



Library Board of Trustees Meeting - DRAFT

September 20, 2022, via videoconference and in person

ATTENDEES:

Presiding Officers:

Shay Harrison, Vice President
Lynne Oudekerk, Treasurer
Mari Harris, Secretary
Amanda Miller, Trustee
Katie Sheehan, Trustee

Excused:

Michael Poost, President

Absent:

Camie Engel, Trustee

Library Staff, Community Partners & Members of the Public:

Jill Dugas Hughes, Library Director
Ed Nestler, Town of East Greenbush
Liz Reyner, Friends of East Greenbush Community Library

A Library Board of Trustees meeting of the East Greenbush Community Library was held on September 20, 2022, at the East Greenbush Community Library and virtually, via videoconference. It began at 7:33 pm and was presided over by Shay Harrison, Vice President, with Mari Harris as Secretary. Meeting was recorded.

CALL TO ORDER: Mr. Harrison called the meeting to order at 7:33pm.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

MOTION #2022-09-69: Ms. Miller made a motion to approve the August 9, 2022 Library Board Meeting minutes, as presented. 2nd by Ms. Oudekerk. Five in favor. None opposed. The motion carries.

TREASURER'S REPORT:

Ms. Oudekerk thanked the Director and Budget Committee for their work on the 2023 Budget proposal, which was approved by voters on September 13, 2022. Ms. Oudekerk presented financials for period of August 3 through September 14, 2022. Despite utility costs being at 110% and facility repair/maintenance/equipment costs being at 79.2%, overall Facilities Expense



remains within budget. Library received its State Aid bringing Public Funds to 100% for 2022. Library remains in secure financial position. Ms. Dugas Hughes continues to work with staff and energy consultant to find ways to reduce energy use/costs.

MOTION #2022-09-70: Ms. Harris made a motion to accept the Off-Warrant in the amount of \$151,355.13 for the period August 3 through September 14, 2022, as presented. 2nd by Ms. Sheehan. Five in favor. None opposed. The motion carries.

MOTION #2022-09-71: Ms. Sheehan made a motion to authorize the signing of two (2) Warrants, as presented, each dated September 14, 2022 in the amounts of \$21,777.13 and (\$330.49), totaling \$21,446.64. 2nd by Ms. Miller. Five in favor. None opposed. The motion carries

MOTION #2022-09-72: Ms. Miller made a motion to approve the Financials with 70% of the year completed, as presented. 2nd by Ms. Sheehan. Five in favor. None opposed. The motion carries.

COMMITTEE REPORTS:

Administrative:

Ms. Miller reported the following from the September meeting:

- Remaining carpet cleaning will be pushed to 2023 for budgetary purposes.
- Backflow unit estimate is \$10,000.
- Ms. Dugas Hughes is identifying necessary engineer(s) for building condition evaluation.
- Construction Grant will be finalized by June 2023: extension was granted.
- Health Insurance Employer Contribution will be reviewed by committee in 2023.
- Business and Operations Manager role remains under discussion.

Services:

Ms. Dugas Hughes and Ms. Sheehan reported on September meeting.

- Ms. Dugas Hughes shared that Town of Schodack will include a few library-related questions as part of Town's survey. She will provide questions.
- Ms. Dugas Hughes guided discussion on 3 revised policies needing full Board approval, i.e., Mobile Hotspot Lending Policy, Laptop Lending Policy, and COVID-19 Paid Leave Policy. Mobile Hotspot Lending Policy had been temporary under COVID; requires permanency. Several edits to Laptop Lending and COVID-19 Paid Leave policies were offered and accepted during Board discussion. Ms. Dugas Hughes will make edits as agreed upon.



MOTION #2022-09-73: Ms. Oudekerk made a motion to approve the September 20, 2022 Mobile Hotspot Lending, Laptop Lending, and COVID-19 Paid Leave policies, as amended during Board discussion. 2nd by Ms. Miller. Five in favor. None opposed. The motion carries.

Ms. Sheehan reported that:

- Committee considering naming contest for Little Free Library. Patrons to suggest and committee will select winning name.
- Committee will oversee Strategic Planning efforts instead of establishing a separate Strategic Planning Committee. Will develop focus for consultant, to be chosen in 2022.

Compensation Study:

Ms. Harris distributed final report to trustees for consideration on August 25. Board agreed to postpone acceptance of report until next meeting when full Board is in attendance. Edits and/or questions regarding report to be sent to Ms. Harris prior to October board meeting.

DIRECTOR'S REPORT:

Ms. Dugas Hughes presented Director's report covering Library top initiatives and operations. Of note, the Adult and Children's Summer Reading programs were huge successes. Staff did outstanding job engaging and educating children and families with their creative programs this summer. An IT security audit must be conducted, as it is required so that Library can obtain adequate cyber security insurance. Draft audit of financial practices was recently received and will be discussed with Administrative Committee then presented at October Board meeting. All posted positions have been filled.

PERSONNEL MATTERS:

MOTION #2022-09-74: Ms. Oudekerk made a motion to approve the Personnel Memorandum to the Board from the Director, dated September 20, 2022, as presented. 2nd by Ms. Miller. Five in favor. None opposed. The motion carries

LIAISON REPORTS:

Friends of East Greenbush Community Library:

Ms. Reyner reported that:

- FOEGCL is looking for officers, including President to replace Mr. Pensabene who has been elected to Library Board trustee position effective January 2023.
- Upcoming October Book Sale will include children's books since Children's Festival was not possible this year.
- FOEGCL is selling raffle tickets for baskets inside library instead of maintaining presence at remaining 2022 Farmer's Market dates.



- Discussing a Volunteer Appreciation Day event, seeking information on best days/times for volunteers, Board, and staff. Will work with Susan Bell for room availability on Friday evenings or Saturday mornings. Food will be catered.
- Shed door has been replaced.

Town of East Greenbush:

Mr. Nestler reported that:

- September is Muscular Dystrophy Awareness month.
- October is Domestic Violence Awareness month with October 21 being "Wear Purple" Day.
- October 14 is "East Greenbush Goes Pink" Day.
- Paving project required adjustments to be made to schedule but Town will complete the project as planned.
- "Town Day" at the Town Park was great success and will become annual event.

Rensselaer County: None

Upper Hudson Library System:

Ms. Dugas Hughes reported that the new contract received from UHLS contains a 5% increase to Library's cost, which was not expected. No communication from UHLS prior to issuance. Contract will be shared with Board for discussion and comments: feedback will be provided to UHLS.

NEW BUSINESS:

Ms. Dugas Hughes doing annual presentation to Schodack Town Board regarding library services provided to Schodack residents on September 22 at 7 PM. Castleton and Nassau Library directors will do their presentations as well.

OLD BUSINESS:

Meeting Format/Attendance Options: (in-person, recording, live-streaming, remote attendance) NYSDLD presented training on Open Meetings Law that included guidance on requirements related to presentation and attendance options. Recording of presentation has not yet been made available. Upon such, Board will "attend" training then discuss/decide meeting format and Board attendance options. Remote attendance by Board member may require change in By-Laws.

Ms. Dugas Hughes has not heard from UHLS on dates for Racial Equity Training for Board.

EXECUTIVE SESSION:

Cancelled. Director contract is still in drafting phase.



ADJOURN:

MOTION #2022-09-75: Motion to adjourn the September 20, 2022 Board meeting was made by Ms. Oudekerk at 9:00 pm. 2nd by Ms. Miller. Five in favor. None opposed. The motion carries.

Respectfully submitted,

Mari Harris, Secretary