

Hurley Library Board Meeting Minutes

48 Main Street, Hurley, NY 12443

October 5th, 2023, 6:30 PM

CALL TO ORDER at 6:30pm by Sue Dugan, Acting President

Board Members Present (7):

Sue Dugan, Acting President

Mary Curcio

Arlene Ryan

Kathy Longendyke

Diana Cline

Ashley Davidock

Suzanne Campise (note-taker this meeting)

Others Present (2):

Tracy Priest, Executive Director

Jan Noto-- (Friends Group)

Absent

Joan Hess(staff)

Document List Distributed in Advance

Agenda, Board of Trustees, Meeting of 10/5/2023

Minutes of Regular Board Meeting, 9/14/2023

Treasurer's Report – 10/1/2023

Director's Report – 10/5/2023

September 2023 Financials USB – September 1-September 30, 2023

September 2023 Budget Comparison

September 2023 Warrant Vouchers

Policy Edits – (distributed at meeting)

Friends Group Update:

Jan Noto reported that they had the program for Poe and Shelly. It was a success with 40-50 in attendance. They made \$300, not make as much money as normal, but still sufficient to pay for the Halloween party. A patron volunteered to make up the difference. The Friends treasurer has all the monetary figures. The Friends Group are selling the Halloween pops. For the night before Halloween event on Monday, October 30, 2023 from 6-8pm, Jan reported a quote from a psychic to be in attendance at \$50 per person.

Approval of Minutes of September Board Meeting – Motion: Diana Cline, seconded by Ashely Davidock, to approve the Board of Trustees (BOT) Minutes from September 14, 2023. Discussion ensued. Tracy Priest named items that need to be amended:

- 1) exclude the Treasurer’s report from the September minutes. This is normally not included in minutes.
- 2) Three changes under Facilities section concerning the Hurley Heritage Society:
 - a) update to “after dark;”
 - b) update to ask for standard documentation;
 - c) a correction – to reach out to “Matthew Jankowski,” not the “Town Supervisor.”

Motion: Sue Dugan, seconded by Arlene Ryan, to accept the amended minutes for September. Motion approved unanimously 7-0.

Corresponding Secretary’s Report – None.

Acceptance of Treasurer’s Report – provided in packet. Ashley Davidock shared the Treasurer’s report and shared that we are in line with budget. Yearly total expense as of August 2023 is 61.3%. Tracy shared that Central Hudson bills from the past two months have been \$500, when typically, they are in the \$300-400 range.

Tracy will go to the Bank of Greene County to remove Wendy Hennessey’s name, former Board President, as a signer. Sue Dugan’s name will be added.

Motion: Ashley Davidock, second by Mary Curcio, to accept the Treasurer’s report from October 1, 2023. Motion approved unanimously 7-0.

Motion: Sue Dugan, second by Mary Curcio to accept Warrant (bills paid) list for September 2023. Motion approved unanimously 7-0.

Motion: Diana Cline, second by Arlene Ryan, to accept the Ulster Savings Report for September 2023. Motion approved unanimously 7-0.

Director’s Report

Tracy Priest included the tax levy records on file for the library from the Office of the State Comptroller from 2012 to present. All Hurley Library tax levy increases have been successful. The library has requested increases in the double-digits before.

Tracy has been attending Climate Action planning webinars and is looking into a grant program to apply for a possible power wall or solar grant. This would enable the library to be a central space for community members to have electricity should there be a disaster. There are three stages in the Partners for Climate Action grant: 1) Energy Studies; 2) Engineering/ design; and, 3) Implementation.

Tracy reported that the Continuing Education for Trustees and Staff was successful. Discussion followed to look at Commonly Asked Questions at future board meetings.

Programming Updates include:

- Halloween Party on Sunday, October 29th, 2-3pm with the antique firetruck
- Scrabble Club Wednesdays at 1pm
- American Sign Language playgroup will begin on 10/17-12/18
- Volunteer Fireman's Museum visit, date TBD
- Joe Diamond Crispell Cottage Lectures has been reschedule for Thursday, November 9, 2023 from 7-8pm via zoom Hurley Heritage Society, Hurley Public Library and West Hurley Library.

MHLS – Tracy reported that there will be a new version of the online catalog. Staff will be trained by MHLS. The 2023 Salary & Benefits Survey was released on October 1st. The MHLS is asking for 100% participation. The MHLS Annual Meeting is scheduled for October 27th at 8:30am at the Henry A. Wallace Center at the FDR Presidential Library and home in Hyde Park. RSVP to Tracy to attend.

COMMITTEE REPORTS

Personnel & Policy Committee -Tracy Priest shared suggested edits and updates to Library Policies:

1. **Loan Periods, Renewals, Fines, Lost Materials & Damages** – 4.3 – Hurley Library is now **fine-free**, with the exception of Museum passes and special items, such as fishing poles.
2. **Library Hours, Holiday & Snow Days** – 7.1 - The Library will be open **7** days a week for a total of ---
3. **Computers** – Users may download or save to **personal devices**
4. **Miscellaneous** – edits to Children's Story Hour policies to remove a-i.
5. **Personnel** – 11.15 – Hurley Library abides by **Ulster County Civil Service regulations when hiring**.
6. **Credit Cards** – A. Credit Cards will be used **solely** for work related materials. B. The Hurley Library **does not have bank credit cards** at this time.
7. **Claims Audit Process** – The warrant list is produced by the **Independent** Treasurer. The Assistant Treasurer will be changed to **Finance Officer**.

8. **Funds Management / Fund Balance Policy** – A) The library does not have checkbooks; B) The library **does not have a money market**; C) Removal of “Money from the front desk is counted by a staff member, who fills out a deposit slip, for deposit by a board member.”

Motion: Arlene Ryan, seconded by Ashley Davidock, to accept all the policy edits as discussed. Motion approved 7-0.

Tracy hopes to have suggested updates to the Personnel Policies next month. Tracy will send an email to the Personnel Committee.

Elections - Tracy shared that Ashely will pick up the roll from the Board of Elections two days before the election. The public notice was in the paper on October 3, 2023. It was posted in the post office, Town Hall. Tracy has absentee ballots. The two inspectors are confirmed and will be paid \$50 each from 4-7pm.

Finance

Facilities – Tracy shared pictures of outside her windowsill, which is rotted. Mannello & Sons quoted the library \$300 for one window and 3 hours, including labor, lumber and paint. This can prevent rotting during the winter, but a longer-term solution will be needed in the spring, or to replace the windows. This is within the spending limit, so not warranting a vote, but the board is supportive.

Tracy shared about a QuickBooks software program that would enable her to do budget/ finance searches without having to have to ask others for that information. This will improve efficiency. Tracy and Heather Blakey will meet with Rose Woodward, a CPA, who works with nonprofits and libraries. Rose had worked with Ulster Library.

Long Range Plan – No update.

OLD BUSINESS

- **Snow Removal** - Tracy confirmed that the Town will plow. A snow shoveler will be needed. In the meantime, Terry will be able to shovel.
- **Parking Lot** – discussed during September minute approval.

NEW BUSINESS

- Friends Group Update - (see above)
- Ashley suggested that the Board do something kind for Wendy Hennessey as a token of appreciation. The board discussed giving a card, Mums plant and box of

Harney & Sons tea. Charlene will get the supplies and the card will be in the office.

- Ashley Davidock will be away for six months next year. Since she will not be able to attend remotely per Open Meetings Law, she will need to vacate her board seat. Her last meeting will be in December 2023. Board members will need to be replaced, as there will only be 6, which is the minimum.

Next Meeting: Thursday, November 2nd, 2023, @ 6:30pm.

Motion: Suzanne Campise, seconded by Charlene Cornelison, to adjourn meeting. Motion approved unanimously, 7-0. There being no further issues to discuss, the meeting adjourned at 7:46pm.

RESOLUTIONS

10-2023-1: Motion: Sue Dugan, seconded by Arlene Ryan, to accept the amended minutes for September. Motion approved unanimously 7-0.

10-2023-2: Motion: Ashely Davidock, second by Mary Curcio, to accept the Treasurer's report from 10/1/2023. Motion approved unanimously 7-0.

10-2023-3: Motion: Sue Dugan, second by Mary Curcio, to accept Warrant (bills paid) list for September 2023. Motion approved unanimously 7-0.

10-2023-4: Motion: Diana Cline, second by Arlene Ryan, to accept the Ulster Savings Report for September. Motion approved unanimously 7-0.

10-2023-5: Motion: Arlene Ryan, seconded by Ashley Davidock, to accept all the policy edits as discussed. Motion approved 7-0.

10-2023-6: Motion: Suzanne Campise, seconded by Charlene Cornelison, to adjourn meeting. Motion approved unanimously, 7-0.

Respectfully submitted by,
Suzanne Campise