

EAST GREENBUSH COMMUNITY LIBRARY  
BOARD OF TRUSTEES

Services Committee Meeting

October 1, 2020 via videoconference

Start time: 7:05 pm

In attendance: Jill Dugas Hughes, Michael Poost, Betty Bellino, Shay Harrison, Mari Harris

**Agenda:**

**1. ByLaws Revision**

**2. Update on Service Level 5**

**3. Update on FOEGCL**

**1. ByLaws Revision**

M. Harris introduced a rough draft of revisions to the current bylaws. Bylaws revisions were initiated at the Admin Committee April 2020 meeting. The revision assignment has been passed to the Services Committee. The current bylaws version indicates its last review was May 2015. The revisions are aimed at the following:

Eliminate duplication

Clarify obligations and authority of the Board, where needed

Simplify bylaws by removing language that doesn't apply to Board authority or obligation

Simplify bylaws using general purpose statements vs. specific task-oriented statements

There was discussion surrounding officer duties, committee responsibilities, role of library director vs. trustees, and what is legislatively fixed relative to the bylaws. Harris will make agreed upon edits and provide next iteration to the Services Committee for further discussion at November meeting. Upon completion of draft revisions by Services Committee, the proposed revisions will be presented to the entire Board for consideration, feedback and ultimate adoption of updated bylaws.

**2. Update on Service Level 5**

J. Dugas Hughes shared that the library's transition to level 5 has been smooth. Patrons are taking advantage of computer borrowing, more people are using the printing and faxing services and online services remain steady. The door count is at 20 which is working well. Library introduced some seating, and ran into a snag with some patrons staying past the allotted 30 minutes. To resolve, the library has added a step to entrance orientation: patrons are told their time of entry along with their time to depart. The expectation is that patrons will self-manage and not overstay the 30 minutes. If this remains problematic, Jill will bring back to committee for further consideration.

Library resumed charging for printing as of Oct. 6, upon initiation of new community printer/scanner/fax machine. Fees assigned as follows:

\$.15 for b/w printing

\$.50 for color printing

\$1/page for fax

(No scanning fee)

Discussion on fax fee, i.e., will it preclude lower income visitors from access to this service during a time when they most need it. Many government forms used for government services are multi-paged and must be sent via fax. (Note: FedEx has fax service and charges \$1.89/page) Jill will look at income to library to see if faxing is substantial source of income, in case we need to consider change in fee.

### **3. Update on FOEGCL**

FOEGCL has not met since February 2020. FOEGCL volunteer efforts and programs have been inactive since the pandemic shutdown. Memberships were processed up through May 2020.

Currently, there are 5 governing officer positions in FOEGCL. The treasurer\* and secretary are filled. Officers are elected to one-year terms in November each year, which makes activation of the FOEGCL more time-critical, as November approaches. Also noteworthy is that we are nearing the deadline for their 2020 annual appeal. Other fundraiser opportunities traditionally conducted by FOEGCL through the fall and winter months will not be possible due to pandemic.

Jill will reach out to current officers and offer assistance in initiating a videoconference meeting for the organization. Given the important role of FOEGCL with respect to supporting and funding special library programs and initiatives, the Services Committee will work with Jill to reinvigorate FOEGCL's leadership, membership and role in our library community.

*\*After this committee met, the treasurer submitted her resignation.*

**Meeting concluded at 8:45 pm.**