



Library Board of Trustees Meeting - DRAFT
May 16, 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
- Charlie Pensabene, Trustee
- Michael Poost, Trustee

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director
- Tom Grant, Rensselaer County
- Liz Reyner, Friends of the East Greenbush Library

A Library Board of Trustees meeting of the East Greenbush Community Library was held on May 16, 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 7:03 p.m.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

MOTION #2023-05-41: Ms. Engel made the motion to approve the minutes from the February 2023 Board meeting. Mr. Pensabene seconded. The motion was carried with 7 in favor, none opposed.

TREASURER'S REPORT:

Ms. Sheehan presented financials for the period of April 15, 2023 – May 12, 2023..36% of the year is completed.

MOTION #2023-05-42: Mr. Poost made a motion to accept the Off-Warrant in the amount of **\$111,479.77** for the period April 15, 2023 – May 12, 2023 as presented. Ms. Harris seconded. The motion was carried with 7 in favor, none opposed.



MOTION #2023-05-43: Mr. Pensabene made a motion to authorize the President to sign the Warrant dated May 12, 2023, in the amount of **\$45,477.97**. Seconded by Mr. Poost. The motion was carried with 7 in favor, none opposed.

MOTION #2023-05-44: Ms. Harris made a motion to approve the May 12, 2023 Financials with 36% of the year complete, as presented. Seconded by Ms. Miller. The motion was carried with 7 in favor, none opposed.

COMMITTEE REPORTS:

Administrative: (Mr. Poost)

Backflow preventer installation is underway.
 Building Condition Survey is still in progress – it is currently in the documentation stage.
 The audit submission was completed last week.
 The Construction Grant was and will be finalized prior to the deadline of June 30, 2023. A new Construction Grant will be applied for and will likely contain items from the building condition survey that require immediate attention.
 The Budget process is underway. Funding requests went to Rensselaer County (for 2024) and NYS Senator Ashby. Plans are underway to reach out to NYS Assemblyman McDonald.
 Schodack funding – some conceptual ideas for how the funding may happen were worked on. Ms. Oudekerk will reach out to the town supervisor.

Services: (Ms. Harris)

Strategic Planning: work group meetings have begun.
 Policies: the next policies to be reviewed are Programming, Patron Conduct (merging Disruptive Conduct and Code of Conduct), Confidentiality of Library Records, and Open Meetings virtual policy, Capital Reserves Policy. Staff manual is being updated by Director and staff.
 Public Hearing and Comments – we want to develop a policy to respond to a challenge before a challenge comes.
 Friends Memorandum of Understanding: has been signed by all parties, needed a few formatting changes.
 Change in meeting time: now 5:30 – 6:30 on the first Tuesday of each month.

Budget Committee: (Ms. Sheehan)

Very preliminary meeting, second meeting is 5/24. Simplification is the goal.

Facilities Committee:

Building Condition Survey: exterior is the focus of the survey; still need to do window and roof assessment.



DIRECTOR’S REPORT:

Ms. Dugan Hughes presented Director’s May report.

The departures of staff have been completed. There have been many applications and interviews held for these positions; 3 offers have been made to prospective candidates. Thanks to the staff for rallying together, and Ms. Harris and Ms. Oudekerk for assisting with the admin assistant interviews.

Backflow preventer should arrive next week.

Back office renovation begins soon; the drive-thru window will be closed for a week accordingly. Staff development day was a success. New IT and cybersecurity training was completed. Book banning training was also completed.

UHLS Expedition is underway.

Volunteens and Summer Reading plans are going ahead.

PERSONNEL MEMORANDUM:

None.

OLD BUSINESS:

None

NEW BUSINESS:

Upper Hudson Library System announced its Trustee of the Year – our own Michael Poost.

The Little Free Library by Genet Elementary has been vandalized three times since installation. It has been removed and will be set up further down the path but requires getting permission to move to a new location.

LIAISON REPORTS:

Friends of East Greenbush Community Library:

Ms. Reyner reported that:

- The book sale in April was a huge success, \$8161.02. Expenses were only the MaidMen service that helped get the boxes in the rooms; they were very efficient. Sorters did a great job.
- Ebay sales and in-library sales are still successful.
- The book donation bin has been sold to Cohoes Library, however at this time they had not moved it off the premises.
- Looking for new leadership for the Friends as Ms. Price will step down as President. She intends to stay on as Book Sale Chair.

Town of East Greenbush:



None

Rensselaer County:

Mr. Grant reported that:

- Received funding request from East Greenbush Community Library. It is currently processing through the county system.

Upper Hudson Library System:

Ms. Engel reported that:

- Debbie Carr is replacing Antonio at the annual meeting at Revolution Hall on June 14.
- Expedition has had over 7000 visits so far among member libraries – East Greenbush is the number one destination (Bethlehem #2).

Executive Session:

Ms. Dugas Hughes and non-Board members were excused from meeting so that Board could enter Executive Session to discuss Library Director’s performance evaluation.

MOTION #2023-05-45: Motion to enter executive session for the purpose of discussing the Director’s performance evaluation was made by Ms. Harris. Seconded by Mr. Poost. The motion was carried with 7 in favor, none opposed. Executive Session started at 7:57pm.

MOTION #2023-05-46: Motion to exit Executive Session was made by Ms. Sheehan. Seconded by Ms. Engel. Time was 9:23pm. The motion was carried with 7 in favor, none opposed.

ADJOURN:

MOTION #2023-05-47: Motion to adjourn the May 16, 2023 Board meeting was made by Ms. Sheehan at 9:24 pm. Seconded by Mr. Pensabene. The motion was carried with 7 in favor, none opposed.

Respectfully submitted,

Amanda Miller, Secretary