



Minutes - Tuesday, November 24th, 2020 4PM

Town of Ulster Library Board of Trustees Meeting via Zoom video tele-conferencing platform.

Present: Anne Davis, Bruce Engholm, Susan Hayes, Rita Joyce, Jason J Kovacs, Annie LaBarge, Allison Organtini; Tracy Priest, Director; Jean Mertine, Treasurer; Mary Collins, candidate for Library Manager (Annie had to leave the meeting at 4:56.)

Absent: none

**Call to order:** Anne called the meeting to order at 4:03.

**Introduction of Library Manager applicant Mary Collins to the board.**

Ms. Collins appeared on Zoom for a brief introduction to the entire Board of Trustees. She left by 4:06.

**Oath of Office for Treasurer Jean Mertine**

Note: Jason took his oath at the library, where it was notarized by Kerry.

**Voluntary Pledge**

**Public Comment**

- **VOTE:** Approval Minutes October 2020 Meeting as amended. The motion carried on a voice vote.

**Financial Report**

- **VOTE:** Approval of Bill Payments  
Passed on roll call vote (7/7)
- **VOTE:** Approval of October Financial Report (P & L) prepared by O'connor Tax Services.  
Passed on roll call vote (7/7)
- Treasurer's Report

Jean Mertine appeared on Zoom to present the treasurer's report, using powerpoint, before being excused from the meeting.

Tracy sent the COVID spending document to the board, and explained how custodial supplies and library equipment are the lines that they're in now. These expenses are

distributed roughly equally between the two. These also include the new chairs (replacing the old chairs that were at the end of their useful life) and the water bottle refiller machine (as the old drinking fountain is on its way out).

No fees are being received for using copier, etc. The library is below budget on administrative personnel services budget, and below budget for library equipment and capital outlays. The library is above budget for Contractual Expenses, which includes the Covid Custodial Building and Maintenance line.

### **Director's Report**

Tweens is a new category for the library. Tracy described the overall feeling as "wholesome," with laughing and dancing. The tweens made backpacks, and told what their favorite books were. All programming has been good.

### **Committee Updates**

- **Expansion/Renovation** - Estimated Timeline

Timeline for Phase 2 is being adjusted for a later start, due to Covid virus. Phase 2 includes sound and lighting improvements. Discussion regarding fundraising. Tracy will be saving some examples to show the Board.

- **Budget / Finance** - Personnel Spending, % of budget.

Library Manager has been gone since June. Payroll records reviewed by Tracy, and our books reconcile. We opened for curbside on July 1. We added back our page for two days/week, when she returned from maternity leave. Gross payroll line does not include other expenses, such as insurance, medical benefits. At times, we may be overscheduling staff. Don't always have to pay for replacements if someone is on vacation. New Civil Service category called "More than Halftime," with paid holidays, and Paid Time Off, that was not a category. There are no plans to have both a Library Manager and a Library Director.

- **Civil Service** - Paperwork for Treasurer has been submitted using certified mail.

- **Personnel / Policy** - Library Manager, Accrual basis for PTO

Consideration for hiring Library Manager includes Tracy training them on the current system. Tracy can stay on to wrap up the year. Last six weeks of the year have required Tracy working closer to full-time levels. Tracy would work less with Mary, the new library manager, coming on board.

Accrual basis for PTO has been suggested by the new Treasurer.

- **VOTE:** Motion to offer Mary Collins the job of Probationary Library Manager at \$18.00/hour, for up to 17½ hours/week, effective December 14.

Passed on roll call vote (6/6)

Mary has visited the library and met with Tracy. As Kerry and Hailey are the current full-time employees, they are expected to have the most interaction with the Library Manager position.

## **New Business**

### **• Reopening**

The possibility of a target date would be helpful for making a plan for reopening. It's felt that this would help with staff morale, even if the date isn't set in stone. If the numbers are against us, we can postpone the opening. Originally, we based closure on the schools closing. Some libraries are still planning for starting curbside. Perhaps targeting January 25 would help to change the mindset. No specific guidance is offered for libraries. We followed the regulations in place for retail establishments in terms of offering curbside service. Rebekkah from MHLS (Mid-Hudson Library Services) has been pushing for a specific metric for libraries to follow. The board was in agreement in aiming to start library lobby service in late January.

This discussion will be updated at our December meeting.

### **Old Business**

**Set Next Board Meeting date** - December 22nd, 4 PM

To be limited to financial voting.

### **Public Comment**

### **Adjourn**

Motion to adjourn at 5:19.

The motion carried on a voice vote.