



Library Board of Trustees Meeting - DRAFT
January 17, 2023, via videoconference and in person

ATTENDEES:

Presiding Officers:

- Lynne Oudekerk, President
- Mari Harris, Vice-President
- Amanda Miller, Secretary
- Katie Sheehan, Treasurer*
- Camie Engel, Trustee
- Michael Poost, Trustee
- Charlie Pensabene, Trustee
- *Late arrival

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director
- Tom Grant, Rensselaer County

A Library Board of Trustees meeting of the East Greenbush Community Library was held on January 17, 2023, at the East Greenbush Community Library and virtually, via videoconference. It began at 7:34 p.m. and was presided over by Michael Poost, Outgoing President and Lynne Oudekerk, President with Amanda Miller as Secretary. Meeting was recorded.

CALL TO ORDER: Mr. Poost called the meeting to order at 7:34 p.m.

PUBLIC COMMENT: None.

OATH OF OFFICE: Current Trustee Michael Poost took his oath of office to serve a five-year term, commencing in 2023 and ending in 2027. Trustee-elect Charlie Pensabene took his oath of office to serve a five-year term, commencing in 2023 and ending in 2027.

NOMINATING COMMITTEE REPORT: The Nominating Committee included Ms. Harris-Chair, Ms. Miller, and Ms. Engel. The Committee presented the following slate of officers for consideration, to serve in the 2023 calendar year: Lynne Oudekerk, President; Mari Harris, Vice President; Katie Sheehan, Treasurer; Amanda Miller, Secretary.

MOTION #2023-01-01: Ms. Harris made a motion to elect the slate of officers, as presented, to serve during the 2023 calendar year. Ms. Engel seconded. The motion carried with 6 in favor, and none opposed.



COMMITTEE APPOINTMENTS BY PRESIDENT: Per the Bylaws, Board President Oudekerk announced standing committee assignments for 2023:

2023 Administrative Committee

Charlie Pensabene
Katie Sheehan
Michael Poost, Chairperson

2023 Services Committee

Amanda Miller
Camie Engel
Mari Harris, Chairperson

Ms. Oudekerk requested Trustees consider serving on ad-hoc committees Strategic Planning Committee, Facilities Committee and Budget Committee later this winter.

ANNUAL ORGANIZATIONAL PAPERWORK:

- Bank Signature Card: Officers of the Board should sign Bank Signature Card. See Ms. Dugas-Hughes for details.
- Conflict of Interest: Trustees must sign annual Conflict of Interest form. Available for signing electronically or, via hard copy from Ms. Dugas Hughes.
- Code of Ethics: Trustees must sign annual Code of Ethics form. Available for signing electronically or, via hard copy from Ms. Dugas Hughes.
- Calendar: The 2023 Board of Trustees calendar distributed for review. While most Board meetings will be held on the 3rd Tuesday of the month, some have been rescheduled to avoid conflicts with holidays. The time has been changed to 7:00 pm.
- Board Contact List: Ms. Dugas-Hughes provided the 2023 Board Contact List.
- Communication: Trustees have been provided eglib.org emails, as of 2022, and are encouraged to use them, not their private emails, for Trustee business.

Ms. Oudekerk gave prepared remarks thanking Mr. Poost for his nearly 30 years of service from August 1992 through 2023; most of which was spent as President of this Board.

APPROVAL OF MINUTES:

MOTION #2023-01-02: Minor edits made to December 2022 Minutes. Mr. Poost made the motion to approve the minutes, as edited, and Mr. Pensabene seconded. The motion carried with 6 in favor none opposed.



TREASURER’S REPORT:

Ms. Oudekerk presented financials for period of December 14, 2022 – January 13, 2023. Fiscal Year 2022 will be closed out on time. Depreciation and year end financials were reviewed. Fiscal Year 2022 ended with \$111,797.55 in the Fund Balance. Ms. Dugas Hughes attributed this to not filling vacant positions in 2022.

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

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

MOTION #2023-01-03: Ms. Sheehan made a motion to accept the Off-Warrant in the amount of \$103,892.14 for the period December 14, 2022 – January 12, 2023 as presented. 2nd by Ms. Engel. All in favor. None opposed. The motion carries.

MOTION #2023-01-04: Ms. Harris made a motion to authorize the President to sign the Warrant dated January 12, 2023 in the amount of \$29,095.11. 2nd by Mr. Pensabene. All in favor. None opposed. The motion carries.

MOTION #2023-01-05: Ms. Sheehan made a motion to approve the 2022 year-end Financials with 100% of the year completed, as presented. 2nd by Mr. Poost. All in favor. None opposed. The motion carries.

MOTION #2023-01-06: Ms. Engel made a motion to allocate \$68,121 from FY22 Fund Balance to cover contracts for Strategic Planning, Building Condition survey, and back-office renovation to accommodate new Admin Assistant. 2nd by Mr. Poost. All in favor, none opposed. The motion carries.

MOTION #2023-01-07: Ms. Harris made a motion to approve the January 13, 2023 Financials with 4% of the year complete, as presented. 2nd by Ms. Sheehan. All in favor, none opposed. The motion carries.

COMMITTEE REPORTS:

Administrative:

- No meeting held. Organizational Meeting will be held in January.

Services:

- No meeting held. Organizational Meeting will be held in January.



DIRECTOR’S REPORT:

Ms. Dugas Hughes presented Director’s December report. The Multipurpose room has been repainted and the art gallery is set to be hung in the room very soon. As soon as this is done, it will complete the Construction Grant and it can be closed out.

Meeting room usage is increasing. November had 2 groups with 60 participants; December had 9 groups with 157 people. Word of mouth is spreading on room reservation availability.

December saw 98 new cardholders. 22,512 physical items were borrowed, and 14,413 digital items were borrowed. The Times Union subscription is extremely popular with over 9,000 uses. Adult Day-hab visits increased in December, library will be looking for way to help assist the clientele. 1,300 people attended 16 youth programs in December.

PERSONNEL MEMORANDUM: None

OLD BUSINESS:

Strategic Planning consultant interviews were conducted.

MOTION #2023-01-08: Ms. Harris made a motion to authorize Director to engage Maxine Bleiweis and Associates to conduct the Library’s strategic planning for 2023. 2nd by Mr. Poost. All in favor, none opposed. The motion carries.

Building Condition Survey contract will be conducted over 12 weeks due to the weather – some portions of the survey must be completed in the spring. Mr. Pensabene will review the contract.

MOTION #2023-01-09: Ms. Harris made a motion to authorize the Director to engage Hyman Hayes Associates, LLC to conduct the building condition survey. 2nd by Mr. Pensabene. All in favor, none opposed. The motion carries.

2023 Audit of 2022 financials – this is the 3rd and final year of the price guarantee from Bryans and Gramuglia. There is an engagement letter for the firm every year.

MOTION #2023-01-10: Ms. Miller made a motion to authorize Director to engage Bryans & Gramuglia to conduct the Library’s annual financial audit. 2nd by Mr. Pensabene. All in favor, none opposed. The motion carries.



LIAISON REPORTS:

Friends of East Greenbush Community Library:

Ms. Dugas Hughes attended the FOEGCL planning meeting and reported that FOEGCL plans to move to an online membership database this year. There are upcoming book sale dates in the works. Year-end newsletters are being finalized as are plans for advocacy for 2023.

Town of East Greenbush:

None

Rensselaer County:

Mr. Grant reported that:

- County office building is now nearly 100% operational. The County Clerk is still working between Troy and East Greenbush.
- DMV will be opening its East Greenbush branch (a combination of the former Schodack / East Greenbush satellite offices) within 4-6 weeks. This office will be able to offer the enhanced licensing.
- Sales tax revenue increased again to nearly 110M. County bond rating is at Elite Status.
- Dedication of the Emergency Training Tower is to be held January 19, 2023.

Upper Hudson Library System: None

NEW BUSINESS:

Reminder of upcoming meetings: Services Committee 1/19 @ 5:00pm; Training for Racial Equity 1/19 @ 7:00pm, UHLAN discussion of UHLAN rates 1/19 @ 8:00 pm.

ADJOURN:

MOTION #2023-12-11: Motion to adjourn the January 17, 2023 Board meeting was made by Mr. Poost at 8:47pm. 2nd by Ms. Engel. All in favor. None opposed. The motion carries.

Respectfully submitted,

Amanda Miller, Secretary