

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

In Attendance by videoconference:

Members: Lynne Oudekerk (chair), Bob West, Michael Poost, Kevin McCann, Jill Dugas Hughes
Newly-elected trustees: Lew Dubuque, Camie Engel

1. 2019 Audit

Mr. Gramuglia, the accountant conducting the library's 2019 audit, met with Ms. Dugas Hughes to discuss items needed as he finalizes his draft audit. The one deliverable with which Ms. Dugas Hughes has requested board input is the preparation of a Statement of Functional Expenses, which tags library expenses as Program-related, Administrative, or Fundraising-related. Ms. Dugas Hughes will invite Admin Committee members to attend this meeting.

The Admin Committee plans to review the draft audit at their November 5th meeting and the auditor will be asked to present his audit report to the full board at their November 17th meeting.

2. 2020 Library Budget Status Report

Ms. Dugas Hughes provided the committee with year-end projections for the 2020 budget, a budget year in which COVID-19 has presented unimaginable challenges to budgeting and operations. At this point, the library expects to end the fiscal year about \$70,000 under budget (income down by \$69,000; expenses down by \$140,000).

3. Personal Time Off (PTO)

Ms. Dugas Hughes made a recommendation to the Admin Committee regarding staff 2020 PTO accruals, as many staff did not use earned time off this year as they responded to community needs for virtual (and re-opened) library services during the pandemic. While staff are allowed to carry forward 15 days of PTO, PTO balances are so high that employees stand to lose about 34% of earned PTO at the end of this year. A spirited discussion ensued and the committee decided to vote on this issue at our November 5th meeting.

4. Personnel

The Board approved a proposed salary reclassification for Building Maintenance Mechanic at our Nov 19, 2019 meeting (Executive Session). The intent of this reclass was to bring the salary for this critical position in line with salaries for similar staff in this area. At that time, the board agreed to a salary bump in 2020 and another bump in 2021. Due to an oversight, the 2021 increase was not included in the now-approved 2021 budget. The committee agreed that this oversight should be corrected, and directed Ms. Dugas Hughes to make this change.

5. Schodack

Ms. Dugas Hughes is drafting a contract with the Town of Schodack for 2021 library services. She will invite Admin Committee members to a meeting to finalize this contract before sending it to the Town of Schodack for signature.

6. Bylaws

The Service Committee has begun updating the board's bylaws.

7. NYS Pandemic Plan

New York State is requiring all libraries to have a Pandemic Plan which addresses a possible future pandemic. It will address shutdown triggers, shutdown and reopening procedures, and essential services and positions. It is due to the state in April, 2021.

Ms. Dugas Hughes is serving on the UHLS committee that is working on this document and will keep us posted on its progress.

8. Friends Update

Ms. Dugas Hughes is setting up a meeting with leaders of the Friends and interested board meetings to discuss ways in which to re-invigorate this organization. It has been idle since the pandemic began.

The meeting ended at 8:06 pm.