



Minutes - Tuesday, December 22nd, 2020 4PM  
Town of Ulster Library Board of Trustees Meeting via Zoom

Present: Anne Davis, President; Bruce Engholm, Secretary; Susan Hayes (arrived at 4:05); Rita Joyce, Vice President; Jason J Kovacs; Annie LaBarge (arrived at 4:15); Allison Organtini; Tracy Priest, Director; Mary Collins, Library Manager; Jean Mertine, Treasurer  
Absent: none

Note: The current board has seven seats filled, with two vacant seats. A quorum consists of five trustees.

**Call to order:** Anne called the meeting to order at 4:02.

### **Voluntary Pledge**

### **Public Comment**

- Treasurer's Report

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

Jean reported that contractual expenses are above budget, due to covid virus. Two employees have accessed the two-week covid benefit that the board has approved.

**VOTE:** Approval Minutes November 2020 Meeting  
The motion carried on a voice vote.

### **Financial Report**

- **VOTE:** Approval of Bill Payments  
The motion carried on a roll call vote (6/6).

- **VOTE:** Approval of November Financial Report prepared by O'connor Tax Services.  
The motion carried on a roll call vote (7/7).

### **Director's Report**

## New Business

- **VOTE:** Dates closed 2021, as amended to include 12/25/21 and 1/1/22

The motion carried on a voice vote.

- **VOTE:** Raise for Rachel S. (library page) to \$12.50 per hour, as per NY State minimum wage increase.

The motion carried on a roll call vote (7/7).

- **VOTE:** Hourly part time wage for Tracy P. (former director) to be \$33.00 per hour.

The motion carried on a roll call vote (7/7).

- **VOTE:** Reallocation of funds from unspent Medical Benefits to overspent lines:

- Miscellaneous/Covid Spending (amount TBD)
- Professional Services (amount TBD)

Discussion: Rose, the library's bookkeeper from O'Conner Tax Services, recommends this at the December meeting every year, with the exact amounts to be specified in January, after the year closes.

The motion carried on a roll call vote (7/7).

- **VOTE:** End of year bonuses of \$50 per in library employee with over 1 year of service.

Discussion: Plan is to phase out holiday bonuses at the end of the year. Due to the unprecedented events of the year, and the need for staff to pivot, the Personnel Committee has recommended a bonus for this year. Paychecks can be adjusted with no additional fee by 5:00 today.

The motion carried on a roll call vote (7/7).

Mary and Tracy are preparing policy recommendations for adjusting to the covid crises, pivoting up or down between levels of service based upon metrics of spread. No definitive information has been found regarding Ulster County guidelines. Is case positivity the best metric? Other questions arise. The board is seeking members for a new covid subcommittee.

Trustees were briefed on the Turning Outward program from the Mid-Hudson Library System, similar to the Master Plan process during the building renovation process, with Architect Paul Mays, where community conversations were held for public input. It is time for the library's five-year plan to be evaluated. First meeting is **January 15th**. This information was in the MHLS newsletter of Tuesday, December 15th. Trustees are reminded that they may sign up to receive the MHLS newsletter. Mary will be mailing the info from her new email account.

## **Old Business**

**Set Next Board Meeting date - Tuesday, January 26th, 2021 at 4 PM.**

## **Public Comment**

### **Adjourn**

Motion to adjourn at 4:44

The motion carried on a voice vote.