



Town of Ulster Public Library Board of Trustees Meeting
Tuesday, August 31, 2021(postponed from August 24)

Minutes

Present: Anne Davis, Bruce Engholm, Rita Joyce, Jason Kovacs, Allison Organtini, Elaine Wolf (Treasurer), Mary Collins (Director)

Absent: Susan Hayes (excused absence)

Call to Order by Anne at 4:03.

Voluntary Pledge

Public Comment

A member of the public commented that they were observing today's meeting out of interest in serving their community.

VOTE: Approval of the June 2021 meeting minutes

The motion carried unanimously on a voice vote (5/5).

VOTE: Approval of the August 3 notes from the informational meeting (lacking a quorum for official business).

The motion carried unanimously on a voice vote (5/5).

Financial Report

VOTE: Approval of bill payments

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

VOTE: Approval of reports from O'Connor Tax Services

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

● Treasurer's Report

Elaine Wolf, Treasurer, explained that a typographical error created an inaccuracy in the reported expenses. An error in the conference expenses line of ~\$2000 will be transferred to the correct account, as a contractual expense for services from Mid-Hudson Library Services. Now that this has been remediated, Elaine reported that the library continues to be within the amount budgeted.

Director's Report

Mary Collins, Director, reviewed progress that has been made after the meltdown of the QuickBooks server. MHLS has repurposed another computer for that function, and has recently returned it. Plan is to attempt installation of QuickBooks on that computer. The version of QuickBooks is rather old, and plans are to replace this by purchasing an updated version, perhaps for the new year in January. In the meantime, checks have needed to be written by hand. Other technology issues include falling surge protectors, issues with the main doors not opening/closing correctly, and the air conditioning plan overflowing and dripping water through the ceiling, requiring a new condensate pump (\$700-800).

Mary emphasized the extreme helpfulness of the library staff in response to her schedule limitations. The library received more than a dozen applications for part-time clerk positions. Mary will be interviewing

candidates next week, and is expecting to hire three people. The 'Tween program may resume after new staff are hired.

Mary also thanked the Bowery Dugout for bingo gifts that they contributed to the library. Newspapers and magazines have returned for patron use. The number of chairs at tables continues to be limited, to control the duration of visits due to Covid transmission issues. Refer to the Director's report for additional information.

Committee Updates

- Expansion/Renovation

A Zoom meeting was held with Mary, Anne, and architect Paul Mays regarding color choices. Since paint and new carpeting will be needed, and with a view to the future, the color "Parchment" was chosen for the lighting and ceiling renovation/improvements, in an effort not to make the design have a 2021 look in the future decades.

- Budget / Finance
- Civil Service
- Personnel / Policy
- Covid19 Service Task Force

Election

Two petitions have been returned, one by current trustee Jason Kovacs. Current trustee Bruce Engholm will be running a write-in campaign for re-election. Trustees terms are for three years. As there are nine seats on the board, some vacancies are expected to continue after the election.

Jason pointed out a discrepancy, and, after conferring with Casey at MHLS it was agreed that the library's enabling legislation (that designated the library as a Special District Library) specified that the first vote would be on the **first Thursday** in September, 1989, from 7:00-10:00. Further on, the enabling legislation said that if a special district library was created, the annual vote would be at a time to be set by the board. Accordingly, there is currently an error in our bylaws, which state:

ARTICLE II

TRUSTEES

Sec. 3 Election & Term

*The Trustees of this Library shall be elected at the annual election the **first Thursday in September following the first Monday in September.***

Plan is to vote in September to bring the bylaws in concordance with the enabling legislation.

Turning Outward

No August session was held. September's session is to focus on summarizing the results of the meetings with the community.

Old Business

None

New Business

- Changing the day of the Board of Trustees meeting

VOTE: To amend the bylaws to change the scheduled monthly board meetings from the fourth Tuesday to the fourth Thursday, starting in September, 2021, and maintaining the 4:00 start time.

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

Set Next Board Meeting date - Thursday September 23, 2021 (4th Thursday) at 4 PM.

Public Comment

VOTE: To adjourn at 4:47.

The motion carried unanimously on a voice vote (5/5).