



— TOWN OF —
ULSTER
PUBLIC LIBRARY

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

Present: Anne Davis, Bruce Engholm, Susan Hayes, Annie LaBarge, Rotena Nippert, Tracy Priest (Director), Rita Joyce (Guest)

Absent: Allison Organtini (excused)

Note: This remote meeting convened with a quorum of five trustees present on Zoom.

Call to Order by Anne at 4:04

Pledge

Public Comment

- **VOTE:** Approval of Minutes from June 2020 Meeting, as amended.

Motion carried on voice vote.

Financial Report

- **VOTE:** Approval of Bill Payments

Motion carried 5/5 on roll call vote

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

Motion carried 5/5 on roll call vote

- Discussion of Budget adjustments due to Covid 19 spending

With the proactive professional cleaning, PPE, Chromebooks, furniture modifications, chairs, water fountain, sanitizers, plexiglass dividers, and more ... The library has spent close to \$11,000 in response

to covid19. Tracy will attend a workshop on how to apply for the FEMA grant, which could potentially reimburse 33% of those expenses.

We've been waiving fines, not pressing for replacement costs, yet income is ~92% of our operating budget.

Payroll ~%50, not replacing Julia, since staff is stepping up (especially Hailey).

Spending more on digital materials. Patrons requested 22 copies of OverDrive materials. We've been behind on purchasing physical materials, so now have the money available for digital.

We're installing chatbox to help patrons from the desk.

23% on our shipping and handling expenses.

Professional services are over, so we'll examine that.

The Board of Trustees will need to vote on future fund reallocation on the budget line for Furniture.

- Treasurer's Report (N/A)

Jackie Benjamin and Tracy had to miss appointments for a voucher meeting. Tracy enters data into QuickBooks, and Jackie reviews. Board members sign the checks. She's willing to come in to review a large stack.

- Update on refund for overpayment of taxes.

Overpaid by \$8,000. They sent a check, and Tracy has deposited it. Rose unavailable due to family health issues. GTM, current payroll company, was recommended to us by Ulster Savings. We will be able to migrate to O'Conner tax services (small, local company) when Rose is ready. Tracy worked with Rose from O'Conner tax service in Phoenicia, and they know libraries.

Rita Joyce, a member of the public attending this meeting, presented her experience with the library's curbside pickup service. She has no cell phone, so she reported on how curbside pickup has worked for her. Rita knocks on the back door, and picks up the material from the table.

Bruce spoke of experience with the app that the Kingston Library uses, which was cost-prohibitive to us. He prefers speaking with a librarian than using the app that Kingston uses.

Our Level C includes changes in moving the computers. MHLS contracts with 66 libraries so they are very busy trying to line up an appointment with them at this time.

Need to be able to roll out, and be prepared to roll back, as well.

The key to success, per Tracy, is to have the staff buy-in. If they have discomfort, it will show to our patrons.

The library is currently conducting the Summer reading program, and in Level B, while developing Level C. The vote regarding Level C will be held at our August meeting. The soonest that the Kingston Library would open is mid-month. Saugerties library is open now, on a limited basis. We would not be the outlier in the area. We're progressing, with signage and software, and need to consider the need for safety.

LEVEL C SERVICE:

Draft plan is in progress and will be voted on at the August meeting, after Summer Reading has concluded and more progress is made. Below are just some of the considerations.

Service considerations:

- Hallmark of Level C is limited access to building at a reduced occupancy level.
- Initial opening of the building will be for circulation desk transactions.
- No browsing, sitting at tables, computer use or in library programs
- Browsing can be added after initial reopening is tackled.
- Staff are working at or very close to capacity, even before reopening the building.
- Keep curbside hours for those who prefer that option.
- Add hours for vulnerable populations
- Stagger these with the "in building" service.
- Install virtual computer assistance program on patron machines. (MHLS tech support visit on 8/17)
- Is it possible to have a "greeter" at the door, to count, ensure mask wearing, tell the person what services are currently being offered? (Since during the open hours, there will be less people in the building, no consecutive curbside, so can we spare one person for this?)

Building modifications:

- Plexiglass dividers will be set up at all points of service.
- Some dividers will be set up between computers as needed.
- Cloth or disposable face masks are required to be worn on library property at all times by staff and patrons.
- Physical distancing will be in place.
- Clear signage, distance markers and directional arrows will be in place as needed.
- New MERC3 filters for the HVAC are purchased.

- Touchless hand soap dispensers installed.
- Larger, covered toilet paper dispensers installed.
- One bathroom will be reserved for staff, the other for patrons (staff bathroom will be locked)
- Additional computer networking and cabling may need to be done to accommodate physical distancing and might require additional expertise.
- Soft services will be removed wherever possible. Patron computer chairs are replaced with solid, wipe-downable plastic chairs.
- A touchless water bottle filler will replace the current water fountain.

Director's Report

Amy is doing summer programming with Tweens; Kerry's doing a Paint and Sip program. Kelley is doing the preschool and children's Summer Reading Program. Kelley wrote and illustrated her own books, due to copyright issues.

Josh is the teen programmer, he did D&D and book club with the Kingston & Esopus libraries.

Committee Updates

- **Expansion/Renovation** – Final Submission Phase 1 DLD, Project Deadline Extended, has been accepted. (for lighting and sound) Annie asked about healthier, full-spectrum lighting.

Election/Budget Vote - Update to *Executive Order 202.51*, Press release 2.

- Most recent guidance encourages in person voting.
- Reduces the number of signatures needed from 25 to 17, but it is unclear if trustees are expected to garner signatures or can remain in their seats as originally planned in response. (Canvassing is not an option at this point) Tracy emailed Rebekkah to ask for guidance on this.
- The 2021 proposed budget and trustee information are up on the website and will be updated as needed.
- **Budget Finance**: See under Covid 19 spending, Budget adjustments.
- **Civil Service**: Director Search

Allison has been in touch with Civil Service. Six people on Ulster County Civil Service Director 1 list. Four of the candidates have been promised (to Plattekill, Woodstock, Saugerties, and Gardiner Libraries). Saugerties salary is much higher than TofU's.

- Ulster County CS Library Director 1 list exists, with 6 candidates, 4 of whom are promised.
- Local candidate of interest, who was on the CS list, accepted another position.
- Two other applications came in - one from Huntsville, AL and one from Goshen, NY.
- Those applicants should be acknowledged and the personnel committee should decide if they want to interview. Bruce will do that.

- The committee should follow up with Ulster County Civil Service to ask about provisional hires, since it seems to be going that way.
- Posted to NYLA, MHLS. Will go in the bulletin. We can add to American Library Association and Indeed, if Tanya at CS says that provisional hire is OK.

- **Personnel / Policy:**

- **VOTE:** To temporarily amend the Patron Code of conduct, to include wearing of face coverings and social distancing on library property

Motion carried on voice vote.

Anne proposed a provisional policy for current COVID policy on the website, instead of adding to our permanent policy. Board is authorizing staff to refuse interaction with unmasked patrons. Annie has seen the police come into two other places for that reason.

Old Business

- **VOTE:** Hailey Debowsky Raise

Hailey has been a major force behind the success of our curbside pickup program, having picked up most of Julia's responsibilities. She has picked up on the technology, and the back-of-house stuff. One problem with Covid has been addressing the public not wearing masks without having John, Julia, or Tracy at the library. It is recommended that Hailey matches Kerrie, as she's been working at the library for over seven years. Hailey has been working as a full timer with part timer's pay. She had stepped back when John was there, and now she's stepping up. We've saved \$5,000 with Julia gone already. It was agreed to try to make this raise retroactive.

The motion carried on a roll call vote, 5/5.

New Business

- **VOTE** to accept director Tracy Priest's resignation.

The motion carried on a voice vote.

- **VOTE:** Level C Service Model

Tabled (will be old business at the August BOT meeting)

- **VOTE:** Amended Patron Code of conduct

The motion carried on a voice vote.

- **VOTE:** To appoint Riita Joyce to a vacant seat on the board of trustees until the next election.

The motion passed on a voice vote.

Susan Hayes announced that she was commencing a temporary Leave of Absence from the board.

- **Set Next Board Meeting date: Tuesday, August 25, 4:00 (Fourth Tuesday).**

Public Comment

Adjourn at 5:22