

Town of Ulster Public Library Board of Trustees Meeting
Thursday, January 27, 2022 via Zoom

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

Present: Anne Davis, Bruce Engholm, Susan Hayes, Rita Joyce, Jason Kovcs, Gene Nettles, Allison Organti, Nicole Vicari, Mary Collins (Director), Elaine Wolf (Treasurer)

Call to Order

Anne called the meeting to order at 4:02

Voluntary Pledge

Public Comment

VOTE: Approval of the December 2021 meeting minutes
Motion carried unanimously on a voice vote (8/8).

Financial Report

VOTE: Approval of bill payments
Motion carried unanimously on a roll call vote (8/8).

VOTE: Approval of reports from O'Connor Tax Services
Motion carried unanimously on a roll call vote (8/8).

● **Treasurer's Report**

Elaine presented her report and explained that expenditures will be adjusted to more accurately reflect actual distributions.

Director's Report

Construction continues with communication issues. If the workers wore more forthcoming, it would be helpful. An example of this regards the library announcing that it was to be closed tomorrow due to the needs of the crew, but now it looks like the library may remain open after all. Mary has a phone meeting with the CPA scheduled for Monday regarding the best way to share QuickBooks files between the CPA, the library Director, and the Treasurer.

Committee Updates

None

- Expansion/Renovation
- Budget / Finance

VOTE: That unspent funds from Medical Benefits (Admin and Personnel Services) be reallocated to the following lines: Library Contractual Expenses \$7,673.94, Library Equipment and Capital Outlays \$2,071.64, in order to reconcile our budget balance.

Motion carried unanimously on a roll call vote (8/8).

- Civil Service
- Personnel / Policy
- Covid19 Service Task Force

Old Business

None

New Business

Turning Outward

The community input from the Turning Outward process has been incorporated into a new Long Range Plan.

VOTE: To approve the new Long Range Plan, including:

Evaluation and Review:

The Director and President of the Board of Trustees will review the plan on an annual basis, evaluate the progress in each area and report to the Board of Trustees.

Motion carried unanimously on a voice vote (8/8).

Next Board Meeting

4:00 Thursday, February 24 (fourth Thursday)

Public Comment

Adjourn

VOTE: To adjourn at 4:29

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



Town of Ulster Public Library • Board of Trustees Meeting

Thursday, February 24, 2022 via Zoom

Minutes

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

Present: Anne Davis, Bruce Engholm, Susan Hayes, Rita Joyce, Jason Kovacs (joined at 4:13), Gene Nettles, Nicole Vicari, Mary Collins (Director), Elaine Wolf (Treasurer)

Absent: Allison Organtini (excused)

Call to Order

Anne called the meeting to order at 4:00.

Voluntary Pledge

Public Comment

VOTE: Approval of the January 2022 meeting minutes

The motion carried unanimously on a voice vote (6/6).

Financial Report

VOTE: Approval of bill payments (Report of Receipts and Disbursements; Checking Account Transactions by Date)

The motion carried unanimously on a roll call vote (6/6).

VOTE: Approval of **January 2022 report** (Balance Sheet; Profit and Loss Budget vs. Actual) Report from O'Connor Tax Services

The motion carried unanimously on a roll call vote (6/6).

- Treasurer's Report

Director's Report

Committee Updates

- Expansion/Renovation

Anne met with representatives of the architect and the electrician regarding the two dates needed for installation of the sound cloud on the ceiling.

- Budget / Finance
- Civil Service
- Personnel / Policy
- Covid19 Service Task Force

Old Business

- HV Mall tax payments

Letter from the Town Supervisor was shared regarding the change in the tax revenue from tax on the mall. \$6,998.xx was paid back from the library. The library made payments of \$1299.66 in 2018, 2019, 2020, not in 2021. Our final payment will be made next month.

New Business

Signs have completely faded with the library pictograph library logo. Mary will file up on ascertaining who the responsible party is.

Info regarding financial reports was shared. All libraries are required to submit a financial report as part of their *Annual Report*. In addition, all are required to submit an *Annual Update Document (AUD)* to the State Comptroller.

Trustees were referred to midhudson.org/trusteebookclub in order to review recorded presentations from the 2021 and 2022 sessions. (Tip from Bruce: you can adjust the video playback speed by clicking on settings.)

Next Board Meeting

4:00 Thursday, March 24 (fourth Thursday)

Public Comment

Adjourn

VOTE: To adjourn at 4:36

The motion carried unanimously on a voice vote (7/7, as Allison joined).



Town of Ulster Public Library Board of Trustees Meeting

Thursday, March 24, 2022 via Zoom

Minutes

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

Trustees Present: Anne Davis, Rita Joyce, Jason Kovacs, Gene Nettles, Allison Organtini, Nicole Vicari

Trustees Absent: Bruce Engholm (excused), Susan Hayes

Staff Present: Mary Collins/Library Director

Call to Order & Voluntary Pledge

President Anne Davis called the meeting to order at 4:01 and led the voluntary pledge.

Public Comment - none

Approval of Minutes

- VOTE: Anne Davis moved, and Allison Organtini seconded, the approval of the February 2022 meeting minutes with a correction in the last line changing the name to "Jason Kovacs" instead of "Allison Ogantini." The motion passed unanimously.

Financial Reports

- VOTE: Nicole Vicari moved, and Rita Joyce seconded, the approval of bill payments as per documents included in the board packet. Anne Davis noted that check #2159 covers the final two payments to the Town of Ulster resulting from the reassessment of mall taxes. Mary Collins noted that we will continue to receive the monthly list of bills paid and will also be getting quarterly summaries. The motion passed 6/6 via a roll call vote.
- VOTE: Rita Joyce moved, and Allison Organtini seconded, the approval of the Profit & Loss Budget vs. Actual Budget report from O'Connor Tax services. Mary Collins explained that the \$530.83 under misc. was for Covid supplies. She also noted that the repayment tot the Town of Ulster was on the last page under **Other Expense: Prop. Tax Refund – PCK \$2,799.32**. The motion passed 6/6 via a roll call vote.
- Treasurer's Report was provided in the board packet.

Director's Report

This was provided in the board packet with Mary Collins adding that we hope to again enjoy visits by a replacement therapy dog.

Committee Updates

- Expansion/Renovation
Anne Davis reported that the NYS Division of Library Development deadline extension for completing building projects expires at the end of June. Our work is only $\frac{3}{4}$ done as we have been waiting for delayed supplies to finish the job. Anne Davis plans to contact the architectural firm and contractor and to also talk with Casey Conlon at MHLS to discuss what can be done so we don't lose any funds.
- Budget / Finance – no report
- Civil Service – no report

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

Old Business

- IRS issue Resolved
Anne Davis related that, in 2018, there were some missteps as we changed financial systems. Some withholdings were not done correctly (with the July 2020 board minutes giving some detail on this). Hence, we owed the IRS. Our corrective payment was just remitted.
- VOTE: As Covid data improves and staff are unpleasantly challenged by some patrons, the mask policy was reviewed. Anne Davis moved, and Allison Organtini seconded, the approval of a revised mask policy that masks are no longer required except for 1:1 consults as requested by staff. It was noted that masks and hand sanitizer will still be available, and computers will continue to be sanitized after each use. The motion passed unanimously.

New Business

- VOTE: Anne Davis moved, and Rita Joyce seconded, a motion to accept the 2021 Annual Report to NYS. The motion passed unanimously.
- VOTE: Anne Davis moved, and Jason Kovacs seconded, a motion to go above the NYS Tax Cap of a 2% increase in the 2023 budget, if we so choose, when we develop the 2023 budget. Anne Davis noted that 2/3 of the board must approve this. Guidance is below and was shared at the meeting. The motion passed 6/6 via a roll call vote.
- Appreciation was expressed for the work of Lauren Hommel, library election clerk, who will be unavailable to continue in this role. We are seeking a possible candidate who must be a Town of Ulster taxpayer.

Next Board Meeting: Thursday, April 28, 2022 at 4:00 pm

Public Comment - none

Adjourn

Rita Joyce moved, and Jason Kovacs seconded, a motion to adjourn. The motion passed unanimously. The meeting was adjourned at 4:36.

**Respectfully submitted,
Rita Joyce**

Whereas, the adoption of the 2023 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 the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Town of Ulster Public Library voted and approved to exceed the tax levy limit for 2023 by at least the sixty percent of the board of trustees as required by state law on March 24, 2022.



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.



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**



Town of Ulster Public Library Board of Trustees Meeting

Thursday, June 23, 2022 via Zoom

Minutes

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

Trustees Present: Anne Davis, Rita Joyce, Jason Kovacs (joined at 4:02), Gene Nettles, Allison Organtini, Susan Hayes, Nicole Vicari

Trustees Absent: Bruce Engholm (excused)

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: Anne Davis moved, and Susan Hayes seconded, the approval of the April 2022 meeting minutes. The motion passed unanimously (6/6).
VOTE: Anne Davis moved, and Susan Hayes seconded, the approval of the May 2022 meeting minutes. The motion passed unanimously (7/7 with the arrival of Jason Kovacs).

Financial Reports

- VOTE: Anne Davis moved, and Jason Kovacs 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: Anne Davis moved, and Gene Nettles seconded, approval of the Profit & Loss Budget vs. Actual Budget report from O'Connor Tax services. It was noted that the expenses are slightly over budget but not alarmingly so given summer reading program and other advance expenses. The motion passed 7/7 via a roll call vote.
- The Treasurer's Report was provided in the board packet.

Director's Report

This was provided in the board packet with Mary Collins adding that Joshua Skou was awarded the scholarship that was discussed at our last meeting and that Graham Ebbecke is planning to go to library school.

Committee Updates

- Expansion/Renovation
Director Mary Collins reported that grant application work continues to secure funds to improve our outdoor space, etc.; work continues on construction money paperwork; and an indoor wall has been repainted in the children's area.
- Budget / Finance
Sample budgets with varying percentage increases were sent to Board members prior to the meeting. The Finance Committee had initially favored a 4% increase in the budget for 2023. As the audit will be costing

more than expected, inflation is high and expected to remain high, and we continue to wish to further financially support staff as noted in our Long Range Plan, higher increases were considered. It was also noted that the Kingston Library successfully had a 10% increase approved last year and will be going for a multi-million bond vote this year.

Anne Davis moved, and Susan Hayes seconded, a 5% budget increased (instead of 4%). Discussion ensued and the motion was withdrawn. Next, Anne Davis moved, and Susan Hayes seconded, a motion to increase the budget by 6%. Discussion ensued and a roll call vote resulted in 4/7 approving the motion – not an allowable majority: Anne Davis/yes, Susan Hayes/yes, Rita Joyce/yes, Jason Kovacs/no, Gene Nettles/no, Allison Ogantini/no, and Nicole Vicari/yes. Jason Kovacs moved, and Nicole Vicari seconded, a motion to increase the 2023 budget by 5% over the 2022 budget. Discussion noted that, though inflation is high for the library, inflation is also high for the taxpayers. The motion passed 7/7 via a roll call vote.

- **Audit**
In reply to a request for proposals, two quotes were received. Anne Davis will continue reference checking. The Audit Committee will meet in July to consider which CPA firm to recommend to the Board for approval at the July meeting.
- **Civil Service – no report**
- **Personnel / Policy – no report**
- **Covid19 Service Task Force – no report**
- **Election**
Mary Collins reported that staff member Naomi Harris is willing to serve as Election Clerk. The *Handbook for Library Trustees* notes that this is allowable with election work-time being apart from staff work-time. Anne Davis moved, and Rita Joyce seconded, a motion to approve Naomi Harris as Election Clerk with a stipend of \$400. The motion passed 7/7 via a roll call vote.

Old Business

Anne Davis reported that her term and Gene Nettles' term end this fall. Both stated that they were interested in running for re-election to the Board, with Anne Davis remarking that she will run as write-in candidate.

New Business - none

Next Board Meeting: Thursday, July 28, 2022 at 4:00 pm with information about zoom allowability to be shared closer to the meeting date as we hear updates from NYS.

Public Comment - none

Adjourn

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

**Respectfully submitted,
Rita Joyce**



Town of Ulster Public Library Board of Trustees Meeting

Thursday, July 28, 2022 via Zoom

Minutes

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

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

Trustees Absent: Bruce Engholm (excused)

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: Anne Davis moved, and Nicole Vicari seconded, the approval of the June 2022 meeting minutes. The motion passed unanimously (7/7). (Anne Davis thanked Rita Joyce for again taking the minutes.)

Financial Reports

- VOTE: Anne Davis moved, and Jason Kovacs 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 Susan Hayes seconded, approval of the Profit & Loss Budget vs. Actual Budget report from O'Connor Tax services. It was noted that the expenses are slightly over budget but not alarmingly so given summer reading program and other advance expenses. It was also noted that the accountant's error on the Balance sheet was corrected as reflected in the second Balance Sheet sent to the Board prior to the meeting. (Mary Collins will send the Board the list of Capital expenses January-June, 2022). The motion passed 7/7 via a roll call vote.
- The Treasurer's Report was provided in the board packet.

Director's Report

This was provided in the board packet with Mary Collins noting that, though the Digital Navigator grant is officially done, services will continue to be provided by staff.

Committee Updates

- Expansion/Renovation
Director Mary Collins reported that we are done with Phase II paperwork being filed with New York State. Anne Davis suggested we may wish to have our architect review Phase III plans with the Board.

- Budget / Finance -no report
- Audit
As we only had two responses to our initial request for proposals, Mary Collins sought advice from Rebekkah Smith Aldrich at MHLS. Hence, Mary Collins contacted nine more CPA firms and we await responses.
- Civil Service – no report
- Personnel / Policy – no report
- Covid19 Service Task Force – no report
- Election
Mary Collins has been working with Naomi Harris to publish required notices and solicit petitions for Board membership elections. Thus far, only one petition has been requested and returned.

Old Business - none

New Business - none

Next Board Meeting: Thursday, August 25, 2022 with the annual Budget hearing at 4:00 pm and the regular business meeting at 4:30 (with information about zoom allowability to be shared closer to the meeting date as we hear updates from NYS).

Public Comment - none

Adjourn

Rita Joyce moved, and Jason Kovacs seconded, a motion to adjourn. The motion passed unanimously. The meeting was adjourned at 4:21.

**Respectfully submitted,
Rita Joyce**



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



Town of Ulster Public Library Board of Trustees Meeting

Thursday, September 29, 2022

Minutes

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

Trustees Present: Anne Davis, Bruce Engholm, Rita Joyce, Jason Kovacs, Gene Nettle, Susan Hayes

Trustees Absent: Allison Organtini, Nicole Vicari (excused)

Staff Present: Mary Collins/Library Director

Note: Today's meeting was rescheduled from September 22, due to the lack of a quorum for the meeting on that day (three excused absences).

All trustees that attended today's board meeting were present in person for this, the final meeting of the current board, subsequent to the Governor's announcement on September 12th that the COVID-19 state of emergency will not be extended. This state of emergency has been in effect since March 2020 and extended monthly up until September 12th.

Call to Order & Voluntary Pledge

President Anne Davis called the meeting to order at 4:03 and led the voluntary pledge.

Public Comment - none

Approval of Minutes

- VOTE: Anne Davis moved, and Rita Joyce seconded, the approval of the August 2022 meeting minutes. The motion passed unanimously (6/6).

Financial Reports

- VOTE: Anne Davis moved, and Susan Hayes seconded, the approval of bill payments as per documents included in the board pack. The motion passed 6/6 via a roll call vote.

- VOTE: Rita Joyce moved, and Bruce Engholm seconded, approval of the August 2022 Profit & Loss Budget vs. Actual Budget report from O'Connor Tax services.

The motion passed 6/6 via a roll call vote.

- VOTE: Anne Davis moved, and Rita Joyce seconded, approval of funds expended for emergency plumbing services from Jeff Lowe Plumbing, Heating, and Air Conditioning of \$5,632.00, in order to replace the back flow preventer, and a section of corroded pipe, due to leakage.

The motion passed 6/6 via a roll call vote.

- The Treasurer's Report was provided in the board packet.

Director's Report

This was provided in the board packet with Mary Collins highlighting a grant awarded to the library that she applied for, resulting in the library being included in the first national cohort of Beyond Our Walls, sponsored by the Institute for Library and Museum Services. This does not come with a lot of money but will be a fun and innovative program bringing interactive engagement with our patrons and the collection.

Committee Updates

- Expansion/Renovation – no report
- Budget / Finance -no report
- Audit – no report
- Civil Service – no report
- Personnel / Policy – no report
- Covid19 Service Task Force – no report

Election

- Results
- 28 ballots cast
24 yes budget
4 no budget

Write-in votes:

22 votes for Anne Davis
21 votes for Gene Nettle
1 vote for Andrea Epstein

Voter approval of the budget will help increase staff salaries starting in 2023.

Old Business - none

New Business - none

Next Board Meeting: October 27, 2022 (fourth Thursday). 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 Susan Hayes seconded a motion to adjourn. The motion passed unanimously. The meeting was adjourned at 4:32.

Respectfully submitted,
Bruce Engholm, Recording Secretary



Town of Ulster Public Library Board of Trustees Meeting
Thursday, October 27, 2022
DRAFT MINUTES

Trustees Present:

Anne Davis, Rita Joyce, Jason J. Kovacs, Nicole Vicari, Bruce Engholm, Susan Hayes

Trustees Absent: Allison Organtini (excused), Gene Nettles (excused)

Staff Present: Mary Collins, Library Director

Also Present: Andrea Epstein

Call to Order and Pledge

President Rita Joyce called the meeting to order at 4:17 p.m. and led the pledge.

Public Comment: Andrea Epstein introduced herself and had questions as to how she could get caught up on library matters.

Approval of Minutes

- VOTE: Bruce Engholm moved, and Susan Hayes seconded, the approval of the September 2022 meeting minutes. The motion passed unanimously.

Financial Report

- VOTE: Anne Davis moved, and Nicole Vicari seconded, the approval of bill payments as per documents included in the board packet. Mary noted that check #2273 to Waste Management was voided as this invoice was paid electronically. The motion passed 6/6 via a roll call vote.
- VOTE: Bruce Engholm moved, and Anne Davis seconded, the approval of the Profit & Loss Budget vs. Actual Budget report from O'Connor Tax services.
- Treasurer's Report was provided in the board packet. 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 she is getting proposals from Adams and from another company for work to be completed in the rear of the library, to be covered by a grant. The library has also had some trouble with the lighting which should be fixed soon.

Committee Updates

- Expansion / Renovation - no report
- Budget / Finance - no report
- Audit – The committee plans on issuing a new RFP for a library audit in February or March 2023, which is a better time of year for CPAs to respond to the RFP.
- Civil Service – no report
- Personnel / Policy – no report
- Covid 19 – no report

Old Business: None

New Business

- **VOTE:** Snow plowing contract. Jason Kovacs moved, and Susan Hayes seconded, to adopt the proposal by R & R Lawns to provide snow plowing for the 2022-23 winter. Cost: \$4,500.00. The motion passed 6/6 via a roll call vote.

Next Board Meeting

Tuesday, November 22, 2022 at 4:00 p.m.

Public Comment

Susan Hayes announced she will be resigning forthwith from the Library Board. Trustees and Director wished her all the best and thanked her for her service.

Adjourn

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

Respectfully submitted,
Jason J. Kovacs



Town of Ulster Public Library Board of Trustees Meeting
Tuesday, November 22, 2022
DRAFT MINUTES

Trustees Present:

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

Trustees Absent: Anne Davis (excused), Bruce Engholm (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: None

Approval of Minutes

- VOTE: Jason J. Kovacs moved, and Gene Nettle seconded, the approval of the October 2022 organizational meeting minutes. The motion passed unanimously.
- VOTE: Nicole Vicari moved, and Andrea Epstein seconded, the approval of the October 2022 regular meeting minutes. The motion passed unanimously.

Financial Report

- Treasurer's Report was provided in the board packet. A discussion ensued regarding the condition of the library's finances for FY 2022.
- VOTE: Nicole Vicari moved, and Allison Organtini seconded, the approval of bill payments as per documents included in the board packet. Mary noted that checks #2292 and 2300 were voided. The motion passed 6/6 via a roll call vote.
- VOTE: Jason J. Kovacs moved, and Andrea Epstein seconded, the 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 she had a good experience at the New York Library Association annual convention in Saratoga. Digital accessibility issues and a potential seed library were discussed.

Committee Updates

- Audit – no report
- Budget / Finance – This committee plans on meeting in the near future.
- Expansion / Renovation – no report
- Personnel – no report
- Policy – This committee plans on meeting in the near future.

Old Business: Crosby Book Collection. Ulster County Archives has about 57 boxes of books donated to the Town of Ulster Library by the late Edward R. Crosby. The books are primarily focused on baseball. It was decided to get these boxes of books to the library so they can be sorted, and at that point the Board can decide how to dispose of them.

New Business

- **VOTE:** Lowe Plumbing & Heating Annual Maintenance contract. Allison Organtini moved, and Jason J. Kovacs seconded, to adopt the proposal by Lowe Plumbing & Heating to for their annual maintenance contract. Cost: \$1,176.00. The motion passed 6/6 via a roll call vote.
- A discussion ensued regarding the condition of the hot water heater and its eventual replacement.
- **VOTE:** Nicole Vicari moved, and Allison Organtini seconded, the adoption of the 2023 holiday closings, as amended by the removal of the "August holiday." The motion passed unanimously

Next Board Meeting

Thursday, December 22, 2022 at 4:00 p.m.

Public Comment

There is a recommended training (in-person) at MHLS on Dec. 12, 2022 at 1:30 to 3:30 p.m. on library funding.

Adjourn

Allison Organtini moved, and Nicole Vicari seconded, a motion to adjourn. The motion passed unanimously. The meeting was adjourned at 4:44 p.m.

Respectfully submitted,
Jason J. Kovacs



Town of Ulster Public Library Board of Trustees Meeting
Thursday, December 22, 2022
DRAFT MINUTES

Trustees Present:

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

Trustees Absent: Nicole Vicari (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: None

Approval of Minutes

- VOTE: Jason J. Kovacs moved, and Allison Organtini seconded, the approval of the November 2022 meeting minutes. The motion passed unanimously.

Financial Report

- Treasurer's Report was provided in the board packet.
- VOTE: Anne Davis moved, and Allison Organtini 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: Anne Davis moved, and Bruce Engholm seconded, the approval of the Profit & Loss Budget vs. Actual Budget report from O'Connor Tax services. The motion passed 7/7 via a roll call vote.

Director's Report

The library had a good year. The lighting project is completed. We are in negotiations with Ulster County to find a partner (a 501(c)(3) organization) so that we may be eligible to receive our grant. The Crosby book collection is here; we will be inventorying all the books. We plan on putting off the hot water heater replacement until January 2023.

Committee Updates

- Audit – no report
- Budget / Finance – This committee recently met and recommended to the full Board of Trustees that several large items can be “charged off” to other library accounts.

VOTE: Anne Davis moved, and Andrea Epstein seconded the following motion: to charge the 2022 capital expenses (noted below) to the capital account instead of the operating budget to cover \$19,533.75 as listed

\$438.75 Lowe Plumbing (for furnace work)	Check 2151	28 Feb
\$12,500.00 Lowe Plumbing (furnace replacement)	Check 2161	15 Mar
\$5,632.00 Lowe Plumbing (major valve replacement)	Check 2165	3 Oct
\$963.00 Lowe Plumbing (toilet replacement)	Check 2282	17 Oct

and to charge unusual, unexpected expenses to the contingency account instead of the operating budget to cover \$11,173.89 as listed

\$2,799.32 Town of Ulster (tax repayment)	Check 2159	28 Feb
\$8,374.57 IRS (correct 2020 payroll company error)	Check 2164	3 Mar

The motion passed 7/7 via a roll call vote.

- Expansion / Renovation – no report
- Personnel – Mary discussed library goals for 2023, such as the web site and the employee handbook. A discussion ensued regarding raises for the staff for 2023.

VOTE: Bruce Engholm moved, and Andrea Epstein seconded, a motion to provide full-time staff a raise of 4% and part-time staff a raise of 5% effective 1/1/2023. The motion passed 7/7 via a roll call vote. Mary is declining a raise at this time.

- Policy – Proposed changes to the bylaws were presented to the full board.

VOTE: Bruce Engholm moved, and Andrea Epstein seconded, the changes to the bylaws. The motion passed unanimously. The changes will have to be approved again in January 2023 in order to become effective.

Old Business: Crosby Book Collection and the hot water heater replacement were discussed during the Director’s Report.

New Business

- **VOTE:** The proposed Report to the Community was reviewed by the Board. Andrea Epstein moved, and Allison Organtini seconded, the approval of the Report to the Community. The motion passed unanimously.

Next Board Meeting

Thursday, January 26, 2023 at 4:00 p.m.

Public Comment - None

Adjourn

Bruce Engholm moved, and Anne Davis seconded, a motion to adjourn. The motion passed unanimously. The meeting was adjourned at 4:48 p.m.

Respectfully submitted,
Jason J. Kovacs