



Town of Ulster Public Library • Board of Trustees Meeting
4:00 Thursday, April 28, 2022 via Zoom

Minutes

Trustees Present: Anne Davis, Bruce Engholm, Susan Hayes (joined at 4:12), Rita Joyce, Jason Kovacs (joined at 4:13), Gene Nettles, Allison Organtini (joined at 4:12), Nicole Vicari

Trustees Absent: None

Staff Present: Mary Collins (Library Director)

Call to Order & Voluntary Pledge

President Anne Davis called the meeting to order at 4:00 and led the voluntary pledge.

Public Comment - none

Approval of Minutes

- VOTE: Approval of the March 2022 meeting minutes
The motion carried unanimously on a voice vote 6/6.

Financial Reports

- VOTE: Approval of bill payments (Report of Receipts and Disbursements; Checking Account Transactions by Date) as per documents included in the board packet.
The motion carried unanimously on a roll call vote 6/6.
- VOTE: Approval of March 2022 report (Balance Sheet; Profit and Loss Budget vs. Actual) Report from O'Connor Tax Services, accompanied by the Treasurer's Report.
The motion carried unanimously on a roll call vote (8/8, as Allison Organtini, and Susan Hayes joined the meeting)

Anne met up with Elaine Wolf (Treasurer) at the library earlier this week, and helped with procedures for reconciling the check and voucher with the invoice.

The furnace that was replaced last year has been reported in this year's expense, due to Lowe's not billing us until January, on the A7410.2 expense line for Library equipment & capital outlays (Library equipment - Other).

Director's Report

This was provided in the board packet with Mary Collins adding that the library website now provides accessibility tools. The *Recite Me Accessibility Toolbar* provides a screen reader, for reading selected text aloud; reading tools for changing text size, font, changing colors of background, text and link color; and real time translation. Phase II of the building renovation (lighting and sound improvements) is 99% complete. The library's contract with Jeff Lowe Plumbing, Heating & A/C had lapsed, so it's been renewed.

Committee Updates

- Expansion/Renovation

Phase II paperwork remains.

- Budget / Finance

The committee will examine and prepare proposed budgets, up to a four percent increase, to be presented to the board at its May meeting.

- Civil Service

- Personnel / Policy

An update on the status of the Library Director was presented. Current status, as of April, is provisional and probationary. Provisional status is a designation by Civil Service. The Director will maintain provisional status under Civil Service until they provide a Library Director 1 list. The expectation for Mary's name to be in the top three on the list. When it does, the board would straight up hire Mary and she will no longer be considered provisional by the Civil Service. There is no telling when that list will come out. Ranking on the list is not based on a written test, but on accumulated experience, including inservices attended, degrees earned, etc.

After six months of probation in October, the board voted to extend the probation for another six months (due to health issues). Discussion included the need for Mary to suggest setting additional goals for herself. After reviewing the detailed job description, and noting that Mary has met or exceeded all areas, the Personnel Committee now suggests ending the probationary period.

- VOTE: To end Library Director Mary Collins' probationary status.

The motion carried unanimously on a roll call vote 8/8.

The Personnel Committee has also made a recommendation to hire Kerry Chenier as a full-time employee. She continued to work part time at Town of Ulster Library as she began work at Mid-Hudson Library System. Kerry has since expressed interest in returning full-time to the Town of Ulster Library. She will be free as of May 1, 2022. The Library Director has determined that this would work within the budget.

- **VOTE:** To re-hire Kerry Chenier as a full-time employee.
The motion carried unanimously on a roll call vote 8/8.

- **Covid19 Service Task Force**

Library staff are still wearing masks, patrons are mixed. It was tiring for staff to enforce a mask mandate.

Old Business

The opening for election inspector remains. We will continue working on filling this inspection.

New Business

At the May meeting, the Finance committee will present a budget to be voted on in June.

Next Board Meeting

4:00 Thursday, May 26 (fourth Thursday)

Public Comment

Adjourn

VOTE: To adjourn at 4:33

The motion carried unanimously on a voice vote 8/8.