

Town of Ulster Library Board of Trustees Meeting  
Tuesday, March 24, 2020 4:00 PM

Present: Anne Davis, Bruce Engholm, Susan Hayes, Annie LaBarge, Rotena Nippert, Allison Organtini; Tracy Priest (Director) Absent: none

Note: After the board accepted the resignations of Brenda Maloney and Melanie Scaloni at the February meeting, six trustees remain. Five trustees are needed for a quorum. This was the board's first 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 4:02. Public Comment: none

- VOTE: Minutes of the February 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 February Financial Report prepared by O'Connor Tax Services.

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

- Treasurer's Report: Not available.

Director's Report

- Closure of the Building
- MHLS Updates
- Services
- Employees
- Communication

Tracy reported how things kept changing. She met with Julia on Monday to secure the building, removing money, locking the dropbox, making phone calls, making bank deposits, contacting the Town Police and Ulster Hose #5 regarding the closure of the building and the potential for patrons in the parking lot accessing Wi-Fi from the library.

Tracy held a staff meeting that evening on Slack. Among the tasks that were identified were the need for Julia to codify the knowledge that she has by creating a circulation manual, for Josh to provide online tech support, and for Kelly to plan a summer reading program. Hailey is doing a huge data entry project.

Peggy, from the Town of Ulster, is gathering the phone numbers of participants from the Town Senior Center so that the library staff can check in on the seniors in our community.

The board's decision to follow the school district emergency closures was reiterated.

Committee Updates

- Expansion/Renovation – Waiting on final Payment Application for Phase 1, Requesting an extension from DLD for Phase 2 completion.

Grant was approved two years ago, providing confirmation that it was started is required for the extension. Cost-cutting alternatives are being sought. The board agreed that the supervisor needs to be informed that buying the abandoned Pizza Hut next door is not a viable option for the library. Anne reported that gutters and landscaping were still needed in order to prevent splashing up onto the addition; these were not part of the contract.

- Civil Service – How does CS policy pair with closure?

We've been in touch with Tanya at CS, who referred us to Section 25, and recommended doing work reductions across the board, especially for our full-time staff members. Regulations specify that any reinstatement must be done in order of hire date/seniority (versus doing all changes evenly across the board).

- Election/Budget Vote - Percent of Increase, Candidates

The board reviewed the 2020 Town of Ulster Library Election /Budget Vote dates timeline prepared by Jean Mertine. Trustees that are running for re-election should let it be known by May.

#### Old Business

- Clarification on Trustee terms/filling unexpired seats.

The ballot will include the three (three-year) terms that are expiring, plus the two (one-year) terms resulting from Brenda and Melanie's uncompleted terms. The top three vote-getters will assume the three three-year terms. The next two vote-getters will fill the two one-year terms. It is also possible for the board to appoint trustees to fill the vacant seats after the organizational meeting in October.

#### New Business

- VOTE: Approval of online bill payment for essential utilities, insurance, etc., as determined by the Library Director.

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

Discussion prior to the vote included the possibility of the board approving specific accounts that paid online through the end of the year, such as garbage, insurance, utilities, etc. Other libraries are using bank checks, which are like money orders, and no signature is required. Allison volunteered that she's okay with physically signing the checks, as she's already doing so for her office. It's estimated that bank checks are 3/dollar. Tracy has been picking up mail from the library. Discussion concluded that there was currently no need for using bank checks.

- VOTE: Amend existing Disaster Policy to include Pandemic Plan, as below.

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

Disaster Policy Update - Pandemic: In the event of a pandemic or other communicable threat to public health, the library will look to the County, State, and Federal Government for guidance and will abide by the directives put forth. The library will follow the closure schedule for the Kingston City School District, but also make determinations for closure using common sense, caution, and the greater good as its guide. The ability or availability for employees to work from home will be assessed case per case, as well as as a more specific response plan should the situation merit.

- VOTE: Insurance Renewal with Reis (for officer and director liability).

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

- Discussion: guidance on closures, essential workforce.

Set Next Board Meeting date, for Tuesday, April 21, at 4:00.

#### Public Comment

- VOTE: Adjourn at 5:28.

Motion carried on a voice vote.

Attachments (2): State Disaster Emergency Resolution Addendum  
State Disaster Emergency Resolution

WHEREAS on March 7, 2020, the Governor of the State of New York issues Executive Order 202 declaring a state disaster emergency; and

WHEREAS, as a result of the world-wide pandemic underlying the state disaster emergency, the library may need to close, reduce hours, or reduce staff reporting for duty; and

WHEREAS, the board has duly reviewed the public safety and budget considerations of reducing operations and continuing regular pay during the state of emergency; and

WHEREAS, the board recognizes that to best serve its area of service and protect the health of the community and its employees, employees may need to be directed to report to work at the library, to work remotely, or to be on-call but not report to work during routine hours; and

WHEREAS, the library is a community resource for critical information at this time, and must remain ready to respond to community needs as is within its capacity and budget;

BE IT RESOLVED that the board shall continue to compensate full and part-time staff as allowed by law and provided by the policy for Quarantine Leave and Paid Leave During Emergency Closure between 3/13/20 and 4/21/20; and

BE IT FURTHER RESOLVED that the library director and the [Executive Committee] of the board shall maintain ongoing communication and monitor the best approach to address safety and operational concerns, and shall inform the full board of same; and

BE IT FURTHER RESOLVED that the board shall reconvene on 4/21/20 to reconsider the continuation of compensation in light of what may be needed for the community and the library to recover from the state of emergency and return to normal operations.

Passed on March 24, 2020 Town of Ulster Public Library Board of Trustees

Addendum for Town of Ulster trustee meeting, March 24th, 2020

Vacant Seat Update for Clarification DRAFT: (Anne Davis)

Vacancies. A vacancy can occur at the end of a three year term or when a trustee leaves the board before completion of their term. If a vacancy occurs on the Board of Trustees, the Board of Trustees may appoint an individual to serve until the next annual election, at which time the remainder of the term shall be filled by a candidate duly elected at such election. The board is encouraged to advertise vacancies and interview candidates.

Sec. 4 Election & Term:

- The Trustees of this Library shall be elected at the annual election the first Thursday in September following the first Monday in September.
- The Board of Trustees shall be divided into three groups, equal in number, so that upon the expiration of the term of each group of Trustees, new Trustees shall be elected for a term of three years.
- Vacant (full three year term) or appointed to an empty seat to serve until the next election Trustee terms will be filled in the order of highest votes received (most votes, longest term).
- The members of the Board shall upon election enter upon the performance of their duties at the October meeting and shall continue in office until the term of office expires.
- In case of equal number (tie) of votes, the Board shall determine through a random process which candidate(s) shall be seated.