scheduled.
- NYLA Sustainability – Update from Director.
 - This is almost completed; the final meeting is pending.
- 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. The possibility of an amendment that would make an exception to this item in the by-laws "by specific vote of the Board of Trustees" was discussed, including the alternative option of creating the position of Expansion Committee Chair, with the board appointing a trustee to this new position. Trustees are asked to consider running for President of the board. Officers are elected by the board at the October organizational meeting, for one year terms. Trustees serve for a term of three years. Candidates must submit petitions with signatures of 25 registered voters in the library district by August 5. Jean Mertine will release petitions on July 5.
 - The board has approved Jean Mertine's help in applying for 501(c)(3) status for the first time.

Old Business

New Business

Next Board Meeting date: May 28, 2019 (4th Tuesday, as usual) at 4:00 pm.

Public Comment

Motion to Adjourn

The meeting was adjourned at 4:54.

Respectfully submitted,
Bruce Engholm
Recording Secretary