



## Minutes

Tuesday, February 23, 2021 4PM  
Town of Ulster Library Board of Trustees Meeting via Zoom

Present: Anne Davis (President), Bruce Engholm (Secretary), Susan Hayes, Rita Joyce (Vice President), Jason J Kovacs, Allison Organtini (left at 4:31), Mary Collins (Interim Director)  
Absent: none

**Call to Order** at 4:02 by President Anne Davis.

### **Voluntary Pledge**

### **Public Comment**

**VOTE:** Approval Minutes January 2021 Meeting  
The motion carried on a voice vote.

### **Financial Report**

Some issues with QuickBooks, perhaps a network problem. Mary has contacted MHLS and the former director.

**VOTE:** Approval of bill payments  
The motion carried on a roll call vote (6/6).

**VOTE:** Approval of January 2021 profit and loss report from O'Connor Tax Services  
The motion carried on a roll call vote (6/6).

- Treasurer's Report was submitted prior to the meeting.

### **Financial Report**

Mary attended the Directors' Meeting at MHLS. She remarked on how generous people have been with their time as she transitions into the job. The Annual Report is her main focus right now, but others are helping her to pinpoint the needed information. Turning Outward personnel are in place. UCLA (Ulster County Library Association) meeting included a representative from the County Health Department. The Health Department is offering Narcan kits to area libraries. These boxes are put in a public place allowing for someone to help in case of an onsite opioid overdose. Mary sought the board's input regarding requesting and installing a box in an appropriate place in the library, and the board agreed that this was a good idea for public safety. Patrons will need to transition from RB Digital to OverDrive. This will provide 3,000 magazines for patrons.

### **Committee Updates**

- Expansion/Renovation

Regular meetings with library architect Paul Mays are scheduled. He will be attending the March 23 Board of Trustees meeting with a presentation for the board. Anne suggested that the plan could be presented earlier, at a special meeting, hopefully on a Tuesday at 4:00. Plan is to have a walkthrough for bidders. Public opening of the sealed bids are required to be in-person. The low bidder will be announced. This could possibly be held outside.

- Budget / Finance

Voted in December to move money to level off the pots. ~\$17,490 from medical buyback

accounts related to library, contractual expenses account, and to CC and expenses. These accounts are similar.

- Civil Service

Mary reports a very good meeting with Tanya for an hour and a half. Her kindness and benevolence toward the library continues. Mary read the Civil Service handbook prior to the meeting.

- Personnel / Policy

At the last board meeting, the executive committee was empowered by the board to ensure that the library had a director, as required for compliance by civil service/state requirements. The executive committee has suggested increasing the hours for the director from 17.5/hours per week up to 25 or 35 hours/week, depending on the needs, and increasing compensation from \$18/hour to \$25/hour, as Mary has taken on increased professional responsibilities. Tanya from Civil Service suggested that she be appointed to the slot of Assistant Director, but in order to meet the requirements of the MHLS, the title of Interim Director has been authorized. MHLS wanted to know that the Civil Service has approved the Interim Director title for Mary. Anne has notified MHLS about this.

**VOTE:** Approval to confirm Mary Collins to fill the position of Interim Director at \$25/hour, for 25 to 35 hours/week, effective February 4th (Mary's first day, as Tracy's final day was February 3rd).

The motion carried on a roll call vote (with Allison temporarily excused for a work call at 4:31).

- Fundraising

Jean Mertine found remote fundraising activity used by Los Angeles Public Library for the past 19 years. The Stay Home and Read a Book Ball. Bruce saw that at least seven other libraries have a Stay Home and Read a Book Ball. Considering Spring Equinox for the event, or any other Saturday night. Fundraising committee will followup, as the board has approved. Staff members at library suggested that, instead of our book sale, offering a mystery bagful of books for a \$10.00 donation.

- Covid19 Service Task Force

Rita and Anne presented the Covid Committee info from their February 19th meeting. Discussion centered on how to provide computer access for patrons. Plan is to have trial appointments for a half hour, with appointments for one patron at a time. The sanitizing will happen as different computers will be used. One bathroom designated for patrons, with the other for staff. Signage will remind patrons that it's one patron at a time for only a half hour, with no browsing. This will be considered Board policy, and exceptions cannot be made. Any concerns or questions can be brought up with the board. Start trialing this on March 2. Possibly expand to two people at once at a future time.

**VOTE:**

Adoption of policy for limited patron use of computers during current curbside pickup hours, for one person, by appointment, for half an hour at a time, following covid-19 safety protocols, including masking, with no browsing.

Carried by a voice vote of five trustees.

Mary noted that she has already worked with staff about logistics and how to cordon off the area, so that patrons are not approaching the circ desk, or browsing, with no crowding.

## Turning Outward

The committee has worked on a team for the Turning Outward program. Team consists of Kerry, Hailey, Rita, Anne, and Mary. We are seeking a community member to add to the team (not required). This should be helpful toward developing our strategic plan, after we solicit the information on what the public is seeking.

## Old Business

none

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- Chamber of Commerce membership \$375 dues, we've been members since 2009, and the Chamber has offered the library a payment plan. Board members may attend events via Zoom. Turning Outward will connect us with our community. Rita was on the RCAL board, and felt that County-wide connections were helpful, but questioned how much it would help us. Jason proposed taking the year off, since we cannot circulate this year very well, due to pandemic issues. Overall feelings on the board were that we couldn't do it in person, and it may be less effective having remote meetings, and our budget is strained by pandemic precautions, so we're less interested.

**Set Next Board Meeting** date - March 23, 2021 at 4 PM

**Public Comment**

**Adjourn**

Motion to adjourn at 5:02

The motion carried on a voice vote.