



Town of Ulster Public Library Board of Trustees Meeting  
Thursday, January 26, 2023

**Trustees Present:**

Andrea Epstein, Anne Davis, Bruce Engholm, Rita Joyce, Jason J. Kovacs, Gene Nettle, Allison Organtini, Nicole Vicari

**Staff Present:** None

**Staff Absent:** Mary Collins, Library Director (excused)

**Call to Order and Pledge**

President Rita Joyce called the meeting to order at 4:00 p.m. and led the pledge.

**Public Comment:** None

**Approval of Minutes**

- VOTE: Nicole Vicari moved, and Anne Davis seconded, the approval of the December 2022 meeting minutes. The motion passed unanimously.

**Financial Report**

- Treasurer's Report was provided in the board packet. It was noted that the library was under budget for 2022 by approximately \$6,011.49.
- VOTE: Allison Organtini moved, and Nicole Vicari seconded, the approval of bill payments as per documents included in the board packet. The motion passed 8/8 via a roll call vote.
- VOTE: Allison Organtini moved, and Andrea Epstein seconded, the approval of the Profit & Loss Budget vs. Actual Budget report from O'Connor Tax services. The motion passed 8/8 via a roll call vote.

**Director's Report**

Director's report was provided in the board packet. Mary was excused from today's meeting. It was also noted that purchasing a specific reusable bag from Hannaford Supermarket will result in a \$1.00 donation to the library. It was also noted that there is a new design on newly issued library cards.

## **Committee Updates**

- Audit – letters to prospective auditors will be sent out in February
- Budget / Finance – no funds will need to be moved around at this point in the year
- Expansion / Renovation – no report
- Personnel – no report
- Policy – Proposed changes to the bylaws were presented to the full board. They were previously approved at the December 2022 board meeting. In order to become effective, the proposed changes need to be approved again.

VOTE: Bruce Engholm moved, and Allison Organtini seconded, the changes to the bylaws. The motion passed unanimously. The changes are formally adopted and the bylaws will need to be reprinted with the revisions.

**Old Business:** None

## **New Business**

- Trustee Education. MHLS Training on Demand was discussed.
- **VOTE:** It was proposed that the November 2023 meeting will be held on Tuesday, November 21, 2023, at 4:00 p.m. Anne Davis moved, and Nicole Vicari seconded, a motion to this effect. The motion passed unanimously.

## **Next Board Meeting**

Thursday, February 23, 2023 at 4:00 p.m.

**Public Comment - None**

## **Adjourn**

Bruce Engholm moved, and Allison Organtini seconded, a motion to adjourn. The motion passed unanimously. The meeting was adjourned at 4:33 p.m.

Respectfully submitted,  
Jason J. Kovacs



Town of Ulster Public Library Board of Trustees Meeting  
Thursday, February 23, 2023

**Trustees Present:**

Andrea Epstein, Bruce Engholm, Rita Joyce, Jason J. Kovacs, Gene Nettle, and Nicole Vicari

**Trustees Absent:**

Anne Davis (excused) and Allison Organtini (excused)

**Staff Present:** Mary Collins, Library Director

**Call to Order and Pledge**

President Rita Joyce called the meeting to order at 4:00 p.m. and led the pledge.

**Public Comment:** A member of the public did appear and raised issues about the reduction of Hoopla audiobooks that he can use per month. Mary Collins will follow up with him in the near future about other audiobook options.

**Approval of Minutes**

- VOTE: Nicole Vicari moved, and Bruce Engholm seconded, the approval of the January 2023 meeting minutes. The motion passed unanimously.

**Financial Report**

- There was no Treasurer's Report this month.
- The Library's accountants, O'Connor Tax services, had an office breakdown due to personnel issues. The accountant that had been working with the Library is starting her own accounting firm and should be operational next month (March). Therefore, Mary Collins prepared the breakdown of finances and expenses. Two checks were voided (Mid-Hudson Library Check #2325 and a Waste Management check which was paid electronically).
- VOTE: Andrea Epstein moved, and Nicole Vicari seconded, the approval of bill payments as per documents included in the board packet. The motion passed 6/6 via a roll call vote.
- VOTE: Nicole Vicari moved, and Bruce Engholm seconded, the approval of the Profit & Loss Budget vs. Actual Budget report. The motion passed 6/6 via a roll call vote.

## **Director's Report**

Director's report was provided in the board packet. Our new water heater was installed and is working properly. We discussed sending a staff member to Albany for Library Advocacy Day.

## **Committee Updates**

- Audit – letters to prospective auditors will be sent out in March
- Budget / Finance – This committee did not meet in the last month. However, per the memorandum from Mary Collins, it was discussed leaving \$400,000 in the Operating Account and moving \$22,000 to the Capital Reserve Account.

VOTE: Bruce Engholm moved, and Nicole Vicari seconded, a motion to transfer \$22,000 to the Capital Reserve Account. The motion passed 6/6 via a roll call vote.

- Expansion / Renovation – This committee will be renamed Facilities Committee going forward
- Personnel – no report
- Policy – Mary Collins will be working on a sick leave policy for the Library. This Committee should meet next month.

**Old Business:** Some members of the board attended Trustee training classes. All trustees are expected to complete two (2) hours of training per year. Rita is in charge of keeping track of Trustee's training and certificates for such training.

## **New Business**

- The board will have the Library's Annual Report to the State for review and possible vote next month.

## **Next Board Meeting**

Thursday, March 23, 2023 at 4:00 p.m.

## **Public Comment - None**

## **Adjourn**

Bruce Engholm moved, and Nicole Vicari seconded, a motion to adjourn. The motion passed unanimously. The meeting was adjourned at 4:52 p.m.

Respectfully submitted,  
Jason J. Kovacs



Town of Ulster Public Library Board of Trustees Meeting  
Thursday, March 23, 2023  
**DRAFT MINUTES**

**Trustees Present:**

Anne Davis, Andrea Epstein, Bruce Engholm, Rita Joyce, Jason J. Kovacs, Allison Organtini, and Nicole Vicari

**Trustees Absent:**

Gene Nettle (excused)

**Staff Present:** Mary Collins, Library Director

**Public Present:** Nancy Slauson

**Call to Order and Pledge**

President Rita Joyce called the meeting to order at 4:00 p.m. and led the pledge.

**Public Comment:** Nancy Slauson, a member of the public and prospective trustee, attended the meeting and introduced herself to the board.

**Approval of Minutes**

- VOTE: Nicole Vicari moved, and Andrea Epstein seconded, the approval of the February 2023 meeting minutes. The motion passed unanimously.

**Financial Report**

- There was no Treasurer's Report this month, but the Treasurer will get us a report soon.
- VOTE: Anne Davis moved, and Andrea Epstein seconded, the approval of bill payments as per documents included in the board packet. The motion passed 7/7 via a roll call vote.
- VOTE: Allison Organtini moved, and Anne Davis seconded, the approval of the Profit & Loss Budget vs. Actual Budget report. The motion passed 7/7 via a roll call vote
- VOTE: Allison Organtini moved, and Nicole Vicari seconded, a motion authorizing the Library Director to sign a contract, as amended (omitting the first two paragraphs on page 2 of the contract), with the Library's new accountants, W & Z Accountants, Inc. The motion passed 7/7 via a roll call vote

**Director's Report**

Director's report was provided in the board packet. We have had more snow closings in March than in the rest of the winter season. We are already planning for the summer reading program. Inventory of baseball books is underway. The server room has been tidied up and rearranged.

### **Committee Updates**

- Audit – letters to prospective auditors is completed and will be sent out. We have a list of potential auditors.
- Budget / Finance – no report
- Facilities – no report
- Personnel – no report
- Policy – no report

**Old Business:** none

### **New Business**

- Trustee education / training on demand. Trustees are reminded to take 2 hours of training every year. Please give Rita Joyce your certificates of attendance / completion. MHLS has live sessions, and the Niche Academy has courses on demand.
- Annual Report to the State has been completed and filed.
- VOTE: Anne Davis moved, and Nicole Vicari seconded, a motion approve the Annual Report. The motion passed unanimously.
- VOTE: Nicole Vicari moved, and Allison Organtini seconded, a resolution to go above the NYS Tax Cap of a 2% increase in the 2024 budget, if we so choose, when we develop the 2024 budget. Anne Davis noted that 2/3 of the board must approve this. The resolution passed 7/7 via a roll call vote:

Whereas, the adoption of the 2024 budget for the Town of Ulster Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits a library board to override the tax levy limit by a resolution approved by sixty percent (60%) of qualified board members; now, therefore, be it

Resolved, that the Town of Ulster Public Library Board of Trustees voted and approved to exceed the tax levy limit for 2024 by at least sixty percent (60%) of qualified board members as required by state law on March 23, 2023.

### **Next Board Meeting**

Thursday, April 27, 2023 at 4:00 p.m.

### **Public Comment - None**

### **Adjourn**

Bruce Engholm moved, and Allison Organtini seconded, a motion to adjourn. The motion passed unanimously. The meeting was adjourned at 4:31 p.m.

Respectfully submitted,  
Jason J. Kovacs



Town of Ulster Public Library Board of Trustees Meeting  
Thursday, May 25, 2023  
**DRAFT MINUTES**

**Trustees Present:**

Anne Davis, Andrea Epstein, Bruce Engholm, Rita Joyce, Jason J. Kovacs, Gene Nettle, Allison Organtini, Nancy Slauson, and Nicole Vicari

**Trustees Absent:**

NONE

**Staff Present:** Mary Collins, Library Director

**Public Present:** NONE

**Call to Order and Pledge**

President Rita Joyce called the meeting to order at 4:00 p.m. and led the pledge.

**Public Comment:** NONE

**Approval of Minutes**

- VOTE: Anne Davis moved, and Allison Organtini seconded, the approval of the April 2023 meeting minutes. Jason Kovacs thanked Bruce Engholm for preparing the minutes in his absence in April. The motion passed unanimously.

**Financial Report**

- There was no Treasurer's Report this month, but the Treasurer will get us a report soon.
- VOTE: Allison Organtini moved, and Andrea Epstein seconded, the approval of bill payments as per documents included in the board packet for the period of 4/18/23 to 5/18/23. The motion passed 9/9 via a roll call vote.
- VOTE: Anne Davis moved, and Bruce Engholm seconded, the approval of the March 2023 financial report. The motion passed 9/9 via a roll call vote.
- VOTE: Nicole Vicari moved, and Allison Organtini seconded, the approval of the April 2023 financial report. The motion passed 9/9 via a roll call vote.

**Director's Report**

Director's report was provided in the board packet. We are gearing up for the summary reading program. The seed library is doing well. Discussion ensued regarding MHLS scholarships and a survey for seniors.

### **Committee Updates**

- Audit – A contract is being sent to the library for our review by a potential auditor
- Facilities – no report
- Finance – Committee met and discussed two potential budgets for FY 2024, one with a 9.75% increase and one with an 8.5% increase. The committee will meet again before the Board’s June meeting and will recommend the adoption of a budget at the June meeting, subject to referendum in September. The committee reported that it prepared the two draft budgets based on the Long-Range Plan for the Library, p. 3, which underscored that the library staff is underpaid in comparison to local schools and businesses.
- Personnel – no report
- Policy – no report

**Old Business:** none

### **New Business**

- Training Sharing – recent trainings were a success and board members reminded to complete two hours of training per year;
- Long Range Plan Review – The board reviewed the library’s long-range plan, going through it by category. One item the board has not worked on is the establishment of a “Friends” group. The library has saved costs by cutting back on Hoopla access. The consensus was the annual review of the long-range plan was/is a good idea.
- Board self-evaluation -- Trustees evaluated themselves, and the board reviewed Board Effectiveness together. Collectively, Trustees gave the library the following grades:

Maximum Benefit to Your Community: 2.5

Library Visibility: 2.5

Integrating of Public Library Values: 1.5

Capacity of Library to Meet Community Needs: 2

Board’s Tendency: 1 (Governs)

Well-Run Meetings: 1 (Well Run)

Frequency Library Reviews its Progress: 1.5

- VOTE: Nancy Slauson moved, and Bruce Engholm seconded, the approval of the Library Ethics Statement. The motion passed 9/9 via a voice vote.
- VOTE: Bruce Engholm moved, and Nicole Vicari seconded, a motion to allow the Library Director to dispose of the Crosby baseball book collection. The motion passed 9/9 via a voice vote.

### **Next Board Meeting**

Thursday, June 22, 2023 at 4:00 p.m.

**Public Comment - None**

**Adjourn**



Allison Organtini moved, and Nicole Vicari seconded, a motion to adjourn. The motion passed unanimously. The meeting was adjourned at 5:14 p.m.

Respectfully submitted,  
Jason J. Kovacs



Town of Ulster Public Library Board of Trustees Meeting  
Thursday, June 22, 2023  
**DRAFT MINUTES**

**Trustees Present:**

Anne Davis, Andrea Epstein, Rita Joyce, Jason J. Kovacs, Gene Nettle, Allison Organtini, and Nicole Vicari

**Trustees Excused:**

Bruce Engholm, Nancy Slauson

**Staff Present:** NONE

**Staff Excused:** Mary Collins, Director

**Public Present:** NONE

**Call to Order and Pledge**

President Rita Joyce called the meeting to order at 4:00 p.m. and led the pledge.

**Public Comment:** NONE

**Approval of Minutes**

- VOTE: Nicole Vicari moved, and Andrea Epstein seconded, the approval of the May 2023 meeting minutes. The motion passed unanimously.

**Financial Report**

- There was no Treasurer's Report this month, but the Treasurer will get us a report soon.
- VOTE: Anne Davis moved, and Nicole Vicari seconded, the approval of checks/bill payments as per documents included in the board packet. The motion passed 6/6 via a roll call vote.
- VOTE: Anne Davis moved, and Andrea Epstein seconded, a Motion to Receive the May 2023 financial report. The motion passed 7/7 via a roll call vote.
- VOTE: Allison Organtini moved, Gene Nettle seconded, a Motion to Receive the Balance Sheet. The motion passed 7/7 via a roll call vote.

**Director's Report**

Director's report was provided in the board packet. Summer Reading Program starts on June 27. The library is looking for a new cleaning service. There will be "Short & Sweet" book club in the summer for adults.

**Committee Updates**

- Audit – Rita Joyce signed the contract with the accounting firm who will be doing the audit. The library is now in the queue.
- Facilities – no report
- Finance – The Finance Committee met and reviewed three proposed budgets. The Committee ultimately recommended to the full board the adoption of a budget with an increase of 9.75% over the adopted budget for 2023. Average increase per tax parcel would be \$6.46 per parcel. The increase in the budget will largely cover increases in staff salaries.
  - VOTE: Anne Davis moved, and Allison Organtini seconded, a motion to adopt the proposed \$403,520.64 budget for FY 2024, representing a 9.75% increase in the budget. The motion passed 6-0-1 via a roll call vote (Jason J. Kovacs abstained). This budget will be placed on the ballot for adoption by the public at the September 2023 Library Election.
- Personnel – no report
- Policy – no report

**Old Business:** none

**New Business**

- Training Sharing – recent trainings were a success and board members reminded to complete two hours of training per year; Reserve accounts and investments were also discussed by the board.

**Next Board Meeting**

Thursday, July 27, 2023 at 4:00 p.m.

**Public Comment - None**

**Adjourn**

Nicole Vicari moved, and Gene Nettle seconded, a motion to adjourn. The motion passed unanimously. The meeting was adjourned at 4:36 p.m.

Respectfully submitted,  
Jason J. Kovacs



Town of Ulster Public Library Board of Trustees Meeting  
Thursday, July 27, 2023  
**DRAFT MINUTES**

**Trustees Present:**

Bruce Engholm, Andrea Epstein, Rita Joyce, Jason J. Kovacs, Gene Nettle, and Nancy Slauson

**Trustees Excused:**

Anne Davis, Allison Organtini, and Nicole Vicari

**Staff Present:** Mary Collins, Director

**Public Present:** NONE

**Call to Order and Pledge**

President Rita Joyce called the meeting to order at 4:00 p.m. and led the pledge.

**Public Comment:** NONE

**Approval of Minutes**

- VOTE: Jason J. Kovacs moved, and Andrea Epstein seconded, the approval of the June 2023 meeting minutes. The motion passed unanimously.

**Financial Report**

- There was no Treasurer's Report this month. Discussion ensued regarding the role and the salary of the Treasurer.
- VOTE: Nancy Slauson moved, and Bruce Engholm seconded, the approval of checks/bill payments as per documents included in the board packet. The motion passed 6/6 via a roll call vote. It was recommended to include a breakdown of the credit card statements as part of this package.
- A discussion ensued regarding the June 2023 financial report. The consensus of the board was to have the report reviewed and voted upon at the August 2023 meeting of the board.

**Director's Report**

Director's report was provided in the board packet. Summer Reading Program is ongoing, and children can still sign up for it. Anne Marie Williams may work out as our part-time cleaner. We will be looking into hiring a new landscape company.

**Committee Updates**

- Audit – no report
- Facilities – no report
- Finance – no report
- Personnel – no report
- Policy – no report, but the committee plans on meeting soon.

**Old Business:** Election Update. Nancy Slauson and Rita Joyce are collecting signatures. Allison Organtini will be running for reelection as a write-in candidate. The Election and Budget Vote is scheduled for September 7, 2023. Petitions are due in early August.

**New Business**

- Training Sharing – None.

**Next Board Meeting**

Thursday, August 24, 2023 at 4:00 p.m., with candidate Q&A and budget hearing at 3:30 p.m.

**Public Comment - None****Adjourn**

Bruce Engholm moved, and Andrea Epstein seconded, a motion to adjourn. The motion passed unanimously. The meeting was adjourned at 4:41 p.m.

Respectfully submitted,  
Jason J. Kovacs



Town of Ulster Public Library Board of Trustees Meeting  
Thursday, August 24, 2023  
**DRAFT MINUTES**

**Trustees Present:**

Bruce Engholm, Andrea Epstein, Rita Joyce, Jason J. Kovacs, Allison Organtini, Nancy Slauson, and Nicole Vicari

**Trustees Excused:**

Anne Davis and Gene Nettle

**Staff Present:** Mary Collins, Director

**Public Present:** NONE.

**Call to Order and Pledge**

President Rita Joyce called the meeting to order at 4:00 p.m. and led the pledge.

**Public Comment:** NONE. It should be noted that a budget hearing and “meet the candidates” event was held at 3:30 p.m., just prior to the meeting. There was no public participation.

**Approval of Minutes**

- VOTE: Nancy Slauson moved, and Andrea Epstein seconded, the approval of the July 2023 meeting minutes. The motion passed unanimously.

**Financial Report**

- The Treasurer’s Report was prepared by Mary Collins, Director, as there is currently no Library Treasurer.
- VOTE: Nicole Vicari moved, and Bruce Engholm seconded, a motion to receive the June 2023 Budget v. Actual. The motion passed 6/6 via a roll call vote.
- VOTE: Nancy Slauson moved, and Bruce Engholm seconded, a motion to receive the July 2023 Budget v. Actual. The motion passed 7/7 via a roll call vote (Allison Organtini arrived at the meeting in between these two votes).
- VOTE: Bruce Engholm moved, and Andrea Epstein seconded, the approval of checks/bill payments as per documents included in the board packet. The motion passed 7/7 via a roll call vote.

## **Director's Report**

Director's report was provided in the board packet. There has been some trouble with the alarm system. We are getting Safeco to come to address the issue. There are plans to sell the baseball books – a/k/a the “Crosby Collection.” The library vestibule has received a fresh coat of paint.

## **Committee Updates**

- Audit – no report
- Facilities – no report
- Finance – no report
- Personnel – Rita Joyce has a personnel report about Library Director Mary Collins. The report was received by Trustees and discussed. There was also discussion about proposed Treasurer, Melissa Challen, a Town resident. Discussion ensued about the role of the Treasurer and internal financial controls.
  - VOTE: Allison Organtini moved, and Nicole Vicari seconded, a motion to elect Melissa Challen as Treasurer of the Town of Ulster Public Library for a term ending September 30, 2023. She will be compensated at the rate of \$20.00 per hour as she is not a member of the Board of Trustees. The motion passed unanimously.
- Policy – no report

**Old Business:** Election Update. We are all set for the annual library election and budget vote. It will be held on September 7, 2023 at the Library from 1:00 p.m. to 7:00 p.m. Kerry has it organized.

## **New Business**

- Training Sharing – None.
- Ulster County Library Association annual dinner. It will be held at Dixon Roadside, 261 Tinker Street, in Woodstock on September 12, 2023. Trustees are invited to attend.

## **Next Board Meeting**

Thursday, September 28, 2023 at 4:00 p.m.

## **Public Comment - None**

## **Adjourn**

Nicole Vicari moved, and Rita Joyce seconded, a motion to adjourn. The motion passed unanimously. The meeting was adjourned at 4:43 p.m.

Respectfully submitted,  
Jason J. Kovacs



Town of Ulster Public Library Board of Trustees Meeting  
Thursday, September 28, 2023  
**DRAFT MINUTES**

**Trustees Present:**

Anne Davis, Bruce Engholm, Andrea Epstein, Rita Joyce, Jason J. Kovacs, Gene Nettle, and Nicole Vicari

**Trustees Excused:**

Allison Organtini and Nancy Slauson

**Staff and Officers Present:** Mary Collins, Director and Melissa Challen, Treasurer

**Public Present:** NONE.

**Call to Order and Pledge**

President Rita Joyce called the meeting to order at 4:00 p.m. and led the pledge.

**Public Comment:** NONE. Rita Joyce introduced the board to Melissa Challen, the new library Treasurer.

**Approval of Minutes**

- VOTE: Nicole Vicari moved, and Anne Davis seconded, the approval of the August 2023 meeting minutes. The motion passed unanimously.

**Financial Report**

- The Treasurer's Report was prepared by Melissa Challen, our new Treasurer. Discussion ensued regarding what kind of report the board would like the Treasurer to prepare every month.
- VOTE: Anne Davis moved, and Bruce Engholm seconded, a motion to receive the August 2023 Budget v. Actual. The motion passed 7/7 via a roll call vote.
- VOTE: Nicole Vicari moved, and Andrea Epstein seconded, the approval of checks/bill payments as per documents included in the board packet. The motion passed 7/7 via a roll call vote.

**Director's Report**

The library is sending two employees to the NYLA conference this fall. Miss Kelley, our children's librarian, is experiencing medical issues. We wish her the best. The library is looking at hiring a



potential bookkeeper. We are working on trying to sell the collection of baseball books. The alarm system has been fixed, and the library is looking at obtaining a grant for the HVAC system.

### **Committee Updates**

- Audit – The library director is speaking with our potential auditor as to when they come in to the library and review our financial records.
- Facilities – no report
- Finance – no report
- Personnel – no report
- Policy – The Policy Committee met and developed a Surplus Property Policy, as set forth below:

### *Disposition of Surplus Property Policy*

*Surplus Library Property may be sold for the benefit of the Library. Surplus property is any Library property no longer needed for the functioning of the Library, but still holding some monetary value. Broken or obsolete items are not considered surplus. In a manner they deem appropriate, the Library Director may dispose of any surplus property with a value of \$1,000 or less. The Board of Trustees has responsibility for disposing of items of greater value. The Library Director will be responsible for evaluating property for both use and value.*

- VOTE: Bruce Engholm moved, and Andrea Epstein seconded, the approval of the Surplus Property Policy. The motion passed unanimously.

**Old Business:** Election Update. The Budget passed, and Rita Joyce, Allison Organtini, and Nancy Slauson were elected to the Board for a term commencing 10/1/2023 and ending 9/30/2026.

### **New Business**

- Training Sharing – Bruce Engholm attended a training seminar on AI and Libraries which was very interesting. Andrea Epstein had a negative experience driving to Mahopac for a seminar which was inadvertently cancelled.

### **Next Board Meeting**

Thursday, October 26, 2023 at 4:00 p.m. The organizational meeting on that date/time will be immediately followed by our regular monthly meeting.

### **Public Comment - None**

### **Adjourn**

Bruce Engholm moved, and Nicole Vicari seconded, a motion to adjourn. The motion passed unanimously. The meeting was adjourned at 4:55 p.m.

Respectfully submitted,  
Jason J. Kovacs



Town of Ulster Public Library Board of Trustees Meeting  
Thursday, October 26, 2023  
**DRAFT MINUTES**

**Trustees Present:**

Anne Davis, Bruce Engholm, Andrea Epstein, Jason Kovacs, Allison Organtini, Nancy Slauson, and Nicole Vicari

**Trustees Excused:**

Rita Joyce and Gene Nettle

**Staff and Officers Present:** Mary Collins, Director and Melissa Challen, Treasurer

**Public Present:** NONE.

**Call to Order and Pledge**

President Anne Davis called the meeting to order at 4:09 p.m. and led the pledge.

**Public Comment:** NONE.

**Approval of Minutes**

- VOTE: Nancy Slauson moved, and Jason Kovacs seconded, the approval of the September 2023 meeting minutes. The motion was passed with six yeas and one abstention (Allison Organtini).

**Financial Report**

- The Treasurer's Report was provided in the board packet.
- VOTE: Allison Organtini moved, and Nancy Slauson seconded, the approval of checks/bill payments as per documents included in the board packet. The motion passed 7/7 via a roll call vote
- VOTE: Nicole Vicari moved, and Allison Organtini seconded, a motion to receive the September 2023 Budget v. Actual. The motion passed 7/7 via a roll call vote.

**Director's Report**

The library collected 89 items for The Great Give Back food drive, which was donated to People's Place. There were more than 50 hats made for The Hudson Valley National Center for Veteran Reintegration. The library is sending two employees to the NYLA conference next week. Three

Chromebooks and a hot spot have been purchased with grant money. They will hopefully be able to be lent out to the public soon. Mary has hired someone for the maternity leave of staff member Naomi Harris. They have not started yet, but once they do, they will continue until the end of December 2023.

### **Committee Updates**

- Audit – The library director has sent in all the paperwork and is waiting to hear back from the auditor on what the next steps are and when they can begin.
- Facilities – no report
- Finance – no report. Will be meeting in early December to discuss end of the year balances.
- Personnel – no report
- Policy – no report.

**Old Business:** NONE.

### **New Business**

- VOTE: Anne Davis moved, and Andrea Epstein seconded, a motion to use Engage Simply Business Inc. for our bookkeeping services. Cost: \$75 per hour. The motion passed 7/7 via a roll call vote.
- VOTE: Anne Davis moved, and Allison Organtini seconded, to accept the snow plowing bid from R&R Lawns for the 2023-2024 winter season. Cost: \$5,000. The motion passed 7/7 via a roll call vote.
- Training Sharing: NONE

### **Next Board Meetings**

Tuesday, November 21, 2023, at 4:00 p.m.

The December meeting will be Tuesday, December 19, 2023, at 4:00 p.m.

### **Public Comment - None**

### **Adjourn**

Anne Davis moved, and Allison Organtini seconded, a motion to adjourn. The motion passed unanimously. The meeting was adjourned at 4:32 p.m.

Respectfully submitted,  
Nicole Vicari



Town of Ulster Public Library Board of Trustees Meeting  
Tuesday, November 21, 2023  
**DRAFT MINUTES**

**Trustees Present:**

Bruce Engholm, Andrea Epstein, Rita Joyce, Jason Kovacs, Gene Nettle, Nancy Slauson, and Nicole Vicari

**Trustees Excused:**

Anne Davis and Allison Organtini

**Staff and Officers Present:** Mary Collins, Director

**Public Present:** None

**Call to Order and Pledge**

Vice President Jason Kovacs called the meeting to order at 4:00 p.m. and led the pledge.

**Public Comment:** None

**Approval of Minutes**

- VOTE: Bruce Engholm moved, and Nancy Slauson seconded, the approval of the October 2023 Regular meeting minutes. The motion passed with six yeas and one abstention (Rita Joyce).
- VOTE: Nancy Slauson moved, and Andrea Epstein seconded, the approval of the October 2023 Organizational meeting minutes. The motion passed with six yeas and one abstention (Rita Joyce).

**Financial Report**

- The Treasurer's Report was provided in the board packet.
- VOTE: Rita Joyce moved, and Nicole Vicari seconded, the approval of checks/bill payments as per documents included in the board packet. The motion passed 7/7 via a roll call vote.
- VOTE: Rita Joyce moved, and Andrea Epstein seconded, a motion to receive the October 2023 Budget v. Actual. The motion passed 7/7 via a roll call vote.

**Director's Report**

There was a report in the board packet from both Kerry and Hailey about their experience at the NYLA Conference earlier this month. Mary said the Chromebooks and hotspot that were purchased with the grant money from the Mid- Hudson Library System, will soon be able to be checked out. Mary was going to apply for a grant to install a heat pump. However, several steps to upgrade the building first are required. So, at this time Mary did not put in an application for the grant. Mary feels that the facilities committee should meet and discuss what should be done since there are other projects that will need to be addressed sooner, like a new roof and new heater. The committee could also look at the plan that was drawn up by Paul Mays of Butler, Rowland, and Mays, to decide on what should be done next. Miss Kelly is still unable to do the children's programming but hopefully in the new year will be able to come back. If not, Mary is working on finding a way to bring the children's programs back to the library.

### **Committee Updates**

- Audit – Mary had to resend the paperwork and is still waiting to hear back from the auditor.
- Facilities – no report. Will meet in January to discuss what projects should be done and possible timelines.
- Finance –no report. Will meet the second week of December to discuss end of year balances.
- Personnel – Rita Joyce moved, and Bruce Engholm seconded, the motion to hire Elizabeth Cirafice as a temporary part-time employee, at the rate of \$15.25 an hour for 17.5 hours per week, until December 31, 2023. The motion passed 7/7 via a roll call vote.
- Policy – Jason Kovacs moved, and Bruce Engholm seconded, the motion to ask the committee to meet within the next 30 days to discuss what policies need to be reviewed and begin working on the reviewing process. The motion was passed unanimously.

**Old Business:** NONE

### **New Business**

- Training Sharing – There is a Trustees Handbook Book Club: Financing & Managing Construction Projects training being offered on Tuesday, December 19, 2023 at 5:00p.m.
- Holiday Closing for 2024: Mary provided a list of the library Holiday Closings for 2024 in the board packet. The employees would like to make the change of having Monday, April 1st off instead of Saturday, November 9<sup>th</sup>.
  - VOTE: Rita Joyce moved, and Nancy Slauson seconded, the motion to accept the amended Holiday Closings for 2024. The motion was passed unanimously.
- Nancy Slauson and her husband Bob are looking into replacing the plexiglass that is currently on the library sign. The current plexiglass is weathered and makes it harder to see what is displayed on the sign.

### **Next Board Meeting**

Tuesday, December 19, 2023 at 4:00 p.m.

**Public Comment - None**

**Adjourn**

Bruce Engholm moved, and Rita Joyce seconded, a motion to adjourn. The motion passed unanimously. The meeting was adjourned at 4:40 p.m.

Respectfully submitted,  
Nicole Vicari



Town of Ulster Public Library Board of Trustees Meeting  
Tuesday, December 19, 2023  
**DRAFT MINUTES**

**Trustees Present:**

Anne Davis, Andrea Epstein, Jason Kovacs, Gene Nettle, Nancy Slauson, and Nicole Vicari

**Trustees Excused:**

Bruce Engholm, Rita Joyce, and Allison Organtini

**Staff and Officers Present:** None

**Staff Excused:** Mary Collins, Director

**Public Present:** None

**Call to Order and Pledge**

President Anne Davis called the meeting to order at 4:00 p.m. and led the pledge. **Public Comment:** None

**Approval of Minutes**

- VOTE: Nancy Slauson moved, and Jason Kovacs seconded, the approval of the November 2023 meeting minutes. The motion passed with five yeas and one abstention (Anne Davis).

**Financial Report**

- The Treasurer's Report was provided in the board packet.
- VOTE: Nancy Slauson moved, and Andrea Epstein seconded, the approval of checks/bill payments as per documents included in the board packet. The motion passed 6/6 via a roll call vote
- VOTE: Anne Davis moved, and Nicole Vicari seconded, a motion to receive the November 2023 Budget v. Actual. The motion passed 6/6 via a roll call vote.

**Director's Report**

There was no director's report this month.

### **Committee Updates**

- Audit – no report
- Facilities – no report
- Finance –The committee met to discuss the budget balancing for the year and at this point we are under budget in all areas.
- Personnel – will be meeting in January to discuss some personnel issues. **Staff Raises:** Anne Davis moved, and Nancy Slauson seconded, the motion to give all staff (full-time and part-time), excluding the director, a 5% pay raise starting January 1, 2024. The motion passed 6/6 via a roll call vote.
- Policy – no report

**Old Business:** None

### **New Business**

- During the rainstorm on Monday, December 18, 2023, the roof started to leak, causing water to come into the library. Superior Roofing was contacted, and they came out to look at the roof and fix the areas where the water could have been coming in. Now we are looking to find someone to come in and fix the drywall that was damaged due to the leak.
- Vice President, Jason Kovacs, announced that he will be resigning from the Library Board effective December 31, 2023. The Trustees and Director thank him for his service and wish him well.

### **Next Board Meeting**

Thursday, January 18, 2024, at 4:00 p.m.

**Public Comment - None**

### **Adjourn**

Nicole Vicari moved, and Andrea Epstein seconded, a motion to adjourn. The motion passed unanimously. The meeting was adjourned at 4:38 p.m.

Respectfully submitted,  
Nicole Vicari