



Town of Ulster Public Library Board of Trustees Meeting

Thursday, May 26, 2022 via Zoom

Trustees Present: Anne Davis, Rita Joyce, Jason Kovacs, Gene Nettles, Allison Organtini, Susan Hayes

Trustees Absent: Bruce Engholm (excused), Nicole Vicari (excused)

Staff Present: Mary Collins/Library Director, Elaine Wolfe, Treasurer

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: none taken. April 2022 minutes will be reviewed in June.

Financial Reports

- The Treasurer's Report was provided in the board packet. Treasurer Elaine Wolfe drew attention to the \$12,500 being moved from one line of the "Profit & Loss Budget" Report to another line. This was explained in the Director's Report. Discussion ensued on the A6410.4 -Library Contractual Expenses/Miscellaneous amount of \$563.82 being 281.91% of the budgeted amount and what would be the appropriate name and line placement for this expense which mainly consisted of COVID supplies.
- VOTE: Anne Davis moved, and Allison Organtini seconded, the approval of bill payments as per documents included in the board packet. Payments included \$30,088.40 drawn from our Capital Account which, prior to payment, held \$84,992.55. The motion passed 6/6 via a roll call vote.
- VOTE: Anne Davis moved, and Allison Organtini seconded, approval of the Profit & Loss Budget vs. Actual Budget report from O'Connor Tax services. The motion passed 6/6 via a roll call vote.

Director's Report

This was provided in the board packet with Mary Collins adding that Children's Programmer Kelley Rea has been working with Chambers and Crosby Schools, including visits and sharing of summer program information.

Committee Updates

- Expansion/Renovation
Anne Davis and Mary Collins reported that of the two invoices received for the lighting from the electrical contractor, we have only paid the one for \$30,088.40. The second for \$21,600 is being held until the work is satisfactorily completed. There remains a dark area that would remain dark until Phase III work, which is not yet financed, is completed. Anne Davis moved, and Allison Organtini seconded, approval of funds from the Capital Account to cover the quote of \$6,703 from the electrical contractors to add an additional light bar to the dark area. The motion passed 6/6 via a roll call vote. It was noted that that the Capital Account was accumulated from fundraising, from grants written by the previous Library Director, and from money from the NYS Department of Library Development.
- Budget / Finance

The Finance Committee meeting minutes and first draft of the 2023 budget were sent to Board Members prior to the meeting. A vote on the 2023 budget with a 4% increase will be held at the June meeting. The budget reflects our goal to increase what we provide to our staff.

- **Audit**

Mary Collins and Rita Joyce reported that, with a template shared from another library and a list of accounting firms from MHLS, Mary Collins was able to compose and send a request for quotes from seven firms. Firms that were nearby and which have experience in auditing special district libraries (like ours) were targeted with a response due mid-June. It was noted that the contract would be for auditing three years 2021-22-23 unless there was great cause to end it. After responses are received and reviewed, the audit committee will make a recommendation to the Board.

- Civil Service – no report
- Personnel / Policy – no report
- Covid19 Service Task Force – no report
- Election

Thus far, we have no candidate to fill the post of Election Clerk. Mary Collins will tend to the legal notices while we continue our search, including finding out if it something a staff member could do.

Old Business - none

New Business

- VOTE: MHLS/NYLA Conference scholarship

Anne Davis moved, and Jason Kovacs seconded, to support staff member Joshua Skou as a conference scholarship candidate. It was noted that we can also give matching funds of \$250 from our budget. The motion carried unanimously.

Next Board Meeting: Thursday, June 23, 2022 at 4:00 pm

Public Comment - none

Adjourn

Rita Joyce moved, and Allison Organtini seconded, a motion to adjourn. The motion passed unanimously. The meeting was adjourned at 4:47.

**Respectfully submitted,
Rita Joyce**