



— TOWN OF —  
**ULSTER**  
PUBLIC LIBRARY

**Town of Ulster Library Board of Trustees Meeting**  
**Tuesday, May 26, 2020 4:00 PM**

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

**Absent:** none

**Note:** This was the board's third monthly, remote meeting, due to the pandemic emergency. Zoom was the platform used for this remote meeting. All six trustees were present on Zoom.

**Call to Order by Allison at 4:05.**

**Pledge**

- **VOTE:** Minutes (as amended) of the April 2020 Meeting.  
Motion carried on a voice vote.
- **VOTE:** Approval of Bill Payments.  
Motion carried unanimously (6/6) on a roll call vote.
- **VOTE:** Approval of April Financial Report prepared by O'connor Tax Services.  
Motion carried unanimously (6/6) on a roll call vote.
- Treasurer's Report: Not available. Phone date has been set up for future review.

**Director's Report**

● Tracy & two trustees are registered to attend tomorrow's MHLS webinar, *Trustee Roles & Responsibilities During Restarting Library Services*, which will include a review of the governance aspects of reopening libraries and focus on risk management topics related to libraries' restart plans. Therefore, it was agreed that the board's voting on these policies, plans, and procedures should occur after the webinar. Tracy has been attending regular policy meetings with Rebecca from MHLS every Friday. The Restart Checklist from MHLS was reviewed. It was suggested that proposed policies, plans, and procedures should be run by our lawyer, and that cleaning procedures will be shared with Terry.

**Reopening the library** ...will happen in phases, beginning with staff returning in preparation, followed by curbside pick up. Preparation for restarting services includes:

- *Deep disinfection by an outside service.*
- *Approval of policies and plans.*
- *Required logs, plans and documentation (daily screenings, visitor logs, including MHLS ILL drivers)*
- *Ensuring that we have adequate supplies of PPE. (some on hand, much on backorder)*
- *Training staff on PPE (videos, etc).*
- *Modifications to the building to keep staff, patrons, anyone who enters safe. (plastic chairs, plexi dividers, storage of cloth chairs and tables in the shed, etc.)*
- *Scheduling employees to work in the building in shifts - continuing to telecommute whenever possible.*

Terry Wolf spent 6-7 hours with Richard Metger emptying out the shed.

Interlibrary Loan services will be suspended, only our items can be placed on hold as the reopening progresses. Predicting possible cuts to MHLS of up to 50%.

Exec order 202.26 states that special district libraries elections and/or budget votes shall be rescheduled to September 15, 2020, and collection of signatures for nominating petitions is hereby suspended until further notice, subject to a process determined by a future Executive Order. Trustees can remain in office until then. Jean Martine, elect secretary, is scheduled to meet with the board at the June meeting.

Service and offerings to the community during closure.

- Boosted digital content, overpaid Overdrive in advance in order to eliminate issue of bill pay. Added Hoopla, which can let patrons have simultaneous borrows.
- Staff Updates.
  - Kerry's videos, Josh's teaching, Story hour, Tech Time, Tween Zoom meetup (with snacks) is becoming an advisory board, Friday Flashback, Saturday shares (looking at local resources), etc are services being provided virtually. Please refer to the Director's Report for details.

Statistical reports show that the library had 101 hits to Wi-Fi, 21 people applying for new cards, which reflect a similar rate as previously seen in the Before Times. Kelly can read along with books on Hoopla, since it includes licensing for public use.

## **Committee Updates**

- **Expansion/Renovation** – Butler Rowland Mays Extended Service Proposal.

Anne reported that costs for Phase 2 have been reduced, due to smaller scope and fundraising issues due to the covid crises. Their fee was reduced by \$4,000, reflecting the reduced scale of the project, and in order to help the library. \$49,900 needed for their total fee. This will help reduce the need for fundraising to the \$11,000 range. The estimated cost for a full-color mailing was \$1918. The board extends their gratitude to Butler Rowland Mays. The next step is to have them prepare a bid.

- **Election/Budget Vote** - Covered in Director's Report.
- **Budget Finance** - Covered in Director's Report.
- **Personnel / Policy** - Covered in Director's Report.

## Old Business

## New Business

- **VOTE:** To accept Butler Rowland Mays Extended Service Proposal quote to provide architectural services for Phase 2. .

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

- **VOTE:** To accept Julia Mazerik's resignation.

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

## New Business

Set the next Special Board Meeting date to review reopening plans, for next Tuesday, June 2, at 4:00.

Set the next monthly Board Meeting date for **Tuesday, June 23, at 4:00.**

## Public Comment

Ruth Quick said that she wanted to give a shout out to Tracy & Kerrie for their help starting up the library's Book Club in the new virtual space. June 2, 1:00 may be their next meeting. Four attended the first virtual book club. Ruth also commented how much she is enjoying the radio spots for the library. Tracy offered that one could be done for the Book Club.

- **VOTE:** Adjourn at **4:55.**

Motion carried on a voice vote.