



Minutes

Town of Ulster Public Library Board of Trustees Meeting via Zoom
Tuesday, March 23, 2021

Present: Anne Davis (President), Bruce Engholm (Secretary), Rita Joyce (Vice President), Jason J Kovacs, Allison Organtini, Mary Collins (Interim Director), Paul Mays of Butler Rowland Mays architects

Absent: Susan Hayes (excused)

Five trustees (a quorum) were present.

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

Voluntary Pledge

Public Comment

none

Presentation: Paul Mays of Butler Rowland Mays – Phase 2 Renovations

Paul referred to the Master Plan that was created with shareholder input. The new reading room could be used as a quiet space or for noisy group activities. A Division of Library Development matching grant was awarded for Phase 1, and another was awarded for Phase 2. Second phase is to address acoustic and lighting issues. The Master Plan also includes the addition of a larger meeting room space (this has been deferred due to fundraising and grant needs). If funding does become available, we are shovel-ready.

Draft Project Timeline was presented, including a May 7, 2021 pre-bid walk-through for bidders at 11:00 am. at the library, following covid safety precautions, and a May 25 Board of Trustees meeting to award the contract with a letter of intent.

Responding to a question regarding access, Paul discussed the possibility of contractor access through the side door next to the director's office. The contractors would put up either sheeting or drywall to separate the work area from the public areas. It was noted that the Summer reading program is unlikely to be held inside the building at this time. Paul announced his future availability and willingness to review the Master Plan that previous Boards had worked on, as well as potential changes after the covid crises.

VOTE: Soliciting bids for Phase 2

The motion carried on a roll call vote (4/5 with Allison Organtini passing).

VOTE: Approval Minutes February 2021 Meeting

The motion carried on a voice vote, with no abstentions.

Financial Report

VOTE: Approval of bill payments

The motion carried on a roll call vote (5/5).

VOTE: Approval of January 2021 report from O'Connor Tax Services

The motion carried on a roll call vote (5/5).

- **Treasurer's Report**

Our treasurer is retiring and moving to Florida, but has offered to continue in her position remotely. MHLS is considering approval of this possibility in Jean Mertine's role as a paid, remote, treasurer. Need for scanning documents for the Treasurer to review may be unwieldy. Perhaps having two trustees sign the checks could work, with the Treasurer doing the rest online. We may need to replace the position. Time commitment for this position is three to four hours/month. Role is to be a second pair of eyes. This will continue on our agenda for the April meeting. Need to plan on who will sign checks, and who will sign the voucher record. Jean has been an independent person to look at the financials. She has been signing the check vouchers. Will hear back from MHJC regarding trustees signing vouchers.

Director's Report

Training from MHLS has been helpful. A cataloging training session is being sought. MHLS will do it remotely. Changes made on the website, including a donate button on the "Support us" page. We need to ask MHLS to update the side columns on the website. Programming hosting yesterday for storytime had an issue. Facebook may have been the issue. Storytime was not able to be posted in a timely manner -- will look into better options than Facebook. Nippert memorial bookplates and donations for children's books are expected for a number of years. Employee Assistance Program offers confidential support services to staff. New bottle filler is high-tech, space age, and swanky. Computer appointments have been slow, but available to the public. \$450.74 in the "A Night In" fundraiser. Eleven people participated. Most donors were not TofU residents. Social media could be done with no faces, just showing snacks and book/CD, perhaps, for those with social media hesitancy.

Committee Updates

- Expansion/Renovation

- Budget / Finance
- Civil Service
- Personnel / Policy

VOTE: to accept Amy W. resignation

The motion carried on a voice vote.

- Covid19 Service Task Force

Ulster County covid rate was 6.9% this week; it was 3.2% last month. Plan is to expand curbside service hours, and hope that the infection will drop.

Turning Outward

Had a meeting with cohort and will plan on meeting schedule for community members. Idea is to get a sense of what stakeholders are thinking about for the town as a whole (not in terms of the library). Veterans of the process shared how it connects people within the community. This is a much larger perspective than the charettes that were held prior to Phase 1, seeking stakeholder input for library-focused meetings. MHLS will keep it comfortable for participants, with a larger, community-based focus. The Board will have a meeting specifically for 90-120 minute conversation. Bruce to send out a when is good for 90 minutes. Seeking people from our community who should be invited to the discussions. Groups in the town are also sought.

Old Business

New Business

VOTE: Tax Cap resolution (see addendum for text of resolution, with 60% of board vote needed to exceed tax cap, even if not planning to) (*applicable to last year's budget which in the maelstrom of Covid and changing directors was not taken)

The motion carried on a roll call vote (5/5).

VOTE: Tax Cap resolution (see addendum for text of resolution, with 60% of board vote needed to exceed tax cap, even if not planning to) (which will apply to the budget that we will pass this year)

The motion carried on a roll call vote (5/5).

VOTE: Annual Report approval

The motion carried on a voice vote.

- Self-service checkout

This has been used for years in larger libraries. People like curbside pickup, so it may continue post-covid. Self-service checkout can be used for \$474/year for the software. We would need to buy a self-service touchscreen computer and a little printer for

receipts. It would use a barcode scanner. Fewer things for the staff to handle. Target and CVS don't clean touchscreens between users. Perhaps a finger cover could help. Library could provide disinfectant and tissues nearby. To be continued....

- Fundraiser

Set Next Board Meeting date - April 27, 2021 at 4 PM

Public Comment

Adjourn

Motion to adjourn at 5:13

The motion carried on a voice vote.

addendum

Whereas, the adoption of the 2021 budget for the Town of Ulster Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Town of Ulster Public Library voted and approved to exceed the tax levy limit for 2021 by at least the sixty percent of the board of trustees as required by state law on March 23, 2021.

Whereas, the adoption of the 2022 budget for the Town of Ulster Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Town of Ulster Public Library voted and approved to exceed the tax levy limit for 2022 by at least the sixty percent of the board of trustees as required by state law on March 23, 2021.