



Minutes

Town of Ulster Public Library Board of Trustees Meeting via Zoom
Tuesday, April 27, 2021

Present: Anne Davis (President), Bruce Engholm (Secretary), Susan Hayes, Rita Joyce (Vice President), Jason J Kovacs, Allison Organtini, Mary Collins (Interim Director)

Absent: None

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

Voluntary Pledge

Public Comment

None.

VOTE: Approval Minutes March 2021 Meeting

Tabled until next month's meeting.

Financial Report

The comment was made that it would benefit trustees to see the Year-To-Date information along with the bar graphs.

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

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

VOTE: Approval of bill payments (including passes to Opus 40)

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

Director's Report

- \$1,000 grant for Phase II from Bank of Greene County, that former director applied for.
- MHLS imposes limits on what the library can do on the home page of the townofulsterlibrary.org website. The interface has been simplified and decluttered. Discussed clarifying how to find trustee info and archive of minutes on the website.
- Bookplate for the Rotena DuBois Nippert Children's Books Fund. Trustees enjoyed the background information that explained the rationale behind items that appear in the artwork of the bookplate.

- State minimum will soon require being open a minimum of 35 hr/week. This will necessitate hiring an additional part time person or two.
- Summer reading program. Currently debating where to hold the program, considering a plan to use pallets for reimagining the parking lot, including painting the asphalt, using a canopy, artificial grass rug, tables and plastic Adirondack chairs. Also use for book groups, craft night, readings, etc. Picnic tables are the most expensive aspect.
- July 10th is outdoor animal show. (Considering requesting use of the pavilion next door at the firehouse.)
- Bruce commented on Children's programming, architectural Phase II drawing in vestibule, and public display (and website too) for Rotena DuBois Nippert Children's Books Fund. Mary will consult with the author of the explanation regarding the illustration.

Committee Updates

- Expansion/Renovation

Paul said that our drawings and specs are ready to go out to bid, waiting on electric.

- Budget / Finance

Next year's budget needs to be prepared. Finance committee (Jason, Rita, & Anne) to meet. Considering 2% increase this year, after 0% last year. Our financial practices were reviewed in the past and considered good. Considering adding the expense of an audit to this year's budget.

- Civil Service

Our potential new hires are for non-competitive positions.

- Personnel / Policy

VOTE: New hire Naomi Harris. Up to 17 hours/week or fewer, at \$13/hour. (This is to take over a position that has been vacated by a resignation.)

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

Treasurer position

Current treasurer, Jean Mertine, will be moving to FLA after her last report in June. Elaine Wolf has submitted her resume for the position. Jean had been the election monitor prior to being the treasurer, as the same person may not hold both positions.

VOTE: To hire Elaine Wolf as treasurer, for 3-6 hours per month at \$15/hour.

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

It was noted that an election clerk will be needed, now that Jean is now longer available.

- Covid19 Service Task Force

Plans are being developed.

Turning Outward

The Community Conversations approach is still being trained. Planning on six meetings, three meetings over Zoom, and hoping for three in person outdoors, or safely, with social distancing. Town Supervisor Jim Quigley suggested a press release to our two newspapers of record.

Old Business

None.

New Business

The library's roof is beginning to look worn. Shingles are missing. It was suggested that we get it looked at. Allison suggested getting estimates before there is a problem. The business that previously did the roof is no longer in the area.

At this point in the meeting, Mary was put into the Zoom waiting room, as discussion ensued regarding her job performance. Former director had suggested checking in with the library's full-time staff regarding performance. They felt that Mary was approachable, with timely answers, on top of things, and forward-thinking. Skills with circulation software Sierra has been limited due to lack of patrons in the library. It takes practice in order to do it with a line of people waiting and the phone ringing. Anne passed this information on to Mary, and she's happy to practice checking out materials to library patrons.

VOTE: To follow the Personnel Committee's recommendation of appointing Interim Director Mary Collins as director. This appointment would be considered *probationary* by the board for six months, and would be considered *provisionally* by Civil Service (scoring in the top three on their "test"), with a salary for \$58,000, and working 35 hours/week.

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

Mary returned from the Zoom waiting room, was told the results of the vote, considered her decision, and accepted the position with the new title.

Set Next Board Meeting date - May 25, 2021 at 4 PM

Public Comment

Adjourn

Motion to adjourn at 5:15

The motion carried on a voice vote.