

Town of Ulster Library Board of Trustees Meeting
Tuesday, November 26, 2019 4:00 PM

Present: Anne Davis (Building Committee Chair), Bruce Engholm (Secretary), Susan Hayes, Annie LaBarge, Brenda Maloney, Rotena Nippert, Melanie Scaloni (President); Tracy Priest (Director)

Absent: Allison Organtini (Vice President)(excused)

Public Comment

Call to Order by Melanie at 4:01

- **VOTE:** Approval of the minutes of the October 22, 2019 Board of Trustees Meeting, as amended to correct tonight's meeting date from 11/19/19 to today, 11/26/19.

Motion carried on a voice vote.

Financial Reports

- **VOTE:** Approval of Bill Payments
Motion carried (six in favor, with one trustee briefly excusing themselves as roll call vote began).
- **VOTE:** Approval of Monthly Financial Report / Rose Woodworth at O'connor Tax Services.
Motion carried unanimously (7/7) on a roll call vote.
- Treasurer's Report / Jackie Benjamin

Director's Report

- Tracy followed up on Personal Committee meeting, regarding progress on redistributing responsibilities with six new staff members. Also highlighted upcoming trainings for 2020 Census.

Committee Updates

- Expansion/Renovation: Building Committee Chair, Anne, reported on progress constructing the new Reading Room. We're currently waiting on the lighting, furniture is expected in December. The majority of the work is expected to be done by late January. An open house of the Reading Room is planned once the Certificate of Occupancy has been granted.
- Fundraising - Melanie and Anne reported that they are exploring a pancake breakfast/bake sale fundraiser at the VFW for the Spring. Ideas for the Summer involve a wine and cheese raffle on the Hudson River, possibly including a violin player, an art auction, and a chance to win a catered dinner for six. For the Fall fundraiser, the book

sale and antiques roadshow-type event is planned. Discussion included increasing the number of vendors, and the pros and cons of charging for space vs. having the vendors donate a percentage of their sales to the library. In addition to fundraisers in the Spring, Summer, and Fall, more passive fundraising efforts under consideration include partnering with Chipotle, Five Guys, and Texas Roadhouse. Discount cards have been ordered, and should arrive next week.

- Civil Service – Payroll was certified. The library has supporting materials for the seven minor citations.
- Budget and Finance Committee - Projections for end of year adjustments
- Personnel – Update (info in the director's report with regard to staff responsibilities)
- Policy – Updated policies regarding organizational policies and patron services should be posted this week to town of ulster library.org. It is anticipated that the new employee manual may be completed by year's end.
- NYLA Sustainability - Progress continues. Green Certification may be awarded this summer. New library staff members Amy and Julia have expressed interest in working toward this.

Old Business

- Update on required NYS Sexual Harassment Training for Trustees, should have been completed by 10/9/2019. Melanie and Annie have completed this training.
- Trustee Oath for Annie LaBarge was taken.

New Business

- **VOTE:** End of year bonuses (would total \$1400 for all employees in 12/13 payroll)
Motion carried unanimously (7/7) on a roll call vote.
- **VOTE:** Dates closed 2020
Motion carried on a voice vote.
- Discussion of projected end of year adjustments for balancing the budget. (will require a board vote in December)

Set Next Board Meeting date, for **Tuesday, December 10, at 4:00** (Note that this is the second Tuesday of the month. Because this meeting was moved due to the holidays, it will be publicized.)

Public Comment

- **VOTE:** Adjourn at 4:54.
Motion carried on a voice vote.