



— TOWN OF —
ULSTER
PUBLIC LIBRARY

Town of Ulster Library Board of Trustees Meeting
Tuesday, April 28, 2020 4:00 PM

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

Absent: Rotena Nippert (excused)

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

Business Portion 4:00 - 4:30 PM

Call to Order by Allison at 4:15.

Pledge

Public Comment: none

- **VOTE:** Minutes (as amended) of the March 2020 Meeting. Error noted regarding the next meeting on 4/21/2020, amended to 4/28/2020.
Motion carried on a voice vote.
- **VOTE:** Approval of Bill Payments.
Motion carried unanimously (5/5) on a roll call vote.
- **VOTE:** Approval of March Financial Report prepared by O'connor Tax Services.
Discussion re paying taxes on book sale.
Motion carried unanimously (5/5) on a roll call vote.
- Treasurer's Report: Not available.

Director's Report

- 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), Special programming coming up wrt reducing food waste, Kerry's trivia night happy hour. Town has been reaching out to the library regarding seniors and their needs. Website lists resources, which are also printed and distributed to senior residences. Also hoping to distribute with Miller food pickups. Started running PSAs on the radio. Tracy played us a sample, with Josh, Amy, Tracy, including emails and library phone number for voicemails, produced yesterday. Tracy demonstrated a record of the many staff interactions that were recorded on Slack .
- Draft plan for phased reopening following greenlight from NY State.
 - Tracy showed the work-in-progress draft of this document, which included plans for curbside pickup (parking lot), gatherings limited to ten people, etc. Staff are interested in conducting a deep, industrial cleaning, prior to using the building. The shed still contains some items from Mr. Metzger. Plan to store some of the tables & chairs in the shed to About \$25000 for protective equipment, shields, signage for social distancing, etc. A grant may be available to help with the expense. As a government entity, we are ineligible for the PPP (Payroll Protection Plan) loan from the federal government.
 - Got a \$1000 grant for Phase II.
 - SRA payroll not sending investments for employees.
 - Board trustee training for covid by MHLS.
- MHLS - coordinated services to restart following greenlight from NY State.

Committee Updates

- **Expansion/Renovation** – Paul Mays Presentation (after business portion of meeting)
- **Election/Budget Vote** - Possible postponement of vote, current trustees and appointments in light of Covid19. This would require a Resolution and legal notice. Clarification on date of vote as described in Enabling Legislation.
 - 0% budget request.
 - Consider suspending elections, appointing people, etc. Many libraries are doing this.
 - Call the Board of Elections regarding or postponing, or suspending the election, per Town Supervisor. This is to be followed up at the next meeting (no petitioning until the election cycle begins in June, with public notice.) Bob Skofiled is a lawyer named in the Director's Report this month.
 - There is currently no vice president; the position is vacant.

Old Business

New Business

Special Presentation 4:43 PM

Presentation by library architect Paul Mays of Butler, Rowland, Mays.

Weekly meetings with Paul, Tracy, & Anne.

Set Next Board Meeting date, for **Tuesday, May 26, at 4:00.**

Public Comment

- **VOTE:** Adjourn at **5:21.**

Motion carried on a voice vote.