



Minutes - Tuesday, January 26th, 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, Tracy Priest (Director), Mary Collins (Manager), Jean Metine (Treasurer, arrived at 4:48, left at 4:54)

Absent: none

Note: The board currently has six seats filled, with three vacant seats. A quorum consists of five trustees.

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

Voluntary Pledge

Public Comment

VOTE: Approval Minutes December 2020 Meeting

The motion carried on a voice vote.

Financial Report

- **VOTE:** Approval of Bill Payments

The motion carried on a roll call vote (5/5, due to Allison connectivity issue).

- **VOTE:** Approval of December 2020 Financial Report by O'connor Tax Services.

The motion carried on a roll call vote (6/6).

- Treasurer's Report

The treasurer's report was reviewed.

Director / Interim Manager Report

Mary reported on working on curbside service, and strangeness of starting her new position during the covid pandemic. She suggested that the Turning Outward program that she attended, looks to the future. (Anne & Rita also attended). She recommended it as a helpful program for the library. Mary suggested that Kerry & Hailey, our two full-time staff members, would be good to have on the team for this project.

Committee Updates

- **Expansion/Renovation** - Recap of BRM meeting for Phase 2, meeting with Paul Mays, Library Architect, on January 14th, with Mary, Anne, and Tracy. He will provide a poster for the door to show plans for the Phase 2 lighting project renovation. Paul suggested that once the funding is available, that it would be good to put it out to bid, as interior projects may get better bids in the covid winter. Mary provided several suggestions for how to continue curbside service during the Phase 2 renovation process.

- **Budget / Finance** - Applications for BOGC and USB Charitable Foundation grants. Tracy said that these grants were submitted for the lighting project.

- **Fundraising** - Donations to Phase 2. Vic Nippert said that ~\$6,754 is being donated to complete the Phase 2 fundraising efforts, in honor of his late wife, and board member, Teena Nippert. Anne will inform Paul that we have a commitment for the final fundraising for Phase 2. Paul can then proceed with preparing bids. Donations have also been received from Eli Schloss and his wife, Mary Redmond, via Radio Kingston, for \$1,000. Rita & husband gave their last covid check to the fund.

- **Civil Service** - Paperwork for staff resignations

- **Personnel / Policy** - Amy W. employment status change. Amy has offered to continue coordinating the teen program, for four hours work weekly, for the hourly program.

- **VOTE:** to accept Amy's resignation as submitted, continuing work, at her current rate, as Teen Programmer for a total of 4 hours per week (3 hours prep /promotion + 1 hour weekly virtual meeting).

The motion carried on a roll call vote (6/6).

- **Covid19 Service Task Force** - Recap of meeting.

Circumstances to not appear to warrant moving to Phase 3 at this time, due to viral spread. Recommendation is to target March 1. Mary is attending a covid update from MHLS tomorrow. Tracy mentioned the attestation form for patrons to certify their vaccination status is a topic on the listserv. She will provide it to the task force. Terry has been out longer than expected, ServPro is being used in the meantime. Tracy will check in with him tomorrow. He asked about need to submit any test results.

New Business

- Discussion: Rotena Nippert Memorial Fund

The Nippert family wanted to do something regarding children's books in Teena's

memory. Considering a bookplate regarding the Rotena Dubois Nippert book fund. Considering \$10,000 to use over multiple years. Possibility of investing to provide an endowment. Board will ask Mary to contact Christena Nippert-Eng regarding how to arrange the finances regarding this donation on the horizon, bringing in Children's Librarian Ms. Kelly.

- VOTE: to accept director Tracy P's resignation.

The motion carried on a voice vote.

- VOTE: to accept Annie L's resignation from the BOT. She had donated two pieces of original framed artwork for our future auction.

The motion carried on a voice vote.

Note: This brings the number of trustees to six, quorum is five.

Rebekkah Smith Aldrich from MHLS said that a library of our size needs a Director. We will work with Civil Service to appoint Mary as Interim Director. Her hours need to be increased. Rebekkah said that BOT could wait until hearing back from Tanya at Civil Service, regarding increasing her hours, and enact according to regulations, that we at all times have a director. Have to reconcile state regulations with Civil Service regulations. Rebekkah says that an email to her regarding the board's appointment is sufficient.

- VOTE: Board to empower the executive committee (composed of elected officers of the Board) to act to meet NY State requirements for Library Director in the interim until the Board can meet again.

The motion carried on a voice vote.

Old Business

Set Next Board Meeting date - February 23rd, 4 PM

Public Comment

Adjourn

Motion to adjourn at 4:58

The motion carried on a voice vote.