

**Town of Ulster Public Library  
Board Of Trustees Meeting  
Tuesday, May 28, 2019 4:00pm**

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

**Absent:** Brenda Maloney, Allison Organtini, Cynthia Wadnola (excused)

**Public Comment**

Anne called the meeting to order at 4:08 pm.

Presentation by Library Architect Paul Mays

- Presented drawings for the Phase I West side "Reading Room Addition."
- Public bidding published in newspaper of record.
- One general contractor to deal with.
- Calendar:
  - Monday, June 17, 10:00: pre-bid walkthrough (touring mechanical room, week before bids are due)
  - Friday, June 28, 2:00: opening of the bids.
  - Tuesday, July 2, 4:00: **board meeting** to vote on awarding contract.
  - Thursday, July 18, 2:00: kick-off meeting with general contractor, planning of groundbreaking ceremony.
  - Saturday, July 20(?), *possible* date for groundbreaking with Summer Reading Program participants.
  - Every two weeks: construction meetings with Paul (or his representative) including Library Director and at least one board member.
- Paul suggested that trustees join him on a field trip to the Goshen Library, as he has worked on four libraries in that area within 20 miles of each other.

**Financial Reports**

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

The motion carried unanimously on a voice vote.

**Financial Reports**

**Motion to approve Bill Payments**

The motion carried unanimously on a roll call vote.

**Motion to approve Monthly Financial Report (Profit and Loss, Budgeted vs. Actual) for April, prepared by Rose Woodworth at O'connor Tax Services.**

The motion carried unanimously on a roll call vote, after Anne noted that the

Professional Services line in the budget was at 89%, and explained that this was a high percentage due to hiring Jean Mertine, which hadn't been included in the original budget.

### **Director's Report**

- Highlights included
  - Please read through the written report, as approximately 40 minutes of our meeting was dedicated to hearing from Paul Mays.

Trustees must complete training by October at the below website:

<https://midhudson.org/new-york-state-sexual-harassment-law-policy-and-training/>

### **Committee Updates**

- Expansion/Renovation - Update, Bid Documents, Paul Mays visit, Construction Memo.
  - Paul Mays presented for 40 minutes, updating those present at the meeting.
  - Tracy informed the board that the DLD (Department of Library Development) grant has approved us for a one year extension, until June 2020.
- Fundraising -
  - Brenda Spearman, who worked at the TofU Library for nearly 20 years, and her husband, Bill, invigorated the effort to draft an appeal letter. Once they received an early draft of the letter, they made a significant contribution to the Capital Fund.
  - Town voting lists were used in building the postal routes for our appeal letter. Extra copies will be available at the circulation desk.
- Civil Service – Update.
  - Confusion persists regarding Hailey's placement on the list. More under Personnel.
- Budget and Finance -
  - Draft of proposed 2020 Budget to be presented by Anne for review at next board meeting.
- Personnel – Minutes of Meeting, Recommendation
  - Minutes of 5/23/19 committee meeting were included in the board packet. Anne has received input from all committee members, who are unanimous in the recommendation to the board regarding three motions to be made under New Business.
- Election -
  - First press release with number of available seats.
  - Trustees are urged to consider the position of board president, as Anne's two consecutive one-year terms expire in October.

## **Old Business**

- Employee Handbook

## **New Business**

**Motion to make Hailey Debrowsky a Full Time Page [Pending Clerk], effective as of June 1.**

The motion carried unanimously on a roll call vote.

**Motion to approve Standard Annual 2% raise for Custodial Worker. (retroactive from 5/5/2019, the anniversary of his hire date) .**

The motion carried unanimously on a roll call vote.

**Motion to increase hourly wages as specified below, effective as of June 1:**

**Full Time Clerk (Manager, Circulation, Operations, Collections) from \$15.49 to \$18.00**

**Full Time Clerk (Adult Programming, Circulation) from \$15.09 to \$16.00**

**Full Time Page [Pending Clerk] (Circulation, Collections) from \$12.00 to \$14.00**

**Full Time Clerk (Circulation, Technology, Social Media) from \$12.00 to \$14.00**

The motion carried unanimously on a roll call vote.

**Next Board Meeting date:** July 2, 2019 (**special date**) at 4:00 pm, to vote on awarding the contract for Phase I of the expansion/renovation.

## **Public Comment**

## **Motion to Adjourn**

The meeting was adjourned at 5:31.

Respectfully submitted,  
Bruce Engholm  
Recording Secretary