



Library Board of Trustees Meeting - DRAFT  
*June 20, 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
- Julie Ann Price, Friends of the East Greenbush Library

A Library Board of Trustees meeting of the East Greenbush Community Library was held on June 20, 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 7:05 p.m.

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

**MOTION #2023-06-48:** Ms. Engel made the motion to approve the minutes from the May 2023 Board meeting. Mr. Poost seconded. The motion was carried with 7 in favor, none opposed.

**TREASURER'S REPORT:**

Ms. Sheehan presented financials for the period of May 13, 2023 – June 12, 2023. Some subcategories are above their budget line, but overall, the budget and expenditures are lined up where they should be. Workers Compensation payment was discussed; it is for the entire year, but it did increase this year over last year. In addition, salary will drive the bottom line at the end of the year, with savings from unfilled positions and new hires.



**MOTION #2023-06-49:** Ms. Harris made a motion to accept the Off-Warrant in the amount of **\$106,388.59** for the period May 13, 2023 – June 12, 2023 as presented. Mr. Pensabene seconded. The motion was carried with 7 in favor, none opposed.

**MOTION #2023-06-50:** Ms. Harris made a motion to authorize the President to sign the Warrant dated June 12, 2023, in the amount of **\$32,481.59**. Seconded by Mr. Pensabene. The motion was carried with 7 in favor, none opposed.

**MOTION #2023-06-51:** Mr. Poost made a motion to approve the June 12, 2023 Financials with 45% of the year complete, as presented. Seconded by Mr. Pensabene. The motion was carried with 7 in favor, none opposed.

#### **COMMITTEE REPORTS:**

##### **Administrative:** (Mr. Poost)

No committee meeting

##### **Services:** (Ms. Harris)

No Committee Meeting.

Strategic Plan update: Completed all the facilitated work group meetings, MB&A are providing a draft report by the end of June. Response and edits are due by the end of July. In September, the final report/product for strategic plan will be presented to the Board. The Community Advisory Group (CAG) will meet in October to discuss implementation of strategic plan. There is a consideration of continuing the CAG after the plan.

##### **Budget Committee:**

Ms. Sheehan presented the preliminary operating budget to the Board. As all members of the Board were a part of the committee, consensus was achieved.

**MOTION #2023-06-52:** Ms. Harris made a motion to approve the preliminary 2024 operating budget for presentation to the voters in the amount of \$2,350,750.00. Seconded by Ms. Engel. The motion was carried with 7 in favor, none opposed.

##### **Facilities Committee:**

No committee meeting, however rough cost estimates were received. There have been delays due to NYSERDA and utility providers' response time.

#### **DIRECTOR'S REPORT:**

Ms. Dugas Hughes presented Director's June report.

Backflow preventer installation is complete, it just needs to be inspected. Summer Reading preparations are underway. The theme is "Beyond the Beaten Path." The art gallery is open and



taking reservations. The construction grant project (of which the art gallery was a part) was completed this week. The library interns have been exceedingly helpful. Sam created a resource guide for staff that helps locate human services needs in Rensselaer and Albany Counties.

**PERSONNEL MEMORANDUM:**

There were several changes to titles and appointments.

PT Librarian – resignation due to retirement.

Head of Digital Services / Information Technology Technology (Librarian II) title removed, replaced with a new FT Technology Assistant position (vacant) and an upgrade for Selena Piro from Library Assistant moving to IT Support Specialist

**MOTION #2023-06-53:** Ms. Harris made a motion to approve the personnel memorandum as presented. Seconded by Ms. Engel. The motion was carried with 7 in favor, none opposed.

**OLD BUSINESS:**

Ms. Oudekerk is working to set up meetings with state legislators Ashby and McDonald to pursue funding sources for the library.

Mr. Poost is developing a schedule for Schodack regarding the library services. He and Ms. Oudekerk are going to follow up with the Town of Schodack to find out who they will be working with this year.

**NEW BUSINESS:**

None

**LIAISON REPORTS:**

**Friends of East Greenbush Community Library:**

Ms. Price reported that:

- The Friends had a large turnout for their meeting this month. However, they still lack a vice president for next year.
- They are going to change the membership tiers so they are not tied to demographics. A new member campaign will take place tied to the Fall Book Sale, and they will launch the new tiers in January. Along with that, the tiers may be tied to early access for the Book Sales.
- They are working on Get out the Vote options including a food truck night or mini book sale to bring folks to the library to vote.

**Town of East Greenbush:**

None



**Rensselaer County:**

Mr. Grant reported that:

- Sales tax and mortgage income tax income are strong for the County.
- He thanked the Library for continuing to host the Primary for the County.

**Upper Hudson Library System:**

Ms. Engel reported that:

- The Annual Meeting was the prior week at Revolution Hall in Troy. Ms. Dugas Hughes, Ms. Engel, Ms. Harris, and Ms. Oudekerk attended. Mr. Poost had been named Trustee of the Year and Ms. Dugas Hughes accepted the award on his behalf.

**EXECUTIVE SESSION:**

**MOTION #2023-06-54:** Motion to enter executive session for the purpose of discussing an employee performance evaluation was made by Ms. Sheehan. Seconded by Ms. Harris. The motion was carried with 7 in favor, none opposed. Executive Session started at 8:18pm.

**MOTION #2023-06-55:** Motion to exit Executive Session was made by Mr. Poost. Seconded by Mr. Pensabene. Time was 9:25pm. The motion was carried with 7 in favor, none opposed.

**ADJOURN:**

**MOTION #2023-06-56:** Motion to adjourn the June 20, 2023 Board meeting was made by Ms. Miller at 9:26 pm. Seconded by Ms. Engel. The motion was carried with 7 in favor, none opposed.

Respectfully submitted,

Amanda Miller, Secretary