



Town of Ulster Public Library Board of Trustees Meeting via Zoom  
Tuesday, June 22, 2021

### **Minutes**

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 4:01 by President Anne Davis.

### **Voluntary Pledge**

### **Public Comment**

**VOTE:** Approval of the May 2021 meeting minutes and the June special meeting minutes  
The motion carried on a voice vote.

### **Financial Report**

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

**VOTE:** Approval of May 2021 financial report from O'Connor Tax Services, as amended

Discussion included the Xerox contractual line item, and how that line item is also included in the proposed new budget. Also the \$2,046.35 conference expense for May was discussed. Mary enters information into Quickbooks, and the bookkeeper reclassifies some expenses. Our normal accountant person had a baby, and we currently have a temporary substitute filling in. Later in the discussion, Mary reported that the \$2,046.35 was a payment to MHLS, and not a conference expense.

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

- Treasurer's Report

### **Director's Report**

The board agreed that the statistics report was a welcome addition, and would like to see any notable/interesting statistics presented in the future.

### **Committee Updates**

- Expansion/Renovation

Envision future updates with architects via Zoom platform.

- Budget / Finance

The committee had meetings to draft the 2022 budget.

**VOTE:** Accept the draft of the 2022 budget

Discussion included that in 2021 the Xerox contractual line item was classified as Library Equipment and Capital Outlays, in 2022 it is considered a Contractual Expense. Considerations in the new budget were for a professional audit (Professional Services) and for staff salaries (Payroll Expenses). Wages were brought up to meet minimum wage, all staff will get at least a 2% increase, with some staff getting more than 2% to their position to better approach community equity.

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

- Civil Service

Will submit our new Treasurer to Civil Service

- Personnel / Policy

- Covid19 Service Task Force

Bruce and Jason's terms are expiring in 2021, both expect to run again.

### **Turning Outward**

Two attendees at the first in-person meeting. Themes are emerging. Two more in-person meetings are scheduled.

### **Old Business**

None

### **New Business**

Rita reported on training regarding Open Meetings Law. Our library is a special district library, votes of the trustees are to documented. Our meetings may be recorded by members of the public. Minutes must be available from committee meetings for public inspection. Designated media must be notified of all meetings, including committee meetings, regardless of whether or not the media notify the public. NYS Committee on Open Government website is [opengovernment.ny.gov](http://opengovernment.ny.gov)

**Set Next Board Meeting** date - July 27, 2021 at 4 PM, to be chaired by Rita.

### **Public Comment**

### **Adjourn**

Motion to adjourn at 4:43

The motion carried on a voice vote.