

Board of Trustees, September 22, 2020, Doc. #7

East Greenbush Community Library
Board of Trustees - Administrative Committee Minutes
September 1, 2020,
6:00 pm

In Attendance by videoconference:

Lynne Oudekerk (chair), Bob West, Michael Poost, Mari Harris, Jill Dugas Hughes

1. Library Budget/ Trustee Election – September 15, 2020

The library's Budget/ Trustee election is scheduled from 9 am – 9 pm on September 15. There will be in-person voting at the library as well as absentee voting on request. This year, requests for absentee ballots are running higher than in previous years.

There are two vacancies for next year's Board of Trustees. Four candidates are running for these open spots: Camille Engel, Lewis Dubuque, Charlie Pensabene, and Michael Thoma. All of the candidates will participate in a virtual Candidates' Night that will be hosted by the library on Thursday, September 3. Ms. Dugas Hughes will serve as moderator, Mr. Poost will introduce the candidates, and Ms. Harris will serve as timekeeper. During our meeting, we discussed the Candidates' Night and reviewed the technology that will be used.

2. Library Reopening Plan

Ms. Dugas Hughes provided an update on the library's reopening. The library remains in level 4, meaning that up to 15 patrons are allowed "grab and go" access to the library at any time the library is open. Hours were recently expanded and the library is now offering laptop and hot spot checkouts and limited photocopy services. The staff is now working as one team (rather than the two distinct teams that staffed the library in early days of opening). No changes are anticipated before late September/ early October as the library assesses the impact of school reopening on the library.

At the September board meeting, the board will consider (1) approving that the library move to level 5 of the reopening plan and (2) eliminating the requirement for patrons and staff to wear masks when they are outside the library building but on library grounds, so long as physical distancing requirements are met. Level 5 will introduce limited public seating and public computer use. Extending the hours of operation will also be considered.

3. 2019 Audit

The accountant expects to complete the library's 2019 audit in early September. Ms. Dugas Hughes will invite him to present his draft findings to the Board at their October meeting.

4. Bylaws

Ms. Oudekerk and Ms. Harris met to review the board bylaws and recommend changes. The Service Committee will take on the bylaws revision.

5. Other

The library's insurance policy was renewed. While the rate increased, it is less than the amount budgeted for 2021.

The meeting ended at 7:30 pm.