



— TOWN OF —
ULSTER
PUBLIC LIBRARY

Town of Ulster Library Board of Trustees Meeting

Tuesday, June 23, 2020 4:00 PM

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

Absent:

Note: This remote meeting convened with all six trustees present on Zoom, due to the pandemic emergency.

Call to Order by Allison

VOTE: Approval Minutes May 2020 Meeting

Financial Report

- **VOTE:** Approval of Bill Payments

Postponed until next month.

- **VOTE:** Approval of May Financial Report prepared by O'connor Tax Services.

Roll call vote, passed, 5/5

- **Treasurer's Report**

Not yet received. Treasurer Jackie meeting Friday with Tracy

- **Mention:** Overpayment of taxes.

Payroll summation from our bookkeepers, but need to fix issues before we can migrate it out. SRA retirement money was deducted, but not sent out. \$8000 overpaid on taxes.

Payroll company GTM. We owed ~\$3000, they paid ~\$11, 000 to the IRS. Once settled, we can migrate to O'Conner Tax Services.

Director's Report

Showed programming for summer on screen over Zoom with trustees. Six weeks from each programmer. Every Saturday a county-wide event purchased together. During the end-of-summer-reading-program parade, participants will guess what character the staff is costumed as.

- **Summer Reading** - communication and plan.
- **Curbside Pickup** - communication and plan.

Drop boxes are now open. On Friday, staff will be testing curbside pickup. Amy designed curbside pickup signs. State guidance says that staff may not open trunks. Can put on hood, then step away. Bag will have first four letters of last name, folded and staple in paper back, with a limit currently of ten items. Picnic table lead to smoking and drinking. Currently need to move it, will use bench each day taken out. Hope to resume picnic table in future. . Curbside counts for ILLs, but not for reporting.

- **Building Report** - Repairs, maintenance, improvements during the closure.
(Secretary lost connection from ~4:40-4:45.)

Committee Updates

- **Expansion/Renovation** – Final Submission Phase 2 DLD

Tracy will be completing submission, including photos to show specifically what we'd like to achieve, per Anne. Include photos of our new reading room to show patrons and community what their generosity accomplished. Included the architect's sketch of track lights and clouds for better acoustics, with smaller and fewer light fixtures to replace fluorescent lights now in use. We will send this in an electronic fundraising email.

Timing of email was discussed, due to the economic slowdown. Perhaps wait until we invite the public to see the new addition. Future reception to thank donors someday, maybe, if ever possible agoian. Annie wondered if there may be fewer donations as time goes on. We want to convey that we can maximize the power of gifts from donations sooner, rather than later. Perhaps eliminate tiered giving this time. Last time was the Donor/Patron, etc. approach.

- **Election/Budget Vote** - Asked election secretary Jean Mertine to join us.
- **Budget Finance** - draft of 2021 budget for approval.

Same total amount as last year. Tracy highlighted how no fines were charged during the

closure. Paying fines online could be an option, but how can we enforce punitive measures with compassion, when people won't be entering the library, nor wanting to handle cash. Julia's full-time position may be a 25 hour position during the recovery. 2% raise for staff could still be a possibility, for our most valuable resource (per Anne). More allotted to buildings and grounds to accommodate social distancing.

VOTE: to approve the proposed budget

Discussion included improbability of fundraising events, such as the daily raffle as in past years, which were popular. Also not refilling Julia's full-time position. After discussion of the motion on the table, a roll-call vote was called. Without Julia's managerial position, Tracy needs to do managerial support, involving patrons without face coverings, etc. Less available for designing the 30-day calendar this year. Staffer Ann can help with graphics. Brainstormed ideas of dropping a dollar into a hat during curbside pickup. "Drop a Dollar" or delivering prizes to the winner's door.

Passed unanimously on roll call vote, 5/5.

- **Personnel / Policy** - Lawyer Insurance response to COVID19 plans and policies.

Jason Kovacs responded quickly to Tracy, and suggested that we submit it to Town Building Inspector, Mr. Tutt. He approved. Insurance company's reply is still pending. Friday the Building Inspector will send a rep out for an occupancy count. Do we use a door counter, or an intern? Tracy spoke of how things are done at Kingston Point Beach regarding enforcement of face covering requirements. How to count? Some libraries are having the patron move a person on a felt board.

Old Business

New Business

- VOTE: 2021 Proposed Budget (see above)

Set Next Board Meeting date

Fourth Tuesday, 7-28-2020, at 4:00 (Anne to Zoom in while traveling)

Public Comment

Adjourn

VOTE to adjourn. Passed at 5:27.