



Library Board of Trustees Meeting - DRAFT  
*February 13, 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

*Library staff, Community Partners & Members of the Public:*

- Jill Dugas Hughes, Library Director
- Tom Grant, Rensselaer County
- Julie Ann Price, Friends of the East Greenbush Library

A Library Board of Trustees meeting of the East Greenbush Community Library was held on February 13, 2023, at the East Greenbush Community Library and virtually, via videoconference. It began at 7:00 p.m. and was presided over by Lynne Oudekerk, President with Amanda Miller as Secretary. Meeting was recorded.

**CALL TO ORDER:** Ms. Oudekerk called the meeting to order at 7:00 p.m. A change of agenda was noted – the start time for the March Board Meeting should be 7:00 pm, and the formation of the Ad Hoc Facilities Committee was added under Old Business.

**PUBLIC COMMENT:** ConsensU sent a letter to the East Greenbush Community Library thanking them for the donations collected in January. They also mentioned Trustee Mari Harris for taking the time to deliver the donations to their facility.

**APPROVAL OF MINUTES:**

**MOTION #2023-02-12:** Ms. Engel made the motion to approve the minutes from the January 2023 Board meeting. Ms. Sheehan seconded. The motion was carried with 7 in favor, none opposed.



**TREASURER’S REPORT:**

Ms. Sheehan presented financials for period of January 18, 2023 – February 3, 2023. The library is in good financial standing: Total cash assets are \$158,547.00 over our 2022 total of Gifts and Grants, Operating, and Reserve funds. 9% of the year is complete, and most budget line items reflect this percentage. The exception is the Workers’ Compensation line at 74.9% of the budgeted amount, but this is the main payment for the year.

**MOTION #2023-02-13:** Mr. Pensabene made a motion to accept the Off-Warrant in the amount of **\$118,612.88** for the period January 18 – February 3, 2023 as presented. The motion was carried with 7 in favor, none opposed.

**MOTION #2023-02-14:** Ms. Engel made a motion to authorize the President to sign the Warrant dated February 6, 2023, in the amount of **\$23,797.74**. 2<sup>nd</sup> by Mr. Pensabene. The motion was carried with 7 in favor, none opposed.

**MOTION #2023-02-15:** Mr. Pensabene made a motion to approve the February 6, 2023 Financials with 9% of the year complete, as presented. 2<sup>nd</sup> by Ms. Harris. The motion was carried with 7 in favor, none opposed.

**COMMITTEE REPORTS:**

**Administrative:**

**MOTION #2023-02-16:** Admin Committee made a motion to approve the one-year contract with B&L Water Treatment for \$3850. 2<sup>nd</sup> by Mr. Pensabene. The motion was carried with 7 in favor, none opposed.

**MOTION #2023-02-17:** Admin Committee made a motion to approve the President to sign the UHLAN contract as presented. 2<sup>nd</sup> by Ms. Engel. The motion was carried with 7 in favor, none opposed.

There was a discussion regarding the UHLAN fee increase as calculated by UHLS using parameters, including a 5% increase cap, to generate necessary income for Library services while maintaining a fairness among UHLS member libraries. The Library benefited by the cap.

**Services:**

Installation of the Art Gallery began on February 14, 2023 in the Multipurpose Room. Special thanks to staff members Susan, Kathy, and Paul for their work on installing the structures.



**MOTION #2023-02-18:** Services Committee made a motion to approve the Exhibits Policy as presented. 2nd by Mr. Poost. The motion was carried with 7 in favor, none opposed.

Services Committee made a motion to recommend the “Memorandum of Understanding”. (MOU) Mr. Poost seconded but requested that the title of the MOU be amended to “Memorandum of Understanding between the Library and the Friends of the East Greenbush Community Library.” There was discussion regarding Exhibit A of the MOU, questioning whether it correlated with our Bylaws and trustee manual for the Library Director and Board roles; is there anything that contradicts them? Ms. Dugas Hughes and Ms. Oudekerk explained that it did conform with Trustee manual and the Bylaws were also a reference when the MOU was drafted. Annual review/renewal between the parties will take care of any policy updates to avoid inconsistencies. MOU is between the Friends and the Library, with Trustee role being Library oversight. Exhibit A is clarification between roles of the Library, Friends, and Trustees: it is not policy statement. Trustees do not sign MOU, the Director signs on behalf of the Library.

**MOTION #2023-02-19:** Services Committee reintroduced a motion recommending approval for the Director to provide the MOU, as amended, to the FOEGCL for consideration. Mr. Poost seconded. The motion was carried with 7 in favor, none opposed.

**MOTION #2023-02-20:** Services Committee made a motion to approve Director to sign the Memorandum of Understanding on behalf of the Library. 2nd by Mr. Pensabene. The motion was carried with 7 in favor, none opposed.

**DIRECTOR’S REPORT:**

Ms. Dugas Hughes presented Director’s February report. Circulation for weekends is busy with a 33% increase in checkouts over last year. 92% checkouts at circulation desk and 8% at drive-through. 102 new library card holders for the month – these were brand new registrations, not renewals. Discussion has been held around requiring folks to come in to finalize their library card registration. Such requirement may disengage strictly online users. Discussion will continue among library staff.

Facility issues and review require staff flexibility, lots of adjustments and program juggling. Sign company could not fix light at street. Electrician will be consulted. The Library also anticipates an outdoor LED upgrade.



Strategic Planning update: Kickoff meeting with Ms. Oudekerk, Ms. Harris, Mr. Poost, Ms. Dugas Hughes, and Maxine Bleiweis & Associates. Long to-do list that needs to move very quickly. Survey drafts were received on 2/13/2023.

Auditors came last week, fieldwork complete. They have all their materials. Year-end report is underway for NYS.

There was one question regarding a carryover from last month's report: Shared service desk model. This was regarding the previous month's discussion of organization of back offices. Ms. Dugas Hughes indicated they will not be moving forward with this concept at this time.

**PERSONNEL MEMORANDUM:**

Resignation of Part-Time Library Clerk Leeann Cullum, effective December 11, 2022.

**MOTION #2023-02-21:** Mr. Pensabene made a motion to approve the Personnel Memorandum, 2nd by Mr. Poost. The motion was carried with 7 in favor, none opposed.

**OLD BUSINESS:**

The Library received the Contract for Services with the Town of Schodack, which contained the amount as requested by the Library.

**MOTION #2023-02-22:** Mr. Poost made a motion to authorize President to sign the contract with the Town of Schodack. 2<sup>nd</sup> by Mr. Pensabene. The motion was carried with 7 in favor, none opposed.

The contract has been signed by both parties.

The Admin Committee will be exploring discussions on long-range planning for a long-term contract or formula for services with the Town of Schodack so that this does not continue to be an annual renewal.

Ms. Oudekerk appointed an Ad-Hoc facilities committee as a short-term committee that will work through the Building Condition Survey process starting February 16, 2023. Mr. Poost and Mr. Pensabene will be on the committee, and Mr. Pensabene will chair. The committee will dissolve when building survey is completed unless an extension is required.



**LIAISON REPORTS:**

**Friends of East Greenbush Community Library:**

Ms. Price reported that:

- The Friends are placing the Book Bin previously purchased from Guilderland Library for sale, with the hope that it will be relocated by spring. NYLA is going to help promote the bin to assist the Friends in selling it.
- Membership drive with online blasts has garnered 12 new registrations; paper forms will be going out soon. The database is now online. More updates are planned such as removing demographic information from the registration page.
- There is likely an April book sale on the horizon, however the shed is “empty “and January’s in-library book sales were over \$1000.
- No Vice President has been appointed yet.

**Town of East Greenbush:**

None

**Rensselaer County:**

Mr. Grant reported that:

- DMV is nearly ready at the new County Offices on Route 4. He stated April will be the likely start date for the new East Greenbush satellite office. Appointments will not be required.  
The Troy DMV will continue to operate. County Clerk will maintain an office at the Troy complex.
- Sales tax revenue increased again to \$120M.
- Fentanyl crisis is hitting East Greenbush hard. The county will be focusing efforts on the 12144 portion of the town.

**Upper Hudson Library System:**

Ms. Engel reported that:

- Library Advocacy Day is coming up.
- UHLS honored Ms. Dugas Hughes’ work in assisting with card rules and registrations.
- UHLS suggested titles for further reading on diversity, equity, and inclusion – *Graceland* and *South to America*.
- There is still office space for rent in the UHLS building.



**NEW BUSINESS:**

None.

**ADJOURN:**

**MOTION #2023-02-23:** Motion to adjourn the February 13, 2023 Board meeting was made by Mr. Poost at 8:30pm. 2nd by Mr. Pensabene. The motion was carried with 7 in favor, none opposed.

Respectfully submitted,

Amanda Miller, Secretary