

**Town of Ulster Public Library
Board Of Trustees Meeting
Tuesday, August 25, 2020**

Present: Anne Davis, Bruce Engholm, Rita Joyce, Annie LaBarge, Rotena Nippert, Allison Organtini; Tracy Priest, Director

Absent: Susan Hayes (excused - leave of absence)

Guest: Ruth Quick

Meeting conducted via Zoom video tele-conferencing platform.

Public Comment

Ruth Quick asked about the library vote scheduled for September 17. Because of the public health crises, potential candidates that are interested in a seat on the Board of Trustees declined to petition to be on the ballot. This has resulted in no candidates on the ballot, just a place to write-in a name. Ms. Quick asked for information regarding interested candidates that she could write in on her ballot.

Anne noted that she was speaking as a trustee, since the library will not and does not endorse any specific candidate. Anne provided information that two trustees, Susan Hayes and Allison Organtini, had their terms expiring, and were seeking re-election. Additionally, Rita Joyce has been appointed to the board, and was seeking election. Anne noted that this information regarding write-in candidates, which was specifically sought out by the public at this meeting, may not be shared by the library. Posting write-in candidates is considered as the library promoting a specific candidate. This led to additional discussion regarding the election scheduled for September 17.

At the end of public comment, Ms. Quick asked about a 22% reduction in state aid. the buildings and grounds budget has been increased, due to needing plexiglass barriers, etc. Drop in income from fines. The future of the book sale is uncertain.

Call to order: Allison called the meeting to order at 4:24.

Motion to approve the Minutes of the [July 23 Board of Trustees Meeting](#), as amended to correct the spelling of "[Kerry](#)."

The motion carried (5/6) on a voice vote.

Rita took the oath of office.

Minutes of the July 23rd Board of Trustees Meeting

[Kerry is the corrected spelling under Old Business on July minutes. Feb/Mar/Apr/May online minutes incorrectly say 2019.](#)

Vote carried as modified.

Motion carried on voice vote.

Financial Reports

VOTE: Approval of Bill Payments (these were not included in the packet. Board agreed to add to August packet to vote on then.

VOTE: Approval of Monthly Financial Report prep. by Rose Woodworth at O'connor Tax Services.

Motion carried on roll call vote.

- Treasurer's Report (not provided this month)
- Capital Account Overview
- Contingency
- Complete new check signer paperwork

Director's Report

Updating OS on patron computers, 2-4 hrs per machine, but give more control to the circ desk, for batch processing, instead of one-by-one with multiple passwords. Also working on physically distancing the computers.

Break from programming before bringing back adult, childrens, and teen programming. Josh is a teacher, so doing tutoring. Considering an in-person study hall project. Shared photos of summer reading program finale.

Covid testing questions regarding some staff get 66% of pay rate during quarantine, if they are not able to work from home.

Been working on cleaning up the building lot. People have been drinking in the lot, and parking for long periods of time to access the Wi-Fi, including listening to Congressional hearings.

Quote was received from Augustines re providing river rock for drainage.

We have a patron that walks their dog in the morning, and suspected someone of parking overnight, but they claimed that they get there early to listen to an early news program. Patron was concerned enough to call the police. Tracy will follow-up with contacting the TofU police. She had a long talk with the patron in the car.

Will be helping the new director with new data collection for Covid regarding attendance at programs, borrowing, etc.

Diversity and inclusion hasn't been brought up yet. Library has spoken with parents who want to see themselves and their children represented, and in their language. Parents and school librarians have been helpful with conversations. Should also be reflected formally in Policies and in Hiring Practices.

Committee Updates

- Expansion/Renovation: Planning Board Approval, Building Permit Issued

Anne & Tracy have restarted past weekly Zoom meetings with architect Paul, making sure that we have a good awareness of financials. He will be doing an architect's rendering of Phase 2, with the new clouds and light fixtures, that we can use for Town Board meetings, or displayed on an easel in the library. Will use image in fundraising. Will place this new appeal on all platforms, including to people that may be outside of the Town of Ulster.

- Fundraising - Update
- Civil Service – Update

Call for audit is due in October

- Budget and Finance Committee
- Personnel – Update

Anne announced that Bruce is the point of contact for Library Director applicants. At this point, we have selected two applicants, and declined two (for lacking degree or certification), but one had to withdraw due to family issues. The other one has had a second interview with us. We have a new batch of applicants, and questions prepared. Tracy suggested the requirement for MLS from ALA accredited. Our district requires it. Indeed doesn't let you specify which specific masters degree is required, so they can check yes to masters degree, but description specifies MLS requirement.

From Indeed, two selected, three rejected

7:00 Monday, Kenneth Eilen

6:30 Tuesday, Matt Fortino

First candidate interviewed (Laura Panter) continues to be interested

- Policy – Update

Level C:

Tracy would prefer to start at 25% capacity. Anne spoke of single person in doctor's waiting rooms, and only two patients at once in physical therapy. Intend to have senior times. Hybrid model to provide curbside along with library services. Monday is used for emails, processing materials, planning activities, etc. Will give passes to patrons to keep count of occupancy, and to remind patrons of the rules, leaving through the Salvation Army side of the building. No browsing, sitting, etc., based on long conversation last week with staff. Pass is large to prevent theft. Staff will be

lending bathroom keys (new).SEE LEVEL C PLAN IN DIRECTORS REPORT. Tracy asked if board had a date that they wanted to open by. Allison liked idea of using computers, etc., by appointment, possibly for kids that are going back to (remote) school. Tracy wondered about starting slow, perhaps one day a week. Rita liked phased opening, Allison wondered if one day a week was adequate. Annie spoke of the procedures used at People's Place, with plexiglass shields going the the ceiling, and nothing allowed to be placed on the counter. Tracy likes how Peoples Place uses a greeter system. Rita asked about how the Rosendale Library is doing it. **Jenny**, from TofU, sees five people a day at the Clinton library where she also works. UCLA was canceled this month. Networking didn't happen, but MHLS culls good information from a variety of libraries. Tracy feels that slow and safe is the way to go. Upped limit from five books on reserve up to ten books, just today. This shows that starting slow, and phasing in, is a good approach. Max capacity of 15 includes 2 to 3 staff, and four if there's a page there. Tonight would have been six staff if Tracy had Zoomed from there. Agreed to begin with a 15 person maximum capacity. Considering changing two hour computer slot down to one hour only. This may limit the amount of patrons. We can informally permit longer times if the building is empty. With new update, they can extend time from the desk, or bump people as needed. **YOU CAN BROWSE, BUT YOU CAN'T LINGER** is new rule.

VOTE

Motion to approve the adaption of the Level C service model, with Director to notify BoT prior to opening day of the phased plan.

VOTE

Motion: to accept the resignation of Tracy Priest as full-time Director, as of September 8, with part-time role to be anticipated.

Board regrettfully accepted the resignation.

Tracy will be meeting with Allison about unpaid time, rate of temporary position, sees need for leadership through pandemic. Full-time may end when school begins, on Tuesday, September 8.

- NYLA Sustainability - Update.
- Election/Budget Vote - September 5th, 2-8, Notices posted, Inspectors hired.

Old Business

New Business

- VOTE: Tax Cap Resolution

- Catch Basin Repair
- VOTE: Hire of new (very part time) page.
- Patron Issue

Set Next Board Meeting date 9/22/2020 (fourth Tuesday)

Public Comment

Adjourn 5:37