



Town of Ulster Public Library Board of Trustees Meeting

Thursday, August 25, 2022

Minutes

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

Trustees Present: Anne Davis (in person), Bruce Engholm (via Zoom), Rita Joyce (via Zoom), Jason Kovacs (in person, until 4:54 departure), Gene Nettle (in person), Susan Hayes (in person), Nicole Vicari (via Zoom) (Total of four trustees in person, plus three trustees on Zoom)

Trustees Absent: Allison Organtini (excused)

Staff Present: Mary Collins/Library Director (in person)

Note: Today's meeting was preceded by the budget hearing, which featured public comment by an individual identifying themselves as Stewart Dean. Mr. Dean opened his comments by speaking of the library staff's use of "**patience, forbearance, and firmness**" with a patron as needed.

Mr. Dean brought along a letter from his wife, Dr. Carol Francesco, who wrote of a progressive neurological disorder and praised the computerized catalog that MHLS offers, along with the ability to browse and to order books online. She continued, saying that an increase in library funding would be a wonderful thing, particularly applied to hardbound books, and to consider the importance of libraries in enriching citizens.

Stewart Dean spoke of the importance of access to online resources for those that need it, as well as the ADA. 5% increase is less than inflation, but more than last year. Cost of media, per Stewart, increases faster than the inflation rate.

Anne informed this member of the public that the 5% increase is primarily to increase the wages and benefits for our staff, with some allocated to increase the collection. Mr. Dean was informed about the taxing ability of special district libraries, and how members of the town vote on the libraries budget, and how the town collects taxes and gives them to the library.

Mr. Dean concluded his public comment by reiterating his thoughts regarding his high opinion of the library's staff.

Call to Order & Voluntary Pledge

President Anne Davis called the meeting to order at 4:30 (after the budget hearing), and led the voluntary pledge.

Public Comment (occurred during budget hearing, prior to meeting; see above)

Approval of Minutes

- VOTE: Anne Davis moved, and Susan Hayes seconded, the approval of the June 2022 meeting minutes (changing Jean's last name from *Nettles* to *Nettle*). The motion passed unanimously (7/7). (Anne Davis thanked Rita Joyce for again taking the minutes in Bruce's absence.)

Financial Reports

- VOTE: Jason Davis moved, and Rita Joyce seconded, the approval of bill payments as per documents included in the board packet, with the correction of \$1,1660.20 to \$1,160.20 for children's books. The motion passed 7/7 via a roll call vote.
- VOTE: Anne Davis moved, and Jason Kovacs seconded, approval of the Profit & Loss Budget vs. Actual Budget report from O'Connor Tax services. Discussion included Rita Joyce noticing that capital account checks are not included in the list of bills and checks paid. Rita requested that the capital expenses, paid from the capital account, be included. CPA report is affected by the time for the checks to clear. For example, the contractor didn't cash a \$30,000 check for over a month, so the money showed in our balance sheet, even though it was already committed and the check was already written; it was money spent, but still showing up on our balance sheet. Could budget vs. actual report include capital account transactions, in addition to the operating account transactions? How to reconcile Budget vs. Actual due to the time lag? It includes checks that were written, but that haven't been cashed yet. The Budget vs. Actual reflects only the money that was spent from the Nippert family's donation of \$10,000. The motion passed 7/7 via a roll call vote.
- The Treasurer's Report was not received this month.

Director's Report

This was provided in the board packet with Mary Collins noting that the Summer Reading Program was an excellent success this summer, with the largest number of participants ever. A \$37,000 federal grant was received to improve our resilience, enabling the library to hire professionals for increasing efficiency of the outdoor laptop system, etc. Plan is to contact the library architects regarding the improvements, including enclosing the garden area with a gazebo for community gardens. May apply for another grant to remove some of the asphalt. Will network with other community gardens to see what's useful and not so useful. Community conversations for our long-range planning process provided good input for the Town's needs, which were reflected in the vision that was used when applying for grant monies. Plantings will be in containers.

Committee Updates

- Expansion/Renovation
 - New lights are in.
- Budget / Finance -no report
- Audit
 - No additional quotes have been received since the July board meeting, which had only two responses to our initial request for proposals. The committee is planning to meet with Library Director Mary Collins.
- Civil Service – no report

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

Old Business - none

New Business - none

Next Board Meeting: September 22, 2022. Rita Joyce is excused from the September board meeting, which will be the final meeting of the current board. The October meeting will be two separate meetings: an organizational meeting to approve a new slate of officers, followed by the regular board meeting.

Public Comment - none

Adjourn

Rita Joyce moved, and Bruce Engholm seconded a motion to adjourn. The motion passed unanimously. The meeting was adjourned at 5:03.

Respectfully submitted,
Bruce Engholm, Recording Secretary