



Town of Ulster Public Library Board of Trustees  
Meeting via Zoom Tuesday, May 25, 2021

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

Absent: none

**Call to Order** at 4:00 by President Anne Davis.

**Voluntary Pledge**

**Public Comment**

None.

**VOTE:** Approval Minutes March and April 2021 Meetings

The motion carried on a voice vote.

**Financial Report**

**VOTE:** Approval of bill payments

There was discussion concerning the Xerox copier lease under A7410.2 (Library Equipment and Capital Outlays -- Library Equipment), showing 100% of budget, on the *Profit and Loss, budget vs. actual*. Mary will look into this.

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

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

- Treasurer's Report

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

**Director's Report**

Met with Teena Nippert's daughter regarding plans for her bequest. The bookplates have been delivered, with \$10,000 worth of additional books. The family wants us to spend \$3,000 in books and shelving this year, over and above any plans that have already been budgeted for.

Browsing by patrons has started. Have not yet had all ten passes used at once. Signage says that unvaccinated patrons must wear face coverings (*Unvaccinated individuals, under both CDC and state guidance **must** wear masks in all public settings*) (a link is also included with this sign to [governor.ny.gov](http://governor.ny.gov)). Staff is hesitant to question patrons regarding their vaccination status. No one-on-one computer help to be offered to

patrons that are not wearing face coverings. This is understood to be library policy as promulgated by the board of trustees.

Browsing hours to be increased, as shown in the director's report. As a result, the library will be seeking new staff person. Construction is anticipated this summer. Our later hours happen on the days that the Kingston library closes early. Mary is interested in cost-free EV charging stations at the library. Discussion reflected that this was a community benefit for library users.

Rough Draft Books donated pallets to be used as bookcases.

Kids in Summer Reading Program will Bring Their Own Chairs. Turning Outward sessions would also be in this outside space. Mary is requesting money for a picnic table, among other furnishings for the outdoor programming area.

**Vote:** To approve the expense of \$750 for the outdoor space for the summer reading program and other programming.

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

**Vote:** To close the library on Saturday, July 3, to provide an unpaid holiday for the staff, in recognition of their efforts put forth throughout the pandemic, and to give a long weekend for their service.

The motion carried on a voice vote.

### **Committee Updates**

- Expansion/Renovation

Contractor walk-through, six people along with Steve from the architecture firm. They had few questions, Steve is expecting bids from a couple of others that were not present. Steve felt that the expected people were there. Bids will be unsealed a week from Thursday.

- Budget / Finance

Mary will run numbers for a 3% increase, as we're on record to go above the tax cap. Goal is to increase staff salaries. At our next meeting, the committee will present a budget to the full board.

- Civil Service

- Personnel / Policy

#### Election Clerk

Lauren Hummel has gotten in touch with us, and Anne provided the information regarding hours and compensation. Lauren responded that she was interested. Anne asked if the Personnel Committee would like to meet after Mary and Anne meet with her, to show her our ballets, etc. We need to vote first on the budget and then on the Election Clerk. Possibility of including Jean, our former election clerk, in the transition, but the expectation is that the steps are all spelled out.

- Covid19 Service Task Force

Trustee briefing was attended by Rita. Two lawyers will be attending tomorrow's trustee training. We need to be open 35 hours/week. Guidelines were updated for cleaning and disinfecting. 35 hours/week doesn't mean being open for browsing; for now curbside service applies to the 35 hours. "New York Forward" provides the latest guidance, which is expected to change. According to the trustee briefing, staff cannot ask patrons if they're vaccinated, due to HIPAA protections. Our signage says that CDC says that unvaccinated patrons *must* wear a mask. Jason's office is using the honor system. American Rescue Act may benefit the library.

### **Turning Outward**

This Thursday at 2:00 on Zoom is the first Turning Outward session. Additional sessions will be held with the community on June 5, 17, 19 and 24, with the latter sessions to be held outside. Mass emails provided minimal response. No responses yet from schools. Mary will try a more personal invitation. Sent out physical pieces of mail with a handwritten address.

### **Old Business**

- Roof repair

Finance Committee meeting is scheduled for June 2. Jason recommended a business that will give us an estimate.

### **New Business**

- Outdoor space funds
- July 3 closure

**Set Next Board Meeting** date - June 22, 2021 at 4 PM (possibly indoors)

### **Public Comment**

### **Adjourn**

Motion to adjourn at 4:49

The motion carried on a voice vote.