



Library Board of Trustees Meeting - DRAFT
November 15, 2022, via videoconference and in person

ATTENDEES:

Presiding Officers:

- Michael Poost, President*
- Shay Harrison, Vice President
- Lynne Oudekerk, Treasurer
- Mari Harris, Secretary
- Amanda Miller, Trustee
- Camie Engel, Trustee
- Katie Sheehan, Trustee

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director
- Ed Nestler, Town of East Greenbush
- Tom Grant, Rensselaer County
- Charlie Pensabene, Friends of East Greenbush Community Library

A Library Board of Trustees meeting of the East Greenbush Community Library was held on November 15, 2022, at the East Greenbush Community Library and virtually, via videoconference. It began at 7:32 pm and was presided over by Michael Poost, President with Mari Harris as Secretary. Meeting was recorded.

CALL TO ORDER: Mr. Poost called the meeting to order at 7:32 p.m.

PRESENTATION OF 2021 AUDIT:

Robert and Nick Gramuglia (Bryans and Gramuglia CPAs, LLC) presented summary of their financial audit of Library for year ended December 31, 2021. There were no concerning findings and audit proceeded with complete cooperation and professionalism from Library management. Financial documentation standards and policies were all in order. Financial transactions were timely. New depreciation threshold (\$5,000) and accounting practice was recommended and will be adopted by the Library. Auditors noted that Library is in excellent position as a not-for-profit, i.e., \$.91 of every dollar is spent on library programs.

Bryans and Gramuglia have been contracted for 2022 Financial Audit. Process will start in February 2023. Messrs. Gramuglia and Gramuglia departed at 7:55 pm.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

MOTION #2022-11-88: Ms. Sheehan made a motion to approve the October 18, 2022 Library Board Meeting minutes, as presented. 2nd by Ms. Engel. All in favor. None opposed. The motion carries.

Ms. Harris noted that Action Items listing will be generated from minutes in 2023 and circulated with draft minutes. Motion listing is housed in TEAMS app.

TREASURER'S REPORT:

Ms. Oudekerk presented financials for period of October 5 through November 11, 2022.

Ms. Oudekerk noted corrections to Treasurer's report. The Balance Sheet date is 11/10/22, not 9/14/22. Replace second bullet, first sentence in Balance Sheet segment with "Based on the auditor's recommendations, items with a unit cost below the threshold of \$2,500 at the time of purchase were removed from the list of depreciated items as were items that have been fully depreciated and are no longer in service."

Library will change depreciation reporting practices, i.e., \$5,000 will be new depreciation threshold and items that are fully depreciated will be removed from report monthly.

The 2021 Annual (Financial Report) Update Document (AUD) was submitted to State Comptroller. Edit to report will be made by Ms. Dugas Hughes to correct library zip codes reported on p. 20 in demographics and CFO sections.

Final unemployment insurance payment for former employee Liz Rooney has been paid.

Outside of typical warrant expenses included final payment on the outstanding Construction Grant, and the NYSLRS annual prepayment. NYSLRS prepayment results in \$2,000 savings.

The library remains in a secure financial position. We expect to finish the year within budget, and able to convert approximately \$165,000 into reserve account, as budgeted.

MOTION #2022-11-89: Ms. Harris made a motion to accept the Off-Warrant in the amount of \$149,047.01 for the period October 5 through November 11, 2022, as presented. 2nd by Mr. Harrison. All in favor. None opposed. The motion carries.

MOTION #2022-11-90: Ms. Miller made a motion to authorize the signing of the Warrant dated November 10, 2022 in the amount of \$209,369.81. 2nd by Ms. Engel. All in favor. None opposed. The motion carries.

MOTION #2022-11-91: Mr. Harrison made a motion to approve the Financials with 86% of the year completed, as presented. 2nd by Ms. Harris. All in favor. None opposed. The motion carries.

COMMITTEE REPORTS:

Administrative:

Ms. Miller reported on November meeting:

- Depreciation of Capital Assets Policy completed, and Committee is recommending Board approval.
- Committee recommends approval of the 2021 AUD report submitted to NYS Office of Comptroller, with zip codes to be corrected.
- Committee recommends acceptance of the 2021 Financial Audit of Library as completed and presented by Bryans and Gramuglia, CPAs.

MOTION #2022-11-92: Administrative Committee made a motion to approve the new Depreciation of Capital Assets Policy, as presented. 2nd by Ms. Engel. All in favor. None opposed. The motion carries.

MOTION #2022-11-93: Administrative Committee made a motion to approve the 2021 Annual Update Document (AUD), as corrected. 2nd by Mr. Harrison. All in favor. None opposed. The motion carries.

MOTION #2022-11-94: Administrative Committee made a motion to accept the 2021 Financial Audit of Library, completed by Bryans and Gramuglia, as presented. 2nd by Ms. Sheehan. All in favor. None opposed. The motion carries.

Services:

Ms. Engel reported on November meeting.

- Committee considered new Social Media Policy and is recommending Board approval.
- Committee considered new Photography and Filming Policy and is recommending Board approval.
- Committee worked with Director in further development of an amnesty program for East Greenbush Library cardholders, to accompany new Fine-Free Policy beginning January 2023. Amnesty will apply to late fees; will not apply to lost, damaged, or replacement fees, nor late fees associated with specialty items, i.e., laptops, hotspots, Library of Things,

etc. It was agreed that staff will develop patron communication campaign to clearly define parameters of amnesty. Ms. Dugas Hughes explained that outstanding debt terms for blocking borrowers has not changed. As Fine-Free policy takes effect, library policies may need revisiting.

MOTION #2022-11-95: Services Committee made a motion to approve the new Social Media Policy, as presented. 2nd by Ms. Oudekerk. All in favor. None opposed. The motion carries.

MOTION #2022-11-96: Services Committee made a motion to approve the new Photography and Filming Policy, as presented. 2nd by Ms. Harris. All in favor. None opposed. The motion carries.

MOTION #2022-11-97: Services Committee made a motion to approve Amnesty Program for late fees incurred prior to implementation of the Fine Free Policy, for East Greenbush Cardholders. Amnesty will take effect in coordination with adoption of Fine Free Policy on January 1, 2023 and will not extend to fees associated with lost/damaged items, replacement fees/costs or fines associated with specialty items. 2nd by Ms. Miller. All in favor. None opposed. The motion carries.

DIRECTOR'S REPORT:

Ms. Dugas Hughes presented Director's report. Youth and Adult Programming Services data were not available this month but will be included in December's report. In addition to top initiatives outlined in report, there will be a major focus on QuickBooks implementation and IT Cybersecurity preparations to enhance and prepare Library for 2023 operations.

LIAISON REPORTS:

Friends of East Greenbush Community Library:

Mr. Pensabene shared that FOEGCL has elected new officers and chairpersons to continue current and new FOEGCL initiatives, effective January 2023. Julie Ann Price is the incoming President.

Town of East Greenbush:

Mr. Nestler reported that:

- The 2023 Town Budget will be passed at tomorrow night's meeting.
- Paving projects have been completed for this year.
- Public Hearing will be held in consideration of closing the Old Troy Road bridge.

Rensselaer County:

Mr. Grant reported that:

- County continues working through budget process.

- Emergency Services Tower project in North Greenbush remains on schedule.
- County Office moves continuing to their new East Greenbush location. New DMV office will not open there until 2024.

Upper Hudson Library System:

Ms. Engel reported that:

- UHLS has signed on to ALA Unite Against Book Ban initiative, which fights censorship.
- Budget was presented for 2023: EGCL UHLAN fee has increased. Mr. Poost advised that UHLAN contract will be discussed in December Committee meetings.
- Senator Breslin generated \$99,000 contribution to 6 UHLS libraries. Assemblyman Jake Ashby secured \$25, 000 for Castleton Library.
- UHLS continues its search for tenants at their location.
- NYLA conference was well-attended.

Ms. Engel suggested that EGCL Board consider holding a retreat and inviting some NYLA conference speakers.

PERSONNEL MATTERS:

Ms. Dugas Hughes presented the 2023 salary and wages schedule, as adjusted based upon the recent Compensation Study.

MOTION #2022-11-98: Ms. Oudekerk made a motion to approve the 2023 Staff Salary/Wage schedule that was included in the 2023 budget, as presented in the East Greenbush Community Library 2023 Salary Schedule. 2nd by Ms. Miller. All in favor. None opposed. The motion carries.

OLD BUSINESS:

Ms. Dugas Hughes reported that the Construction Grant needs to be closed out. Painting will be completed in-house, and she will explore replacing non-functioning AV projector within the remaining grant funds.

Search for Strategic Planning consultant continues: some responses have been received.

NEW BUSINESS:

Mr. Poost appointed Nominating Committee, i.e., Ms. Harris, Ms. Engel, and Ms. Miller will perform committee duties. Ms. Harris is chairperson. Slate for 2023 Board officers will be presented in the beginning of January 2023 meeting, after Oath of Office is administered to incoming trustees.

EXECUTIVE SESSION:

Mr. Poost indicated that an Executive Session was necessary to discuss the Director's contract. Ms. Dugas Hughes terminated videoconferencing equipment and exited Board meeting at 8:55 p.m.

MOTION #2022-11-99: A motion was made by Mr. Harrison to enter Executive Session at 8:56 p.m. to discuss Director's contract. 2nd by Ms. Miller. All in favor. None opposed. The motion carries and Board entered Executive Session.

MOTION #2022-11-100: A motion was made by Ms. Oudekerk to exit Executive Session at 9:10 p.m. 2nd by Ms. Engel. All in favor. None opposed. The motion carries and Board exited Executive Session.

MOTION #2022-11-101: A motion was made by Ms. Oudekerk to approve the 3-year contract, effective January 1, 2023, with Ms. Dugas Hughes, as corrected. 2nd by Mr. Harrison. All in favor. None opposed. The motion carries.

Mr. Poost will present the contract to Ms. Dugas Hughes for signature, prior to the December Board meeting.

ADJOURN:

MOTION #2022-11-102: Motion to adjourn the November 15, 2022 Board meeting was made by Ms. Miller at 9:12 p.m. 2nd by Ms. Oudekerk. All in favor. None opposed. The motion carries.

Respectfully submitted,

Mari Harris, Secretary