



Town of Ulster Public Library • Board of Trustees Meeting

Thursday, 18 November 2021 via Zoom

**Minutes** (unapproved draft, available upon request within two weeks after meeting)

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

**Absent:** Susan Hayes (excused)

### **Call to Order**

Anne called the meeting to order at 4:03

### **Voluntary Pledge**

### **Public Comment**

**VOTE:** Approval of the October 2021 organizational meeting minutes and regular October meeting minutes  
Both motions were carried unanimously on a voice vote (7/7).

### **Financial Report**

**VOTE:** Approval of bill payments (Report of Receipts and Disbursements)  
The motion carried unanimously on a roll call vote (7/7).

**VOTE:** Approval of October 2021 Profit and Loss Report from O'Connor Tax Services  
The motion was tabled in order for the board to review an updated report.

#### • Treasurer's Report

An apparent discrepancy of \$354 in the financial report from O'Conner Tax Services was resolved by Mary, when she contacted Emily, our bookkeeper at O'Conner Tax Services. The information on this check was presented on the list of "bills paid" that was reported to the board, and was reflected in the January -- October totals. In the future, Mary will provide Elaine with an updated list of checks that were written. This will no longer be an issue once the new QuickBooks software is implemented, beginning on January 1, 2022.

Because this check was written on September 28, the same day of the board meeting, before the end of the month, O'Conner had failed to attribute it to September or to October. Eliane had the expense, but did not have a complete list of the checks that were written. The timing of the report, the board meeting, and the date that the check was written contributed to the problem. This will be easier with the return to using QuickBooks, instead of doing it by hand.

### **Director's Report**

- Survey responses overview

Mary informed the board regarding the advantages of having an increased number of staff, and the benefits that accrue from having staff rotate front desk duty.

### **Committee Updates**

- Audit -- Consider establishing an audit committee to get quotes, budget for an audit
- Budget / Finance -- well staffed, had the most trustee interest
- Civil Service -- no new updates
- Covid19 Service Task Force -- Stable with the BoT's adapting a mask mandate
- Expansion/Renovation -- Steve Rowland, from Butler, Rowland, and Mays, emailed today. Anne will give Mary responsibility regarding scheduling (starting Monday?)
- Personnel / Policy -- new team members working well

Plan is to have each committee meet with the Director

### **Old Business**

### **New Business**

Mary inquired about the need for a policy regarding the two public comment periods on the monthly agenda. Anne spoke of the benefits of the Trustee Handbook Book Club, including handling public comment, and the importance of having a policy regarding receiving public comments within a specific time frame and listening without engaging.

**VOTE:** To limit public comment to three minutes per speaker, subject to revision at any time.

Discussion ensued regarding establishing policy for public comments.

The motion carried unanimously on a roll call vote (7/7).

### **Turning Outward**

Mary, Rita, and Anne were present today for the final Turning Outward meeting. It was suggested to have a community conversation in the Spring, and to relay the community input to the Town Board, with a letter to the Town Board, and with a trustee speaking at a Town Board meeting. Anne will be more available to do this in January.

### **Trustee Workshop/Trustee Handbook Book Club**

Anne suggested that the secretary poll trustees for a good meeting time, and on Zoom or at the library, in January.. Rita brought up the need for the board to do annual self-evaluation workshops.

**VOTE:** Holidays in 2022

Motion passed unanimously on a voice vote (7/7).

**VOTE:** Accept the MHLS Direct Access Plan

Motion passed unanimously on a voice vote (7/7).

**VOTE:** Approve the 2021 Report to the Community, with Director's verbal amendments.

The motion carried unanimously on a roll call vote (6/6, as Allison had to leave the meeting at 5:00).

### **Next Board Meeting**

Because the 4th Thursday is on December 23rd, the meeting should be moved to the 3rd Thursday, December 16th.

**VOTE:** To hold the December BoT meeting at 4:00 on December 16th, (third Thursday of the month, instead of fourth, due to the yuletide season).

The motion carried unanimously on a voice vote (6/6, as Allison had to leave the meeting at 5:00). .

### **Public Comment**

### **Adjourn**

**VOTE:** To adjourn 5:07.

The motion carried unanimously on a voice vote (6/6, as Allison had to leave the meeting at 5:00). .