



Library Board of Trustees Meeting - DRAFT  
*December 20, 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

\*late arrival

*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
- JulieAnn Price, Friends of East Greenbush Community Library

A Library Board of Trustees meeting of the East Greenbush Community Library was held on December 20, 2022, at the East Greenbush Community Library and virtually, via videoconference. It began at 7:35 p.m. 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 7:35 p.m. Agenda was corrected to indicate that motion to approve slate of officers for 2023 will be made at January 2023 Board meeting, and not at this meeting.

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

**MOTION #2022-12-103:** Ms. Oudekerk made a motion to approve the November 15, 2022 Library Board Meeting minutes, as presented. 2nd by Ms. Harris. Five in favor. None opposed. The motion carries.

**TREASURER'S REPORT:**

Ms. Oudekerk presented financials for period of November 12 through December 13, 2022.

Ms. Oudekerk noted that we will finish the year under budget. Ms. Dugas Hughes attributed this to decision to delay filling vacant positions. Energy costs were less than both last month and last year this time, because of conscientious adjustments made in usage by library staff.

Final payment for last year's Financial audit has been made.

The library remains in a secure financial position. We will move \$169,250 into Capital Reserves, the reserve amount in our FY 22 budget. Ms. Dugas Hughes is commended for cost-cutting efforts, allowing Library to remain under-budget and fund Capital Reserves account.

**MOTION #2022-12-104:** Ms. Miller made a motion to accept the Off-Warrant in the amount of \$121,802.63 for the period November 12 through December 13, 2022, as presented. 2nd by Ms. Sheehan. Five in favor. None opposed. The motion carries.

**MOTION #2022-12-105:** Ms. Harris made a motion to authorize the President to sign the Warrant dated December 13, 2022 in the amount of \$8,953.57. 2nd by Ms. Miller. Five in favor. None opposed. The motion carries.

*(Ms. Engel arrived at 7:40 p.m.)*

**MOTION #2022-12-106:** Ms. Harris made a motion to approve the Financials with 95% of the year completed, as presented. 2nd by Ms. Miller. Six in favor. None opposed. The motion carries.

## **COMMITTEE REPORTS:**

### **Administrative:**

Ms. Miller reported on December meeting:

- Reviewed 2023 Holiday/Days Closed calendar changes. Juneteenth added as a closed-unpaid holiday, and Memorial and Labor Day weekends will have 3-day closure, i.e., Saturday thru Monday. Changes will not impact costs to Library.
- Reviewed 2023 Fines and Fees table. Refunds for fees paid to replace lost/damaged items will no longer be issued. Recommending Board approve updated fee schedule/practice.
- Discussed UHLS 5% fee increase and need to understand disparity between member library increases. Ms. Dugas Hughes to invite UHLS representative to February Board meeting to explain.
- Discussion continued regarding Open Meetings Law and remote meeting attendance options for trustees.
- Agreed that Committee should pursue funds from County, State and Federal representatives, in effort to replace fines income and fund future library initiatives.

**MOTION #2022-12-107:** Ms. Oudekerk made a motion to approve the 2023 Table of Fines and Fees, as presented. 2nd by Ms. Sheehan. Six in favor. None opposed. The motion carries.

**MOTION #2022-12-108:** Ms. Oudekerk made a motion to approve the 2023 Holidays/Days Closed calendar, as presented. 2nd by Ms. Sheehan. Six in favor. None opposed. The motion carries.

**Services:**

Ms. Engel reported on December meeting.

- Committee recommending that Board officially adopt and join ALA in the Unite Against Book Bans initiative. Resolution was presented by Ms. Engel, which provides that Library will endorse that “Individuals should be trusted to make their own decisions about what they read and believe. Further, parents should not be making decisions for other parents’ children about what they read. We are united against book bans.” It was noted that paragraphs #6 and #9 were duplicates; # 6 was removed.
- Discussion of Open Meetings Law and characterization of committee meetings, noting that all committee work must be presented to Board for full consideration/decision.

*(Mr. Harrison arrived at 8:00 p.m.)*

**MOTION #2022-12-109:** Ms. Engel made a motion to approve the “Resolution Against Book Bans,” as edited. 2nd by Ms. Miller. All in favor. None opposed. The motion carries

**Nominating:**

Ms. Harris presented the following slate of officers to be considered for 2023 Board:

- Lynne Oudekerk, President
- Mari Harris, Vice President
- Katie Sheehan, Treasurer
- Amanda Miller, Secretary

Motion to approve officers will be made at January 2023 Board meeting.

Further discussion of Board organization, given that Mr. Poost will be stepping down after many years as Board President. Since there are no committee meetings in January and this transition will be unique, all 2023 trustees and incoming trustee Mr. Pensabene agreed to participate in an organizational meeting to be held prior to Racial Equity Training classes in January 2023.

Incoming President Ms. Oudekerk appointed the following committees, with Chairpersons to be identified in January:

Services:

Amanda Miller  
Camie Engel  
Mari Harris

Administrative

Michael Poost  
Katie Sheehan  
Charlie Pensabene (trustee-elect)

Each committee will attend one organizational meeting.

A Strategic Planning committee will be established after the organizational meetings, and after Strategic Planning consultant is chosen. A few trustees will be appointed to that committee.

After discussion, it was agreed that meeting schedules will remain the same, i.e., Committee meetings will be held the first Monday Board meetings will be held the third Tuesday. Ms. Dugas Hughes will send out 2023 meeting calendar.

**DIRECTOR'S REPORT:**

Ms. Dugas Hughes presented Director's November report, which included October data that was missing from last month's report. She noted that library traffic is changing, with more foot traffic than November 2021 and increased in-person borrowing (which includes auto renewals.) QuickBooks is now on-line: all financial will be moved over in January.

Library will not host AARP VITA program this year, due to AARP volunteer shortage. HVCC will have VITA program on site.

**PERSONNEL MEMORANDUM:** None

**OLD BUSINESS:**

Mr. Poost and Ms. Dugas Hughes did Building walk-through with architectural firm, and they have submitted a proposal for a full facilities analysis, which will be evaluated then presented to Board for approval. Preliminarily, analysis will take 8 weeks, and will offer short-term, intermediate, and long-term repairs. Analysis can be started immediately upon Board approval, and architects will work with building engineers, as necessary.

Board should establish schedule for recurring facilities analysis, with Mr. Poost proposing every 5 years as best practice. Also needing attention is lighting on Community Way and roadside sign: many lights and sign are not working. These items are funded jointly with Community Way YMCA and Trinity Healthcare (Eddy-Hawthorne Ridge). Ms. Dugas Hughes will follow up.

**LIAISON REPORTS:**

**Friends of East Greenbush Community Library:**

Ms. Price reported that FOEGCL 2023 goals include: keeping book sales income at \$1,000/month; themed gift basket raffle 5 times/year; developing online membership database. FOEGCL will hold January planning meeting. Committees to appoint chairperson and co-chairs.

**Town of East Greenbush:**

Mr. Nestler reported that:

- The 2023 organizational meeting to be held soon.
- Public meeting to be scheduled in response to constituent complaints, to lower speed limit on town roads to 25 mph.
- RENSCO Office Buildings have been opened on Rte. 4. Phase 1 of move is complete.

**Rensselaer County:**

Mr. Grant reported that:

- County passed budget this evening.
- RENSCO Emergency Services facility graduated first class of officers this evening. It is located on Macha Lane, Wynantskill.
- County Office moves continuing to new East Greenbush location. New DMV office will open there first quarter 2024.
- RENSCO Health Department director Mary Fran Wachunas has been appointed as Deputy County Executive, in addition to her director role.

**Upper Hudson Library System:** None

**NEW BUSINESS:**

This is Mr. Harrison's last meeting as a trustee. He was thanked for his 5 years of service on the Board and presented with recognition plaque.

**ADJOURN:**

**MOTION #2022-12-110:** Motion to adjourn the December 20, 2022 Board meeting was made by Mr. Harrison at 9:00 p.m. 2nd by Ms. Engel. All in favor. None opposed. The motion carries.

Respectfully submitted,

Mari Harris, Secretary