

# AGENDA

## Board of Trustees

December 21, 2021

7:30pm

**Notice is hereby given that the Library Board of Trustees will be held in person and via videoconference remote participants on Tuesday, December 21, 2021 at 7:30 p.m.**

**Members of the Public can view the meeting via Live Stream on the Library’s YouTube Account: <https://www.youtube.com/user/eglibrary>**

Meetings of the Library Board are open to the public under provisions of the New York State Open Meeting Law. <https://www.dos.ny.gov/coog/openmeetlaw.html>.

To submit public comment you may attend in person or send an email with your comments to Library Director, Jill Dugas Hughes at [director@eglibrary.org](mailto:director@eglibrary.org). All comments will be read aloud during the meeting.

*Please contact the Director for additional information or to request accommodations.*

1.	<b>Call to Order/Review of Agenda</b>	Michael Poost p.1-3
2.	<b>Public Comment</b>	Michael Poost
3.	<b>Approval of Minutes</b> ➤ <b>MOTION</b> to approve the minutes of the <b>November 16, 2021</b> Library Board Meeting.	Mari Harris p.4-9

4.	<p><b>Treasurer's Reports</b> Treasurer's Report</p> <p>Off Warrant (November 6, 2021 – December 13, 2021)</p> <p>➤ <b>MOTION</b> to accept the Off Warrant in the amount of <b>\$337,385.02</b></p> <p>Warrant (December 14, 2021)</p> <p>➤ <b>MOTION</b> to authorize the signing of the Warrant dated <b>12/14/2021</b> in the amount of <b>\$20,064.51</b></p> <p>Financials (96% of the year over)</p> <ul style="list-style-type: none"> <li>• Profit &amp; Loss Budget vs. Actual 2021 (as of December 16, 2021)</li> <li>• Balance Sheet (as of December 15, 2021)</li> </ul> <p>➤ <b>MOTION</b> to approve the Financials with 96% of the year completed as presented.</p>	<p>Lynne Oudekerk p. 10-11</p> <p>p. 12-13</p> <p>p. 14-15</p> <p>p. 16-17</p> <p>p. 18-19</p>
5.	<p><b>Committee Reports</b></p> <p>Administrative Committee</p> <p>Nomination Committee</p> <p>Service Committee (no November meeting)</p>	<p>Bob West p. 20</p> <p>p. 21</p>
6.	<p><b>Director's Report</b></p>	<p>Jill Dugas Hughes p. 22-31</p>
7.	<p><b>Personnel Memorandum</b></p>	<p>Jill Dugas Hughes p.32</p>
8.	<p><b>Old Business</b></p> <p>Telecommuting Policy and Procedures</p>	<p>Jill Dugas Hughes</p>

<p><b>10.</b></p>	<p><b>Liaison Reports</b></p> <p>Friends of the Library</p> <p>Town of East Greenbush</p> <p>Rensselaer County</p> <p>Upper Hudson Library System</p>	<p>Charlie Pensabene</p> <p>Hollie Kennedy</p> <p>Tom Grant</p> <p>Camille Engel</p>
<p><b>11.</b></p>	<p><b>New Business</b></p>	<p>Michael Poost</p>

**Upcoming Meetings:**

Thursday, January 6, 2022

- Administrative Committee (6:00-7:00)
- Service Committee (7:30-8:30)

Tuesday, January 18, 2022

- Friends Planning Meeting (6:00-7:30)
- Library Board Meeting (7:30-9:30)