



Library Board of Trustees Meeting - DRAFT

March 21, 2023, in person and live-streamed to Library's YouTube channel

ATTENDEES:

Presiding Officers:

Lynne Oudekerk, President
Mari Harris, Vice-President
Amanda Miller, Secretary
Katie Sheehan, Treasurer
Camie Engel, Trustee
Charlie Pensabene, Trustee

Excused: Michael Poost, 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
Bob & Nick Gramuglia, Bryans and Gramuglia
Bob Lehman, East Greenbush Fire Department.

A Library Board of Trustees meeting of the East Greenbush Community Library was held on March 21, 2023, at the East Greenbush Community Library and was live streamed. 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.

PUBLIC COMMENT:

Volunteer Fire Fighter Partial Tax Exemption Presentation: Bob Lehman

- Mr. Lehman, Chairperson of the Board of Fire Commissioners for East Greenbush Fire District #3, made a presentation on recently enacted amendment to the NYS Real Property Tax Law, i.e., Section 466-a.
- The amendment authorizes local governing bodies to offer partial tax exemption to qualified firefighters and EMS workers who own homes within the fire district.
- To do this, the taxing entities within the district must opt-in for granting the exemption. Legislation's intent is recruitment/retention tool for firefighters and EMS workers.



- Mr. Lehman is seeking support from this Board, requesting adoption of resolution which would authorize partial tax exemption for qualified residents within the Library's Special District boundaries.
- This would have no financial impact on the Library, according to him.
- Ms. Dugas Hughes offered that the Town Assessor is researching whether the Library Board needs to address this as a separate taxing authority, given that the Town typically addresses these matters.
- It was agreed that further guidance will be sought from library and tax authorities.
- Mr. Lehman advised that participation by the Board, i.e., passing a resolution to opt-in, would be needed by March 1, 2024. Partial tax exemptions will begin in 2025.
- Board agreed to refer matter to its Administrative Committee, which will follow up with Mr. Lehman upon determination of the Library's role.

PRESENTATION OF 2022 AUDIT: Robert Gramuglia

- Bryans and Gramuglia (B&G) completed the 2022 FY Audit, far earlier than last year. They began the audit in February 2023, and presented results on March 20, 2023 to Ms. Dugas Hughes.
- No significant journal entry adjustments were needed.
- There are no weaknesses or deficiencies to report.
- Depreciation methodology was adjusted based upon the revised Depreciation of Capital Assets Policy. As such, B&G reviewed depreciation estimates and found them to be reasonable and acceptable.
- Everything pretty much stayed status quo for 2022.
- B&G opinion – unmodified, “no exceptions needed to be reported.”
- As the audit was completed one day prior to the Board meeting, the motion to accept the results will take place at April's meeting to give Board time to review.

APPROVAL OF MINUTES:

MOTION #2023-03-24: Ms. Miller made the motion to approve the minutes from the February 2023 Board meeting. Ms. Engel seconded. The motion was carried with 6 in favor, none opposed.

TREASURER'S REPORT:

- Ms. Sheehan presented financials for the period of February 14, 2023 – March 17, 2023.
- Funds from both the Town of East Greenbush and the Town of Schodack have been received. As of this meeting, the Schodack funds had yet to be processed so they will be reflected in next month's financials.
- At 19.7% of the year being completed, expense budget is at 17%.



- Ms. Sheehan and Ms. Oudekerk asked for volunteers for the Budget Committee, and the entire board agreed to be a part of the committee. Budget Meetings will be held on Monday, May 15; Tuesday, May 30; and Thursday June 8 at 7:00 pm.

MOTION #2023-03-25: Ms. Harris made a motion to accept the Off-Warrant in the amount of **\$173,545.11** for the period February 14, 2023 – March 17, 2023, as presented. Ms. Miller seconded. The motion was carried with 6 in favor, none opposed.

MOTION #2023-03-26: Ms. Harris made a motion to authorize the President to sign the Warrant dated March 15, 2023, in the amount of **\$41,461.19**. Seconded by Ms. Engel. The motion was carried with 6 in favor, none opposed.

MOTION #2023-03-27: Mr. Pensabene made a motion to approve the March 15, 2023 Financials with 19.7% of the year complete, as presented. Seconded by Ms. Engel. The motion was carried with 6 in favor, none opposed.

COMMITTEE REPORTS:

Administrative: (Mr. Pensabene filled in for Mr. Poost, excused)

- The Building Condition survey is underway. Engineers will still need to give us a cost estimate.
- Town has approved Backflow Preventer project specification documents. Town aware that 4/15/23 deadline will not be met, knowing that GPI engineers are developing the cost for this project. Library will not need to request emergency purchasing because of Town's acknowledgement.
- Work began on the backroom staff reconfiguration area to make room for the future Administrative Assistant.
- Schodack funding was deferred to a future meeting.
- The Open Meetings Law discussion has been referred to Services Committee, with recommendations.
- Mr. Lehman's proposal for the Library to consider joining with the Town and County regarding the property tax waiver for volunteer firefighters and EMS personnel was referred to the Administrative Committee.

Services:

- The Memorandum of Understanding between the Library and Friends was provided to Ms. Price and the Friends. It will be reviewed at an upcoming Friends meeting.
- The Farmers Market for 2023 has been cancelled.
- The Library Newsletter has been reduced to 3 mailings per year, down from 4.
- Strategic Planning survey deadlines were extended to April 14, 2023. We have 500 surveys so far, goal is 700. All focus groups were rescheduled for later dates because of



an emergency of the consultant team. Trustees are encouraged to sign up for a shift to greet attendees at focus groups. Key informant interviews have been completed at this time. Thanks to Ms. Dugas Hughes and Ms. Bell who quickly readjusted countless communications and scheduled events due to the unforeseen medical situation. Strategic Plan completion is now anticipated in Fall.

DIRECTOR'S REPORT:

- Ms. Dugas Hughes presented Director's March report.
- Upper Hudson Library System is restarting the Library Expedition program. This program encourages users to visit all the libraries in the Upper Hudson system, with prizes received after several visits.
- Overdrive is sunsetting its app May 1– the Library has begun transitioning users to the Libby app, which is its replacement.
- A new reciprocal lending agreement has been reached with Southern Adirondack Library System, Mid-Hudson Library System, and Mohawk Valley Library System to expand e-materials sharing through the three systems. Users will now be able to access materials held by the other three systems, in addition to all of UHLS.
- Programming for February had 25 adult programs with 776 attendees. 28 children's programs had 1,635 attendees. For teens, there were 18 programs with 101 attendees. Some adult programs are reaching capacity limits.
- QuickBooks online is nearly complete; the reporting will however look different next month.
- The annual report for NYS has been submitted to UHLS and NYS.

MOTION #2023-03-28: Ms. Harris made a motion to accept the 2022 Annual Report-NYS Department of Education, Division of Library Development. Ms. Engel seconded the motion. The motion carried with 6 in favor, none opposed.

OLD BUSINESS:

- The Library Advocacy Day still went on despite the snowstorm. The letter campaign was a huge success and will likely be repeated next year.
- June 5 Admin and Services Committee meetings are being cancelled with Board to consider holding them in July.

PERSONNEL MEMORANDUM:

None.

LIAISON REPORTS:

Friends of East Greenbush Community Library:



Ms. Price reported that:

- A Friends member suggested collecting signed letters for Library Advocacy Day. The library received 127 completed letters. They were scanned in and sent to both legislators and to the Strategic Planning Consultants.
- The Friends are partnering with Kiwanis to do the town-wide Egg Hunt. This is post-Easter, so it will be secular.
- Book sale will take place in April 2023. Inventory and volunteers are in great shape.
- To-date, the membership campaign raised \$7,860, with 290 renewing members. They are planning to revamp categories for members. They are hoping to do an October recruiting campaign. Membership is not back to pre-pandemic numbers, however.

Town of East Greenbush:

None

Rensselaer County:

Mr. Grant reported that:

- County Exec held State of the County. Sales tax revenue is still through the roof.
- DMV will have its ribbon-cutting on Thursday, March 27. They are still waiting on the Real ID and enhanced licensing.
- Expecting Regeneration and the County Building to help drum up interest in a CDTA expansion on Route 4.

Upper Hudson Library System:

Ms. Engel reported that:

- Library Advocacy Day – Tim Burke and Evelyn Greenstein (Troy Library trustee) handed out info cards.
- In 2022, UHLAN delivered 8000 items daily to all 36 libraries. There were 2,449,000 physical checkouts, 800,000 electronic checkouts, 13,000 new library cards issued. This is a 56% increase over 2021. There are over 1,600,000 items available for loan.
- System Support Associate Anne Pitlick resigned.
- UHLS is starting the Library Expedition again.
- There is potential for an adult spelling bee upcoming.

NEW BUSINESS:

- Ms. Miller enquired as to a date change for the April Meeting as she is not available. Ms. Harris volunteered to take minutes, and Ms. Miller will be excused from the April meeting.

ADJOURN:



MOTION #2023-03-29: Motion to adjourn the March 21, 2023 Board meeting was made by Mr. Pensabene at 8:52pm. Seconded by Ms. Engel. The motion was carried with 6 in favor, none opposed.

Respectfully submitted,

Amanda Miller, Secretary