



# AGENDA

## Board of Trustees

October 17, 2023

7:00pm

**Vision**

*To serve as the central hub where people feel welcome, supported in learning, and connected to community and one another.*

**Mission**

*We inspire learning, imagination, collaboration, and compassion by providing our community with equitable access to resources in a welcoming environment*

Notice is hereby given that a meeting of the Library Board of Trustees will be held in person on Tuesday, October 17, 2023, at 7:00 p.m.

Members of the Public can view the meeting via Live Stream on the Library’s YouTube Account: <https://www.youtube.com/user/eqlibrary>

Meetings of the Library Board are open to the public under provisions of the New York State Open Meeting Law.

To submit public comment, you may attend in person or send an email with your comments to Library Director, Jill Dugas Hughes at [director@eqlibrary.org](mailto:director@eqlibrary.org). All comments will be read aloud during the meeting. Please contact the Director for additional information or to request accommodations.

1.	<b>Call to Order/Review of Agenda</b>	Lynne Oudekerk A.
2.	<b>Public Comment</b>	Lynne Oudekerk
3.	<b>Executive Session: Personnel Matter</b> ➤ <b>MOTION</b> to move into Executive Session to discuss a personnel matter.	Jill Dugas Hughes
4.	<b>Approval of Minutes</b> ➤ <b>MOTION</b> to approve the minutes of the <b>September 19, 2023</b> , Library Board Meeting.	Amanda Miller B.
4.	<b>Treasurer’s Reports</b> Treasurer’s Report Off Warrant (September 11, 2023 – October 13, 2023) ➤ <b>MOTION</b> to accept the Off Warrant in the amount of <b>\$149,970.90</b>  Warrant (October 13, 2023) ➤ <b>MOTION</b> to authorize President to sign the Warrant dated 10/13/2023 in the amount of <b>\$28,104.63</b>  Financials (78% of the year over) • Profit & Loss Budget vs. Actual 2023 (October 13, 2023) • Balance Sheet (October 13, 2023)	Katie Sheehan  C.  D.  E. F.

	➤ <b>MOTION</b> to approve the Financials with 78% of the year completed as presented.	
<b>5. Committee Reports</b>	Administrative Committee Services Committee	Michael Poost G. Mari Harris H.
<b>6. Director's Report</b>		Jill Dugas Hughes I.
<b>7. Personnel Memorandum</b>		Jill Dugas Hughes J.
<b>8. Old Business</b>		Lynne Oudekerk
<b>9. Liaison Reports</b>	Friends of the Library Town of East Greenbush Rensselaer County Upper Hudson Library System	Julie Ann Price Ed Nestler Tom Grant Camie Engel
<b>10. New Business</b>	Remote Attendance Policy Public Comment Policy Board Development Policy	Jill Dugas Hughes K. L. M.
<b>11. Motion to adjourn</b>		

Upcoming Meetings:

Tuesday, November 21, 2023

- 6:30-7:00 PM- Public Hearing  
*Volunteer Firefighter Tax Exemption proposal*  
*Remote Attendance at Board Meetings proposal*
- 7:00-9:00 PM- Library Board Meeting

Monday, November 6, 2023

- 5:30-6:30 PM Services Committee Meeting
- 7:00-8:00 PM Administrative Committee Meeting



Library Board of Trustees Meeting - DRAFT  
*September 19, 2023, via videoconference and in person*

**ATTENDEES:**

*Presiding Officers:*

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

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

- Jill Dugas Hughes, Library Director
- Ed Nestler, Town of East Greenbush
- Julie Ann Price, Friends of the East Greenbush Library

A Library Board of Trustees meeting of the East Greenbush Community Library was held on September 19, 2023, at the East Greenbush Community Library and virtually, via videoconference. It began at 7:03 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

**REVIEW OF AGENDA:**

Schodack Town Board Meeting is 9/28 at 7:00pm.

**APPROVAL OF MINUTES:**

**MOTION #2023-09-65:** Mr. Poost made the motion to approve the minutes from the July 18, 2023 Board meeting. Ms. Engel seconded. The motion was carried with 6 in favor, one absent.

**COMMITTEE REPORTS:**

**Administrative:** (Mr. Poost)

On August 7, the Administrative Committee met and discussed the following:

An IT Service Agreement, with a cost of \$30,276 annually (within the proposed IT Services Budget line in the 2024 budget but outside the 2023 IT services budget) was reached with TAG Solutions. This agreement would start October 1, 2023.

**MOTION #2023-09-66:** The Administrative Committee made a motion to authorize the Director to sign the agreement with TAG solutions for a “core managed IT service”, effective 10/1/2023 through 9/30/2026. Discussion ensued about the cost for the 2023 line. Ms. Engel seconded the motion. The motion was carried with 6 in favor, one absent.

Umbrella and Commercial Insurance packages with Utica National are up for renewal. The cost for these premiums is \$31,858.79 but does not include cybersecurity insurance. With the upgraded IT services, the Library would be eligible for cyber coverage in the future.

**MOTION #2023-09-67:** The Administrative Committee made a motion to approve the renewal of the Umbrella and Commercial Insurance Packages with Utica National, effective 9/1/2023 through 9/1/2024. Ms. Harris seconded the motion. The motion was carried with 6 in favor, one absent.

The Volunteer Firefighter and Ambulance Service Workers property tax exemption would have no cost impact to the library, as it would cost a homeowner in East Greenbush about \$0.14/per year. The Board will need to have a public hearing in advance of the November board meeting to pass a resolution agreeing to commit.

It was noted that the public hearing will also include the Library’s proposed videoconferencing policy.

**MOTION #2023-09-68:** The Administrative Committee made a motion to conduct a Public Hearing on the proposal to provide a partial real property tax exemption for qualifying volunteer firefighters and volunteer ambulance service workers. Ms. Harris seconded the motion. The motion was carried with 6 in favor, one absent.

The library was approached with a potential land donation. It is a separate parcel that would be tax exempt, so there is no cost impact to the Library. Discussion ensued regarding the usability and risks associated with ownership of the property.

**MOTION #2023-09-69:** The Administrative Committee made a motion to decline the land donation to the Library. Mr. Pensabene seconded the motion. The motion was carried with 6 in favor, one absent.

The Director will contact the attorney involved in the land transaction and let them know the Library will not be accepting the donation.

**Services:** (Ms. Harris)

Strategic Plan update: The Strategic Plan was presented on September 11, 2023 to the Board.

**MOTION #2023-09-70:** The Services Committee made a motion to adopt the Library's updated Vision and Mission Statements. Ms. Engel seconded the motion. The motion was carried with 6 in favor, one absent.

**MOTION #2023-09-71:** The Services Committee made a motion to adopt the Library's Strategic Plan (2023-2028). Ms. Miller seconded the motion. The motion was carried with 6 in favor, one absent.

Ms. Oudekerk stated that "I think they [the consultants] and you [Jill] and your staff did a great job" and it is a terrific plan and I think it will really be helpful for the library."

Ms. Engels added that "UHLS is giving kudos to getting an outside consultant and taking the steps to enact / do what is recommended for the library."

Ms. Harris discussed the Service Committee's work on policies. Discussion took place regarding uniform UHLS-wide policies, but there is too much diversity in the library types to make it impactful and useful.

**MOTION #2023-09-72:** The Services Committee made a motion to adopt the updated Meeting Room Policy, which will allow non-cardholders the ability use the meeting rooms through same-day request. This aligns with where strategic plan is headed and is more equitable. Mr. Pensabene seconded the motion. The motion was carried with 6 in favor, one absent.

**MOTION #2023-09-73:** The Services Committee made a motion to adopt the revised Programming Policy which aligns with ALA guidelines for programming, further defines the Library's role in intellectual freedom, and reflects our Library mission. Mr. Pensabene seconded the motion. The motion was carried with 6 in favor, one absent.

**MOTION #2023-09-74:** The Services Committee made a motion to adopt the Library Display Policy regarding internal displays and exhibits created by Library staff. Mr. Pensabene seconded the motion. The motion was carried with 6 in favor, one absent.

**MOTION #2023-09-75:** The Services Committee made a motion to change the name Exhibit Policy to Public Exhibits Policy. Ms. Oudekerk asked for clarification between this policy and Library Display Policy. The Library Display Policy is for internal use, and the Public Exhibit Policy is for the public displays and exhibits in the library. Mr. Pensabene seconded the motion. The motion was carried with 6 in favor, one absent.

## B

**MOTION #2023-09-76:** The Services Committee made a motion to adopt the revised Request for Reconsideration Policy which strengthens and clarifies guidelines with regard to freedom of expression, equal access, regardless of individual beliefs, as amended. Mr. Pensabene seconded the motion. The motion was carried with 6 in favor, one absent. Ms. Harris noted that some typos in the document will be corrected prior to publication.

The Services committee will work on three additional policies for next month. New oversight for the Little Free Library program is under discussion. The Committee will look into information regarding the use of consent agendas for Board meetings.

### **Facilities: (Mr. Pensabene)**

Hyman Hayes presented to the joint Administrative/Services Committee meeting. The representative did a walkthrough of major issues, highlighted timeframes, organized solutions, and goals.

Ms. Oudekerk questioned the Heat Exchanger as the document did not include a price. The Director will follow up to update the document with that information. Mr. Pensabene commended Mr. Poost's knowledge of the history of the building and engineering tables, crediting him with making it much more understandable.

**MOTION #2023-09-77:** The Facilities Committee made a motion to approve the Building Conditions Survey. Mr. Poost seconded the motion. The motion was carried with 6 in favor, one absent.

Mr. Poost noted that UHLS approved the construction grant for the Library. After discussions with Assemblyman MacDonald, Macdonald encouraged the Library to apply for a \$250,000 grant with NYS. This grant cannot be used in conjunction with the Construction grant we are receiving. However, it will take two to three years to be approved for the grant. There is a follow-up meeting with Greco Construction on September 28, 2023.

Ms. Sheehan arrived at 7:48pm.

Ms. Harris asked how we incorporate costs in the Building Conditions Survey that have not been evaluated. Mr. Poost stated that a scope adjustment might be necessary. Next steps include "destructive testing" of the windows to find out the scope of the damage. It could be anything from simple caulking needed to mold abatement. Windows and roof replacement could also be added to the later grant. A few items could be started this fall, but it will mostly be small safety items that can be handled quickly (i.e., sidewalk, tile replacement), and within current budget.

The backflow preventer project is almost complete, as the Town has received the certification. At this point it is just taking care of the punch list.

**TREASURER'S REPORT:**

Ms. Sheehan presented financials for the period of July 10, 2023 – September 11, 2023. 70% of the year is complete. Some lines are at or above their limits, specifically the tech and communications lines due to the IT services we've engaged, and programming and planning. HR & staff development is at 100%, however the Staff Development Day on October 9 is funded through grants. The Library will likely be under budget for operations, facilities, and personnel, and the Director anticipates that we will finish the year under budget.

**MOTION #2023-09-78:** Ms. Harris made a motion to accept the Off-Warrant in the amount of **\$309,960.94** for the period July 10, 2023 – September 11, 2023 as presented. Mr. Poost seconded. The motion was carried with 7 in favor, none opposed.

**MOTION #2023-09-79:** Mr. Poost made a motion to authorize the President to sign the Warrant dated September 11, 2023, in the amount of **\$21,962.39**. Seconded by Ms. Engel. The motion was carried with 7 in favor, none opposed.

**MOTION #2023-09-80:** Ms. Sheehan made a motion to approve the September 11, 2023 Financials with 70% of the year complete, as presented. Seconded by Mr. Poost. The motion was carried with 7 in favor, none opposed.

**DIRECTOR'S REPORT:**

Ms. Dugas Hughes presented Director's July report.

- The Library Expedition Final Celebration took place last week at Pruyn House in Loudonville. The East Greenbush Library received the most visits in the UHLS expedition and over 40,000 people took part in the Expedition.
- Ms. Price (on behalf of the Friends of the East Greenbush Library) and Ms. Dugas Hughes represented the Library at the Town Park this weekend for the East Greenbush Family Fun Day. Next year, the plan will be to include some sort of children programming at the table.
- September is Library Card Sign Up Month. Kids who sign up receive a special goody bag.
- The Great Greenbush Quest is coming up next month, details TBD.
- The Library will receive \$328,540 for a Library Construction Grant.
- UHLS increased rates again, with a 5% increase. The Library was one of 9 libraries that received that rate increase. It is still within the budget line.
- The Summer Reading Program exceeded pre-pandemic numbers.
- Physical item circulation dropped from last summer, but the digital circulation increased. This is reflected in the Strategic Plan.
- Post-Labor Day, hours have increased.

- Ms. Dugas Hughes thanked the Friends for making sure that the Summer Programming happened, and also thanked Stewarts Shops for sponsoring the Summer Reading Finale.
- Everyone is excited about the Strategic Plan. Changes and implementation have already begun.
- There will be a staff development day on October 9, 2023. The Library will be closed.
- There will be a Community Advisory Council meeting on October 5, 2023.

#### **PERSONNEL MEMORANDUM:**

Items listed in red will no longer appear on the memorandum as those positions will not be filled. There are currently two open positions. Additionally, one staff member is on leave, and there is a need for temporary Librarian (either full or part time).

**MOTION #2023-09-81:** Ms. Harris made a motion to approve the September 19, 2023 personnel memorandum as presented. Seconded by Ms. Engel. The motion was carried with 7 in favor, none opposed.

Ms. Dugas Hughes stated “Thank you to staff, they’ve done a great job this summer and there was a very tough outage that they have weathered as usual. There’s been a lot of unknowns...Thank you to our team here for being rock solid.

#### **OLD BUSINESS:**

The UHLS Grant Application Submitted as it was due at the end of August. The Project ID Is 0386-24-0514.

**MOTION #2023-09-82:** Ms. Engel made a motion to approve the submission of the Library Construction Grant proposal. Seconded by Mr. Poost. The motion was carried with 7 in favor, none opposed.

#### **LIAISON REPORTS:**

##### **Friends of East Greenbush Community Library:**

Ms. Price reported that:

- Membership status revisions are now live.
- The Spring Book Sale will have a members-only shopping day to help drive donations.
- The Great Greenbush Quest will start in October and is a community-wide treasure hunt. QR codes are involved and Quest will have information available in Spanish, Urdu, and Chinese. The closing party will be on October 29, 2023.
- Donut Forget to Vote – 41 people voted on the donuts, and Windy Hill Orchards won.
- The Book Sale will be the second weekend in October (13, 14, 15).



- There is discussion taking place regarding a more permanent structure for accepting donated materials in the front lobby .

**Town of East Greenbush:**

Mr. Nestler reported that:

- The East Greenbush Community Day was a success.
- The Phillips Road Waterline is nearly complete, right now it is down to 1 lane road near the transfer station.
- There is a Town Board Meeting tomorrow night (September 12)
- 11-12 veterans' banners are set to be put up this week.

**Rensselaer County:**

None

**Upper Hudson Library System:**

None

**NEW BUSINESS:**

**MOTION #2023-09-83:** Ms. Harris made a motion to authorize the Director to pursue the NYS Assembly Capital Grant. It is not a matching grant and must be a capital project. Seconded by Mr. Poost. The motion was carried with 7 in favor, none opposed.

**ADJOURN:**

**MOTION #2023-09-84:** Motion to adjourn the September 19, 2023 Board meeting was made by Ms. Miller at 8:37 pm. Seconded by Ms. Engel. The motion was carried with 7 in favor, none opposed.

Respectfully submitted,

Amanda Miller, Secretary



**East Greenbush Community Library  
Off-Warrant (September 11-October 13, 2023)**

Name	Date	Num	Memo/Description	Amount
<b>Cash, Operating Accounts</b>				
<b>1003.00 Pioneer OPERATING XXXX0178</b>				
Aflac	09/28/2023	41864	NBY22	-623.97
CAMFIL USA, INC.	09/20/2023	41860	29902-000	-629.53
CDPHP	09/20/2023	41855	10002870	-9,466.89
CHARTER COMMUNICATIONS (FIBER OPTIC)	09/20/2023	41858	141867501	-398.01
CHARTER COMMUNICATIONS (TELEPHONE)	09/20/2023	41859	142138101	-43.17
DEMCO	09/20/2023	41852	710162791	-2,822.29
GUARDIAN	09/20/2023	41856	00 575836 DENTAL & VISION	-566.33
MVP	09/20/2023	41857	GROUP ID 426827	-1,497.20
Nationalgrid	09/26/2023	41861	34370-88011	-2,264.37
New York State Deferred Comp.	09/20/2023	41853	Plan#0045420 PR#19	-814.86
New York State Deferred Comp.	09/26/2023	41862	Plan#0045420 PR#20	-814.86
New York State Deferred Comp.	10/11/2023	41865	Plan#0045420 PR#21	-814.86
NYSLRS	09/30/2023	45170	NYSLRS for SEPTEMBER 2023	-2,658.87
Paychex	09/15/2023	PR #19 9/15/23	PROCESSING CHARGES P/R #19	-233.71
Paychex	09/15/2023	PR #19 9/15/23	PR#19	-29,178.61
Paychex	09/15/2023	PR #19 9/15/23	PR#19	-10,424.72
Paychex	09/29/2023	PR #20 9/29/23	PR# 20	-31,700.41
Paychex	09/29/2023	PR #20 9/29/23	PR# 20	-11,130.72
Paychex	09/29/2023	PR#20 9/29/23	PROCESSING CHARGES P/R #20	-241.01
Paychex	45212	PR #21 10/13/23	PR #21	-11,064.39
Paychex	45212	PR #21 10/13/23	PR #21	-31,935.50
Paychex	45212	PR #21 10/13/23	PROCESSING CHARGES P/R #21	-267.81
Pitney Bowes Global Financial Services LL	09/26/2023	41863	15428241	-183.81
PURE WATER PARTNERS	09/20/2023	41854	700-39652	-195.00
<b>Total for 1003.00 Pioneer OPERATING XXXX0178</b>				<b>-\$ 149,970.90</b>
<b>Total for Cash, Operating Accounts</b>				<b>-\$ 149,970.90</b>



# East Greenbush Community Library

## Warrant of Bills by Vendor- 10/13/2023

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
<b>ALA (AMERICAN LIBRARY ASSOC.)</b>				
866-746-7252				
ALA (AMERICAN LIBRARY ASSOC.)	09/15/2023	103123	1158049 MEMBERSHIP RENEWAL	232.00
<b>Total for ALA (AMERICAN LIBRARY ASSOC.)</b>				<b>\$232.00</b>
<b>ALBANY TIMES UNION</b>				
ALBANY TIMES UNION	09/30/2023	090123-093023	600127389 2-BUDGET ADVERTISEMENTS IN THE ADVERTISER	350.00
<b>Total for ALBANY TIMES UNION</b>				<b>\$350.00</b>
<b>AMAZON CAPITAL SERVICES</b>				
AMAZON CAPITAL SERVICES	09/11/2023	1616-KHDL-3KGV	A3DG71IHROMNJM YS PROGRAM SUPPLIES-PENCILS, DRY ERASE MARKERS, GLOW STICKS	35.77
AMAZON CAPITAL SERVICES	09/16/2023	1XHM-TLYC-GCXH	A3DG71IHROMNJM ADULT FICTION BOOKS	77.08
AMAZON CAPITAL SERVICES	09/16/2023	1KJW-P7RH-HKTC	A3DG71IHROMNJM TEEN PROGRAM SUPPLIES	35.96
AMAZON CAPITAL SERVICES	09/27/2023	1XLL-MT1F-7YJW	A3DG71IHROMNJM ADULT HOT OFF THE PRESS BOOKS	393.31
AMAZON CAPITAL SERVICES	09/30/2023	1QGT-9GWW-TJVK	A3DG71IHROMNJM J VIDEO GAME	57.70
AMAZON CAPITAL SERVICES	10/04/2023	1RLD-G1YH-XHRW	A3DG71IHROMNJM YS PROGRAM SUPPLIES	70.85
AMAZON CAPITAL SERVICES	10/07/2023	1MWF-PLD7-HKXH	A3DG71IHROMNJM YS VIDEO GAMES	190.42
AMAZON CAPITAL SERVICES	10/07/2023	1WN4-74F7-J9WM	A3DM71IHROMNJM CREDIT FOR INV# 1MWF-PLD7-HKXH	-0.01
<b>Total for AMAZON CAPITAL SERVICES</b>				<b>\$861.08</b>
<b>BAKER &amp; TAYLOR (ALL ACCTS)</b>				
BAKER & TAYLOR (ALL ACCTS)	09/11/2023	5018525805	309318 L026667 3 B00000 ADULT GN BOOKS	123.14
BAKER & TAYLOR (ALL ACCTS)	09/12/2023	5018537371	309318 L660753 3 B00000 J FICTION BOOKS	13.50
BAKER & TAYLOR (ALL ACCTS)	09/12/2023	5018525875	309318 L026683 3 B00000 J FICTION, J POP FICTION, J NONFICTION BOOKS	252.31
BAKER & TAYLOR (ALL ACCTS)	09/13/2023	5018535438	309318 L026683 3 B00000 J FICTION AND J NONFICTION BOOKS	182.08
BAKER & TAYLOR (ALL ACCTS)	09/14/2023	5018538273	309318 L821363 3 B00000 ADULT NONFICTION BOOKS	146.78
BAKER & TAYLOR (ALL ACCTS)	09/19/2023	5018538759	309318 L026667 3 B00000 ADULT GN BOOKS	31.75
BAKER & TAYLOR (ALL ACCTS)	09/19/2023	5018538203	309318 L026683 3 B00000 J FICTION BOOKS	736.29
BAKER & TAYLOR (ALL ACCTS)	09/21/2023	5018545297	309318 L026683 3 B00000 J FICTION & J NONFICTION BOOKS	228.92
BAKER & TAYLOR (ALL ACCTS)	09/22/2023	5018556747	309318 L660753 3 B00000 J FICTION BOOKS	6.08
BAKER & TAYLOR (ALL ACCTS)	09/29/2023	5018561688	309318 L026683 3 B0000 J FICTION AND NON-FICTION BOOKS	126.31
BAKER & TAYLOR (ALL ACCTS)	10/05/2023	5018578207	309318 CO68841 3 B00000 ADULT NON-FICTION BOOK	121.35
<b>Total for BAKER &amp; TAYLOR (ALL ACCTS)</b>				<b>\$1,968.51</b>
Bethlehem Public Library				

# East Greenbush Community Library

## Warrant of Bills by Vendor- 10/13/2023

October 17, 2023, Board Meeting

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Bethlehem Public Library	09/26/2023	257119	38113107597012 LOST/PAID BOOK	19.99
<b>Total for Bethlehem Public Library</b>				<b>\$19.99</b>
<b>BOA CARD SERVICES</b>				
BOA CARD SERVICES	10/05/2023	090623-100523	CORP ACCOUNT-BANK OF AMERICA- 1924	2,785.52
<b>Total for BOA CARD SERVICES</b>				<b>\$2,785.52</b>
<b>Brodart</b>				
800-233-8467				
Brodart	09/12/2023	B6660245	3105612 J BOARD BOOKS	11.46
Brodart	09/13/2023	B6660967	310561B ADULT FICTION BOOKS	41.38
Brodart	09/13/2023	B6660964	310561B ADULT LP BOOK	24.14
Brodart	09/13/2023	B6660961	310561B ADULT FICTION BOOKS	156.31
Brodart	09/13/2023	B6660960	310561B ADULT LP BOOKS	59.05
Brodart	09/13/2023	B6660957	310561B ADULT FICTION BOOKS	98.87
Brodart	09/15/2023	B6662631	3105612 J BOARD BOOK	8.14
Brodart	09/18/2023	B6663283	3105612 J POP FICTION BOOKS	53.20
Brodart	09/19/2023	B6663973	3105612 J NONFICTION BOOKS	56.89
Brodart	09/29/2023	B6670341	3105612 J NON-FICTION BOOKS	155.18
Brodart	09/29/2023	B6670121	3105612 J FICTION PICTURE BOOKS	21.42
Brodart	09/29/2023	B6670343		326.78
Brodart	09/29/2023	B6670503	3105612 J FICTION PICTURE BOOKS	69.02
Brodart	09/29/2023	B6670504	3105612 J NON-FICTION BOOK	14.90
Brodart	09/29/2023	B6670505	3105612 TEEN FICTION BOOK	14.01
Brodart	09/29/2023	B6670663	3105612 J FICTION PICTURE BOOKS	364.07
Brodart	09/29/2023	B6670666	310561 J FICTION BOOKS	25.80
Brodart	09/29/2023	B6670120	3105612 J FICTION BOOKS	23.91
Brodart	09/29/2023	B6670119	3105612 J POP FICTION BOOKS	39.48
Brodart	09/29/2023	B6670117	3105612 J POP FICTION BOOKS	47.10
Brodart	09/29/2023	B6670116	3105612 J PARENTING BOOKS	33.70
Brodart	10/02/2023	B6671519	310561B ADULT FICTION BOOKS	82.44
Brodart	10/02/2023	B6671512	310561B ADULT FICTION BOOKS	17.30
Brodart	10/02/2023	B6671390	310561B ADULT FICTION BOOKS	257.20
Brodart	10/02/2023	B6671269	3105612 J NON-FICTION BOOKS	39.98
Brodart	10/02/2023	B6671267	3105612 J FICTION BOOKS	46.23
Brodart	10/02/2023	B6671513	310561B ADULT FICTION BOOKS	87.84
Brodart	10/02/2023	B6671514	3105612 J POP FICTION BOOKS	22.02
Brodart	10/02/2023	B6671515	3105612 J NON-FICTION BOOKS	61.32
Brodart	10/02/2023	B6671518	310561B ADULT FICTION BOOKS	70.28
Brodart	10/02/2023	B6671520	3105612 J POP FICTION BOOKS	33.03
Brodart	10/02/2023	B6671526	3105612 J FICTION PICTURE BOOK	42.31
Brodart	10/02/2023	B6671537	3105612 J FICTION PICTURE BOOK	6.02
Brodart	10/02/2023	B6671538	3105612 J PARENTING BOOK	11.58
Brodart	10/02/2023	B6671540	310561B ADULT FICTION BOOKS	43.88
Brodart	10/02/2023	B6671541	310561B ADULT FICTION BOOKS	17.30
Brodart	10/03/2023	b6672249	310561B ADULT FICTION BOOKS	100.29
Brodart	10/03/2023	b6672240	3105102 J FICTION PICTURE BOOK	11.58
Brodart	10/03/2023	B6672352	3105612 J FICTION PICTURE BOOKS	28.95
Brodart	10/03/2023	B6672345	310561B ADULT FICTION BOOKS	160.84
Brodart	10/03/2023	B6672030	3105612 J NON-FICTION BOOKS	25.70
Brodart	10/04/2023	B6672908	310561B ADULT FICTION BOOK	14.20

# East Greenbush Community Library

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## Warrant of Bills by Vendor- 10/13/2023

October 17, 2023, Board Meeting

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
Brodart	10/04/2023	B6672868	310561B ADULT LP BOOK	35.31
Brodart	10/04/2023	B6672852	310561B ADULT FICTION BOOK	16.72
Brodart	10/04/2023	B6672851	310561B ADULT FICTION BOOKS	29.20
Brodart	10/05/2023	B6673648	310561B ADULT FICTION BOOK	17.87
Brodart	10/05/2023	B6673653	310561B ADULT FICTION BOOKS	38.86
Brodart	10/05/2023	B6673631	3105614 J PARENTING BOOKS	80.78
Brodart	10/05/2023	B6673632	310561B ADULT FICTION BOOKS	103.74
Brodart	10/05/2023	B6673651	310561B ADULT FICTION BOOKS	52.46
Brodart	10/09/2023	B6675216	310561B ADULT LP BOOK	36.16
Brodart	10/09/2023	B6675273	310561B ADULT FICTION BOOKS	69.19
Brodart	10/09/2023	B6675215	310561B ADULT FICTION BOOKS	16.72
Brodart	10/09/2023	B6675287	310561B ADULT FICTION BOOKS	49.59
Brodart	10/10/2023	B6676550	3105612 TEEN FICTION BOOK	11.85
Brodart	10/10/2023	B6676123	3105612 J FICTION PICTURE BOOKS	243.52
Brodart	10/10/2023	B6676284	3105612 J FICTION BOOKS	20.12
Brodart	10/10/2023	B6676294	3105612 J FICTION BOOK	13.26
Brodart	10/10/2023	B6676531	3105612 J NON-FICTION BOOKS	46.65
Brodart	10/10/2023	B6676359	3105612 J FICTION BOOKS	153.76
Brodart	10/10/2023	B6676295	3105612 J POP FICTION BOOKS	45.58
<b>Total for Brodart</b>				<b>\$3,906.44</b>
CAMFIL USA, INC.				
CAMFIL USA, INC.	09/29/2023	30417978	29902-000 4-AIR FILTERS (LEFT OFF OF ORIGINAL ORDER)	128.68
<b>Total for CAMFIL USA, INC.</b>				<b>\$128.68</b>
Capital Security				
479-7122				
Capital Security	09/15/2023	189992	EGCL NETWORK/CELLULAR MONITORING 10/01/23-10/31/23	63.00
<b>Total for Capital Security</b>				<b>\$63.00</b>
CENGAGE Learning/GALE				
877-201-3962 opt 2				
CENGAGE Learning/GALE	09/07/2023	82354904	124198 ADULT LP BOOK	27.99
CENGAGE Learning/GALE	09/11/2023	82453062	124198 ADULT LP BOOKS	83.19
CENGAGE Learning/GALE	09/12/2023	82488388	124198 ADULT LP BOOKS	31.99
CENGAGE Learning/GALE	09/12/2023	82487894	124198 ADULT LP BOOKS	63.18
CENGAGE Learning/GALE	09/26/2023	82686879	124198 ADULT LP BOOKS	96.79
CENGAGE Learning/GALE	10/06/2023	82778776	124198 ADULT LP BOOKS	29.59
CENGAGE Learning/GALE	09/26/2023	82687909	124198 CREDIT FOR THE FIVE STAR WEEKEND ADULT LP BOOK	-25.60
CENGAGE Learning/GALE	07/20/2023	81591552	124198 CREDIT FOR LP BOOKS	-23.52
<b>Total for CENGAGE Learning/GALE</b>				<b>\$283.61</b>
DEMCO				
800-752-7614 act.rece				
DEMCO	10/06/2023	7378003	710162791 2-BOOKTRUCKS FLAT TEAL & TURQUOISE	1,533.97
<b>Total for DEMCO</b>				<b>\$1,533.97</b>
Dropmysuite Inc.				
Dropmysuite Inc.	10/01/2023	5463-14	EGCL DIRECT USER EMAIL & COLLABORATION BACKUP SUBSCRIPTION COST	81.00
<b>Total for Dropmysuite Inc.</b>				<b>\$81.00</b>
EAST GREENBUSH KIWANIS CLUB				

# East Greenbush Community Library

## Warrant of Bills by Vendor- 10/13/2023

October 17, 2023, Board Meeting

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
EAST GREENBUSH KIWANIS CLUB	09/21/2023	100123-93024	EGCL ANNUAL CORPORATE MEMBERSHIP FEE 9/30/23-10/1/24	115.00
<b>Total for EAST GREENBUSH KIWANIS CLUB</b>				<b>\$115.00</b>
EGCL - Petty Cash				
EGCL - Petty Cash	09/19/2023	5011	EGCL HALLOWEEN STAMPERS OCTOBER SCAVENGER HUNT PRIZES AMY M.	18.00
<b>Total for EGCL - Petty Cash</b>				<b>\$18.00</b>
FASNY MUSEUM OF FIREFIGHTING				
FASNY MUSEUM OF FIREFIGHTING	10/03/2023	FASNY 2023	EGCL MUSEUM PASS 2023	100.00
<b>Total for FASNY MUSEUM OF FIREFIGHTING</b>				<b>\$100.00</b>
Grainger, W.W.,Inc. 869-1414				
Grainger, W.W.,Inc.	09/26/2023	9849929857	856763925 2-BULLETIN BOARDS, FABRIC 24HX36W	155.18
<b>Total for Grainger, W.W.,Inc.</b>				<b>\$155.18</b>
KEY COMMUNICATIONS 518 436-9572				
KEY COMMUNICATIONS	10/03/2023	101192	EGCL PHONE FOR YS OFFICE	308.00
<b>Total for KEY COMMUNICATIONS</b>				<b>\$308.00</b>
LANE PRESS				
LANE PRESS	09/11/2023	2221	402 EGRN LOGO MAILING ENVELOPES	359.00
<b>Total for LANE PRESS</b>				<b>\$359.00</b>
LEAGUE OF WOMEN VOTERS				
LEAGUE OF WOMEN VOTERS	09/19/2023	09192023	EGCL 2023 LIBRARY BUDGET ELECTION	425.00
<b>Total for LEAGUE OF WOMEN VOTERS</b>				<b>\$425.00</b>
MicroMarketing LLC 1-800-229-9887				
MicroMarketing LLC	09/19/2023	933139	1233 DEAD MOUNTAIN AUDIO-BOOK ON CD	42.50
MicroMarketing LLC	09/26/2023	933775	1233 ADULT AUDIO-BOOK ON CD	33.95
MicroMarketing LLC	09/28/2023	934268	1233 AUDIO BOOK ON CD ADULT	29.74
<b>Total for MicroMarketing LLC</b>				<b>\$106.19</b>
Midwest Tape 1-800-875-2785				
Midwest Tape	09/05/2023	504306780	2000001825 ADULT DVDS	83.96
Midwest Tape	09/12/2023	504344753	2000001825 MEDICAL INSURANCE 10/1/23-10/31/23	44.98
Midwest Tape	09/18/2023	504372172	2000001825 J AND ADULT DVDS	561.48
Midwest Tape	09/22/2023	504393480	2000001825 ADULT & J DVDS	435.54
Midwest Tape	10/02/2023	504432756	200000185 ADULT & CHILDREN DVDS	118.43
Midwest Tape	10/09/2023	504453957	2000001825 ADULT DVDS	332.84
<b>Total for Midwest Tape</b>				<b>\$1,577.23</b>
Nassau Free Library				
Nassau Free Library	09/27/2023	257187	38122009178037 LOST/PAID BOOK	6.99
<b>Total for Nassau Free Library</b>				<b>\$6.99</b>
NATIONAL BUSINESS TECH. (ALBANY)				
NATIONAL BUSINESS TECH. (ALBANY)	09/22/2023	IN569616	EG00 COPIES 9/25/23-10/24/23	223.60
<b>Total for NATIONAL BUSINESS TECH. (ALBANY)</b>				<b>\$223.60</b>

## East Greenbush Community Library

## Warrant of Bills by Vendor- 10/13/2023

October 17, 2023, Board Meeting

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
<b>NATIONAL BUSINESS TECHNOLOGIES (PA-NEW)</b>				
NATIONAL BUSINESS TECHNOLOGIES (PA-NEW)	09/28/2023	81067545	410090 COPIER 10/1/23-10/31/23	255.00
<b>Total for NATIONAL BUSINESS TECHNOLOGIES (PA-NEW)</b>				<b>\$255.00</b>
New York Library Association 427-1697				
New York Library Association	09/29/2023	REG-0143954	EGCL 2023 LIBRARY SKILLS ACADEMY LYSSANDRA SANCHEZ	180.00
<b>Total for New York Library Association</b>				<b>\$180.00</b>
Northeast Toner, Inc. 518-899-5545				
Northeast Toner, Inc.	09/14/2023	116851	EGCL COMPAT HP CE250 BLACK TONER	140.00
<b>Total for Northeast Toner, Inc.</b>				<b>\$140.00</b>
OVERDRIVE 216-573-6886 ext.212				
OVERDRIVE	09/12/2023	01080CO23318040	1080-0012 15-EBOOKS & 6-EAUDIOBOOKS ADULTS	1,268.28
OVERDRIVE	09/12/2023	01080CO23318042	1080-1012 15- EBOOKS & 9 EAUDIOBOOKS ADULTS	1,224.94
OVERDRIVE	09/19/2023	01080DA23326254	1080-0012 1-EAUDIO-BOOK ADULTS	80.00
OVERDRIVE	09/26/2023	01080DA23334365	1080-0012 1-E AUDIO-BOOK	76.00
OVERDRIVE	09/28/2023	01080CO23336989	1080-0012 7-EBOOKS ADULT & 6 E AUDIO-BOOKS ADULTS	801.68
OVERDRIVE	09/28/2023	01080CO23336994	1080-1012 4-EBOOKS ADULT & 10 E AUDIO-BOOKS ADULTS	913.87
OVERDRIVE	10/03/2023	01080DA23367492	1080-0012 3-EBOOKS & 2-E AUDIO-BOOKS ADULTS	282.92
OVERDRIVE	10/03/2023	01080DA23367493	1080-0012 1-EBOOK & 1- E AUDIO-BOOK CHILDRENS	72.98
<b>Total for OVERDRIVE</b>				<b>\$4,720.67</b>
Penworthy Co. 414-287-4600				
Penworthy Co.	09/12/2023	0593438-IN	00-1320185_001 J FICTION BOOKS	163.75
<b>Total for Penworthy Co.</b>				<b>\$163.75</b>
PLAYAWAY PRODUCTS LLC (877) 893-0808				
PLAYAWAY PRODUCTS LLC	09/26/2023	442572	EGCL J AUDIO-BOOK READALONGS	153.72
PLAYAWAY PRODUCTS LLC	09/26/2023	442480	EGCL J AUDIO-BOOK READALONGS	109.98
PLAYAWAY PRODUCTS LLC	09/28/2023	442852	EGCL J AUDIO-BOOK READALONG	59.99
PLAYAWAY PRODUCTS LLC	09/28/2023	442899	EGCL AUDIO-BOOK READALONG	59.99
<b>Total for PLAYAWAY PRODUCTS LLC</b>				<b>\$383.68</b>
PURE WATER PARTNERS				
PURE WATER PARTNERS	10/02/2023	1555515	700-39652 WATER COOLER 8/17/23-11/16/23	195.00
<b>Total for PURE WATER PARTNERS</b>				<b>\$195.00</b>
RCS Community Library				
RCS Community Library	09/21/2023	203853	3812610023019 LOST/PAID BOOK AMULET: BOOK THREE-CLOUD SEARCHERS	10.99
<b>Total for RCS Community Library</b>				<b>\$10.99</b>
Rensselaer Public Library				
Rensselaer Public Library	09/24/2023	254464	381271000129664 LOST/PAID BOOK GRAND ZERO	25.00
<b>Total for Rensselaer Public Library</b>				<b>\$25.00</b>
ROSSETTI, MARCIA				
ROSSETTI, MARCIA	10/11/2023	100923	EGCL STAFF MILEAGE REIMBURSEMENT GREAT GREENBUSH QUEST	18.34
<b>Total for ROSSETTI, MARCIA</b>				<b>\$18.34</b>

# East Greenbush Community Library

## Warrant of Bills by Vendor- 10/13/2023

October 17, 2023, Board Meeting

VENDOR	DATE	NUM	MEMO/DESCRIPTION	AMOUNT
<b>STAPLES</b>				
1-877-826-7755				
STAPLES	09/14/2023	3547442496	1008052 OFFICE SUPPLIES	23.02
STAPLES	09/20/2023	3547869876	1008052 PAPER TOWELS, SWIFFER DUSTER REFILLS MAINTENANCE SUPPLIES	136.39
STAPLES	09/29/2023	3548528809	1008052 CALCULATOR	8.66
STAPLES	10/02/2023	3549403458	1008052 OFFICE SUPPLIES	33.05
STAPLES	10/04/2023	3549333770	1008052 OFFICE SUPPLIES	11.92
<b>Total for STAPLES</b>				<b>\$213.04</b>
<b>TAG SOLUTIONS, LLC</b>				
(518) 292-6510				
TAG SOLUTIONS, LLC	10/01/2023	30626301	21743 MANAGED IT SERVICES 10/1/23-10/31/23	633.00
TAG SOLUTIONS, LLC	10/01/2023	30626164	21743 MANAGED SERVICES CORE-21743 CONTRACT CHARGE 10/1/23-9/30/26; SMB MANAGED SERVICES 10/1/23- 10/31/23	3,780.00
<b>Total for TAG SOLUTIONS, LLC</b>				<b>\$4,413.00</b>
<b>Troy Public Library</b>				
Troy Public Library	09/13/2023	212413	38132100757068 LOST/PAID BOOK	26.00
<b>Total for Troy Public Library</b>				<b>\$26.00</b>
<b>TWIN BRIDGES</b>				
518-282-5600				
TWIN BRIDGES	10/01/2023	OCT. 2023	55-8109 1 WASTE & RECYCLING 10/1/23-10/31/23	257.71
<b>Total for TWIN BRIDGES</b>				<b>\$257.71</b>
<b>UHLS</b>				
UHLS	09/27/2023	23-408	EGRN TEENS READ IT FORWARD BOOKS (RIF)	527.50
<b>Total for UHLS</b>				<b>\$527.50</b>
<b>Uline</b>				
1-800-295-5510				
Uline	09/20/2023	168684357	7372353 SHELVING FOR STORAGE ROOM IN THE MULTI- PURPOSE ROOM	806.64
<b>Total for Uline</b>				<b>\$806.64</b>
<b>VERIZON WIRELESS</b>				
VERIZON WIRELESS	10/01/2023	9945760148	542647307-00001 VERIZON WIRELESS MONTHLY CHARGE	36.32
<b>Total for VERIZON WIRELESS</b>				<b>\$36.32</b>
<b>WATERVLIET PUBLIC LIBRARY</b>				
WATERVLIET PUBLIC LIBRARY	09/23/2023	256419	31744000807855 LOST/PAID BOOK KNOTS AND CROSSES	25.00
<b>Total for WATERVLIET PUBLIC LIBRARY</b>				<b>\$25.00</b>
<b>WORLD AWARENESS CHILDREN'S MUSEUM</b>				
WORLD AWARENESS CHILDREN'S MUSEUM	08/31/2023	550	EGCL MUSEUM PASS	99.00
<b>Total for WORLD AWARENESS CHILDREN'S MUSEUM</b>				<b>\$99.00</b>
<b>TOTAL</b>				<b>\$28,104.63</b>

**Note**

Payment Approved / /





# East Greenbush Community Library

## Budget vs. Actuals: 2023 Voter Approved Budget

January 1 - October 13, 2023

	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET
<b>Revenue</b>					
4000 Fines & Fees	13,870.39	8,300.00	5,570.39	-5,570.39	167.11 %
4100 Other Income	3,474.52	425.00	3,049.52	-3,049.52	817.53 %
4200 Public Funds	2,220,929.00	2,232,457.00	-11,528.00	11,528.00	99.48 %
4400.00 Restricted Income (G/G)	19,780.00	25,000.00	-5,220.00	5,220.00	79.12 %
4401.00 Non-Restricted Income (G/G)	1,373.10	3,500.00	-2,126.90	2,126.90	39.23 %
4990.00 Transfer from Reserve(s)		131,121.00	-131,121.00	131,121.00	
<b>Total Revenue</b>	<b>\$2,259,427.01</b>	<b>\$2,400,803.00</b>	<b>\$ -141,375.99</b>	<b>\$141,375.99</b>	<b>94.11 %</b>
<b>GROSS PROFIT</b>	<b>\$2,259,427.01</b>	<b>\$2,400,803.00</b>	<b>\$ -141,375.99</b>	<b>\$141,375.99</b>	<b>94.11 %</b>
<b>Expenditures</b>					
CAP Capital Expenditures/Savings	20,240.00	127,000.00	-106,760.00	106,760.00	15.94 %
<b>Operating Expenses</b>					
5000 Technology/Communications	62,439.96	68,122.00	-5,682.04	5,682.04	91.66 %
5010 Programming & Planning	18,192.67	16,900.00	1,292.67	-1,292.67	107.65 %
5020 Bks & Mat'ls (Collections)	114,871.61	157,715.00	-42,843.39	42,843.39	72.83 %
5030 Facilities Expenses	111,684.64	192,506.00	-80,821.36	80,821.36	58.02 %
5040 Professional Services	108,101.08	133,471.00	-25,369.92	25,369.92	80.99 %
5050 Operat'ns	23,795.78	31,050.00	-7,254.22	7,254.22	76.64 %
5100 Human Resources/Staff Devt	5,000.58	5,000.00	0.58	-0.58	100.01 %
5200 Personnel					
5201.00 Benefits	170,671.10	392,644.00	-221,972.90	221,972.90	43.47 %
5250.00 Salaries	895,730.30	1,276,395.00	-380,664.70	380,664.70	70.18 %
<b>Total 5200 Personnel</b>	<b>1,066,401.40</b>	<b>1,669,039.00</b>	<b>-602,637.60</b>	<b>602,637.60</b>	<b>63.89 %</b>
<b>Total Operating Expenses</b>	<b>1,510,487.72</b>	<b>2,273,803.00</b>	<b>-763,315.28</b>	<b>763,315.28</b>	<b>66.43 %</b>
<b>Total Expenditures</b>	<b>\$1,530,727.72</b>	<b>\$2,400,803.00</b>	<b>\$ -870,075.28</b>	<b>\$870,075.28</b>	<b>63.76 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$728,699.29</b>	<b>\$0.00</b>	<b>\$728,699.29</b>	<b>\$ -728,699.29</b>	<b>0.00%</b>
<b>Other Expenditures</b>					
FR Friends Pass-through	-1,347.14		-1,347.14	1,347.14	
<b>Total Other Expenditures</b>	<b>\$ -1,347.14</b>	<b>\$0.00</b>	<b>\$ -1,347.14</b>	<b>\$1,347.14</b>	<b>0.00%</b>
<b>NET OTHER REVENUE</b>	<b>\$1,347.14</b>	<b>\$0.00</b>	<b>\$1,347.14</b>	<b>\$ -1,347.14</b>	<b>0.00%</b>
<b>NET REVENUE</b>	<b>\$730,046.43</b>	<b>\$0.00</b>	<b>\$730,046.43</b>	<b>\$ -730,046.43</b>	<b>0.00%</b>

**Note**

On this day, the year is 78% over.



## Balance Sheet As of October 13, 2023

	TOTAL			
	AS OF OCT 13, 2023	AS OF OCT 13, 2022 (PY)	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts				
Board Designated Accounts				
1001.00 Pioneer GIFT & GRANT XXXX0186	61,474.19	37,916.59	23,557.60	62.13 %
1002.00 Petty Cash Gift & Grant	200.00	200.00	0.00	0.00 %
1007.00 Pioneer HURR ACCOUNT XXX244	58,418.11	58,315.03	103.08	0.18 %
<b>Total Board Designated Accounts</b>	<b>120,092.30</b>	<b>96,431.62</b>	<b>23,660.68</b>	<b>24.54 %</b>
Cash, Operating Accounts				
1003.00 Pioneer OPERATING XXXX0178	118,999.98	138,326.97	-19,326.99	-13.97 %
1004.00 Pioneer PUBLIC FINANCE XXXX0194	627,552.41	1,113,523.59	-485,971.18	-43.64 %
1005.00 Pioneer FUND BALANCE XXX251	338,067.36	40,054.06	298,013.30	744.03 %
1006.00 Petty Cash	200.00	200.00	0.00	0.00 %
ZZZPetty Checking	0.00	-90.00	90.00	100.00 %
<b>Total Cash, Operating Accounts</b>	<b>1,084,819.75</b>	<b>1,292,014.62</b>	<b>-207,194.87</b>	<b>-16.04 %</b>
Reserve, Capital Accounts				
1008.00 Pioneer CAPITAL RESERVE XXXX0228	500,793.41	332,399.88	168,393.53	50.66 %
1009.00 Pioneer OPER. CONT. RES XXXX0210	388,680.62	184,664.03	204,016.59	110.48 %
<b>Total Reserve, Capital Accounts</b>	<b>889,474.03</b>	<b>517,063.91</b>	<b>372,410.12</b>	<b>72.02 %</b>
<b>Total Bank Accounts</b>	<b>\$2,094,386.08</b>	<b>\$1,905,510.15</b>	<b>\$188,875.93</b>	<b>9.91 %</b>
Accounts Receivable	\$0.00	\$90.00	\$ -90.00	-100.00 %
Other Current Assets	\$250.00	\$250.00	\$0.00	0.00 %
<b>Total Current Assets</b>	<b>\$2,094,636.08</b>	<b>\$1,905,850.15</b>	<b>\$188,785.93</b>	<b>9.91 %</b>
Fixed Assets	\$2,269,239.35	\$2,327,887.75	\$ -58,648.40	-2.52 %
<b>TOTAL ASSETS</b>	<b>\$4,363,875.43</b>	<b>\$4,233,737.90</b>	<b>\$130,137.53</b>	<b>3.07 %</b>
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable	\$28,104.63	\$60,273.83	\$ -32,169.20	-53.37 %
<b>Total Current Liabilities</b>	<b>\$28,104.63</b>	<b>\$60,273.83</b>	<b>\$ -32,169.20</b>	<b>-53.37 %</b>
<b>Total Liabilities</b>	<b>\$28,104.63</b>	<b>\$60,273.83</b>	<b>\$ -32,169.20</b>	<b>-53.37 %</b>
Equity	\$4,335,770.80	\$4,173,464.07	\$162,306.73	3.89 %
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$4,363,875.43</b>	<b>\$4,233,737.90</b>	<b>\$130,137.53</b>	<b>3.07 %</b>

**Note**

On this date, the year is 78% over



Admin Comm Meeting Minutes  
October 2, 2023

Attendees:

Michael Poost, Chair  
Jill Dugas Hughes  
Lynne Oudekerk  
Charlie Pensabene  
Katie Sheehan

1. IT Service Agreement
  - New vendor TAG Solutions is onboard as of 1 October and beginning implementation.
  
2. General Liability Insurance
  - Cyber update. Nothing new, quote for cyber insurance will be requested once TAG Solutions security-related updates are implemented.
  
3. Volunteer Firefighter and Ambulance Service Workers Property Tax Exemption
  - Public hearing update. Scheduled for November 21, 2023, Board meeting.
  - Also discussed public hearing requirement for change to allow Board member remote attendance at Board meetings. This public hearing will be held immediately following Firefighters public hearing prior to the start of the November board meeting
  
4. Possible Land Donation
  - Jill has communicated the Board decision to the landowner's attorney. Item closed.
  
5. Facilities
  - Following discussion, and with completion of Building Condition Survey (BCS), decision was made to recommend ending separate Facilities Committee and including facility related efforts within the scope of the Admin Committee.
  - Jill, Michael, and Charlie met with Jay Stasack, HHA, and Tom Sedgwick, Greco Construction on September 28th to discuss next steps and project delivery options. Greco Construction has considerable experience with Library Construction Grant projects with Albany Public Library.

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- There are concerns regarding water infiltration at large windows especially in children's room. This investigation requires opening the walls under the window to observe if water has entered the stud space, and if it has, what the consequential damage is and what repair/remediation might be required.
- This investigation is beyond the scope of the completed Building Condition Survey. Since the Library has no contractual relationship with Greco Construction decision was made to do this work as an additional service to HHA's BCS contract. The investigative work could commence as early as 1st week in October.
- Subsequent to meeting investigative work was completed and no evidence of recent water infiltration was found.

Submitted by Michael Poost, Chair



TO: East Greenbush Community Library Board of Trustees  
 FROM: Chairperson Mari Harris  
 RE: Services Committee Meeting Minutes 10/2/23 5:30 – 7:00 pm  
 ATTENDEES: Mari Harris, Amanda Miller, Camie Engel, Lynne Oudekerk, Library Director Jill Dugas Hughes

### **1. Strategic Plan**

The Community Advisory Council will have its final meeting (Strategic Plan-related) on Thursday October 5, 2023 from 6:30 - 8:00 pm. The meeting will be in-person and virtual. All Board members will be invited. Will seek CAC input on maintaining relationship in this capacity.

The new Strategic Plan will be uploaded to the library website shortly after CAC meeting.

Library will engage its marketing strategy to inform community of results and where we are headed.

### **2. Little Free Library**

Discussion continuing for pursuing new ownership. Ideas include contacting local community organizations (e.g., Kiwanis, Elks) and community members who might be willing and able to maintain a book house on their property. Huntswood development does not allow structure without prior approval from town. Committee members are to send ideas electronically to MH by October 11.

### **3. Policies**

#### **Video Conferencing Policy (Rename: Remote Attendance Policy)**

Committee discussed proposed draft. Agreed policy would be better titled "Remote Attendance" as it pertains to trustees attending public meetings remotely. Due to time constraints, committee members agreed to electronically collaborate on policy draft in TEAMS by end of business day 10/7. Committee supports presenting this policy to full Board. JDH will compile final draft for presentation.

Pursuant to Open Meetings Law, a public hearing must be held prior to adopting this policy. If policy is adopted, by-laws will need editing to conform to policy language.

#### **Public Comment Policy**

Committee discussed proposed draft and worked on editing. Policy addresses Public Comment segment of board meetings and establishes expectations and guidance on how this segment will run to ensure fairness, respect, and inclusion of perspectives from persons or organizations that want to be heard. Due to time constraints, committee members agreed to electronically collaborate on policy draft in TEAMS by end of business day 10/7. JDH will compile final draft. Committee supports presenting this policy to full Board.

#### **Succession Planning Policy**

Meeting did not allow time for discussion. Committee members agreed to review and to electronically collaborate on policy draft in TEAMS by end of business day 10/7. JDH will compile final draft. Committee supports presenting this policy to full Board.

**4. Upcoming**

By-laws will need revisions to reflect new policies when they are adopted. Guidelines for Board members handling public comment will be crafted upon adoption of a Public Comment Policy.



## Director's Report- October 17, 2023

### Based on Strategic Plan 2023-2028 "You Belong Here"

### Adopted September 19, 2023

**Vision:** To serve at the central hub where people feel welcome, supported in learning, and connected to community and one another.

**Mission:** We inspire learning, imagination, collaboration, and compassion by providing our community with equitable access to resources in a welcoming environment.

**Strategic Plan Transition:** This month's director's report format marks our transition from the previous strategic plan to the newly adopted Strategic Plan 2023-2028. I have engaged with various stakeholder groups to introduce and discuss the new plan. These include presentations to the Community Advisory Council on October 5, and a presentation to our dedicated staff during the Staff Development Day on October 9. I also attended a great training session (online) with Rich Harwood from Harwood Institute on change management, "The North Star."

#### **Cross-Functional Teams:**

On Staff Development Day, our staff engaged in brainstorming sessions to identify activities that we already undertake that align with the new plan and those that do not. Each staff member selected top goals, leading to the formation of cross-functional teams for each goal. Over the next few months, we will be scheduling kickoff meetings for these teams. During these meetings, teams will prioritize activities, establish timelines, and identify processes or projects to be discontinued to make room for new initiatives. We are already generating excitement for the plan's implementation.

#### **Capital Projects Update:**

We received preliminary news the Upper Hudson Library System board has nominated us for a 2024 Library Construction Grant, amounting to \$328,054. I attended a webinar hosted by the NYS Education Department on September 12: "Planning for a Library Construction Project" to stay up-to date with any potential changes with the Library Construction Grant program. Initial exploratory work on the windows began in the children's room on October 6, indicates that repairs will be sufficient, eliminating the need for replacements. This news is a significant boost to our capital project budget.

#### **Election Update:**

The Annual Library Budget and Election was held on Tuesday, September 19 (9am-9pm, with the budget passing smoothly (\$2,350,750.) Nichole Krisanda was elected for a 5-year term, beginning on January 1, 2024. Despite our "Get out the Vote" initiatives, voter turnout was lower than expected. The Friends of the Library hosted several "Get out the Vote" initiatives including a "Donut Forget to Vote" activity where kids/adults were invited to vote for their favorite local donut after a taste test. This was held during the elections in the lobby. The election was run by the League of Women Voters and certified by

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the Town Clerk. The League of Women Voters has recommended ending future elections at 8pm, in-line with the library's closing time.

#### **Schodack:**

I presented 2022-2023 highlights to the Schodack Town Board and introduced our 2024 budget request on September 28, alongside the directors from Nassau and Castleton Libraries. We appreciate the support from Mari Harris and Schodack resident/patron, Lauren Hodgson.

#### **Library Safety Summit:**

I participated in the Library Leaders Safety Summit on September 20, focusing on approaches to safety from a trauma-informed lens, establishment of trauma-informed practices and policies, and understanding various options for security staffing. This knowledge will significantly contribute to revising our policies, particularly the Code of Conduct, and support our staff with through a trauma-informed perspective.

Panelists included:

- Melissa Munn, Customer Experience Director- Public Operations, Pierce County Library System
- Pam Ryan, Director, Service Development & Innovation, Toronto Public Library
- Kaya Burgin, Branch Manager, Cincinnati & Hamilton County Public Library
- Leah Esguerra, LMFT, Library Social Worker, San Francisco Public Library
- Dr. Anthony Wilson, Chief Diversity & Equity Officer, Columbus Metropolitan Library
- Kelvin Watson, Executive Director, Las Vegas Clark County Library District
- Tim McLeod, Education Consultant, Spark\*Ed
- Alex Nyquist, PhD, Pediatric Psychologist, Cincinnati Children's Hospital
- Stephen Jackson, Director of Equity & Anti-racism, Oak Park Public Library

#### **IT Consulting Firm**

Our contract with Tag Solutions was finalized last month and we held our kick-off on October 3 to transition IT services. This transition process is currently underway, with the objective of a seamless shift. Special thanks to Selina Piro for her valuable contributions during the selection and implementation process.

Related internal documents, including the emergency phone list and IT Incident Response Plan have been updated and distributed to staff.

We will submit a cyber insurance application as soon as all things are changed over, and new security services are in place (timeframe 1-2 months).





## Goal 1. Build Community Connections

*Community members will feel welcomed by the library and library staff and will feel more connected with one another by having access to programs and resources that are responsive to their needs, reflective of the diversity of community voices, and give them the opportunity to work together with the library to create meaningful experiences.*

### 1. Increase opportunities and methods for community members to offer feedback

*Status:*

- The Services Committee of the board has been diligently working on crafting three new policies: Public Comment Policy, Remote Attendance Policy, and Board Development Policy. These policies are now ready for presentation to the board for your consideration this month. These policies will facilitate enhanced communication with our community, ensuring that their feedback and voices are heard and valued.

### 2. Increase program opportunities for community members to engage meaningfully with one another across lines of difference

*Status: No progress this month.*

### 3. Identify current underserved communities and craft initiatives by increased usage by identified groups

*Status:*

- Elizabeth launched the Homeschool Meetup program, with the first event centered around the theme of Flight. This engaging event allowed kids to create paper airplanes and flyers to determine which would fly the farthest. The first session drew 17 participants and provided a platform for homeschooling families to connect and learn together.
- To cater to tweens, we distributed 60 Hallo-Teen bags, each containing a free book, snacks, and toys. This initiative was well-received by parents, filling a unique niche during a time when most activities tend to cater to younger children.
- In collaboration with Questar III BOCES, we hosted seven English Language Classes in September, attracting 29 participants. These classes facilitate language acquisition and promote inclusivity within our community.
- To enhance accessibility to our meeting rooms, the meeting room policy was amended on September 19 by the board. The requirement for a library card for same-day reservations has been removed, making it more convenient for community members to utilize our meeting spaces. This change, along with revised internal procedures for staff and staff training on Staff Development Day on October 9, ensures that all community members can readily access our meeting facilities. These new policies and procedures will be effective starting on October 16.

## Goal 2. Engage With Your Community

*New and longtime community members will see the East Greenbush Community Library as a central hub for resources to engage them with local government, volunteer opportunities, and programs, services, and activities in partnership with community agencies and organizations.*



### **1. Increase bi-directional communication with local government and community agencies**

*Status:*

- We kicked off the “Great Give Back,” a community service initiative for New York State libraries, held throughout the month of October. We are collecting new and unopened packages of essential items, including tampons, pads, liners, menstrual cups, cleansing wipes, and reusable period products. These donations will directly benefit community organizations, including a shelter for women and families in Rensselaer County and a local office providing aid for refugees and immigrants.
- We have been proactive in extending our support to other community organizations by donating leftover costumes from the Halloween Costume Swap to the Castleton Library and Street Soldiers.
- Jill attended the Kiwanis club meetings on September 26 (at YMCA) and October 10 (virtual). Special thanks to the Kiwanis club members for their generous volunteering efforts, including assistance with the Friends spring booksale, sponsorship of the upcoming Halloween Storytime Parades/parties, and support of the Great Greenbush Quest, town-wide mystery scavenger hunt.
- A meeting between the library and representatives from the Rensselaer County Legislature took place on September 29, when Lynne Oudekerk, Mari Harris and Jill met with Kelly Hoffman, Chairperson, Rensselaer County Legislature, Robert Bayly, Vice Chairperson Kelly Hoffman, Tom Grant, Legislator and Jessica Charette, Clerk of the Legislature. We discussed the relationship between the county and the library, funding, and potential areas for collaboration moving forward. We also used this opportunity to present an overview of our new strategic plan during this meeting.
- Jill, Lynne, and Mari met with the Community Advisory Council (CAC) on October 5, and thanked them for their active participation in the planning process. Jill presented an overview of the strategic planning process, the results, and the adopted plan. The CAC has expressed their commitment to continue to meet quarterly and to serve as a valuable resource moving forward.

### **2. Increase usage of or collaboration with the library by local government and community groups for meetings and events**

*Status:*

- The spring book sale, hosted by the Friends of the Library began on October 13 and will run through October 15. Special thanks to Julie Ann Price and the numerous book sale sorters who have dedicated their efforts to prepare for this event/fundraiser.

### **3. Increase usage of library resources to connect community members to community events**

*Status:*

- September was designated as library card sign-up month, during which we actively encouraged sign-ups through a PR campaign, including library displays. This initiative resulted in 126 new library cards, with 9 of them registered online. 64% were East



Greenbush residents, 13% Schodack residents, and 24% other. A total of 69 kids received their first library cards, each accompanied by a special goody bag.

- Julie Ann and Jill attended East Greenbush Community Day on September 16, at the Red Barn (East Greenbush Town Park). They distributed library information and budget/election information to approximately 50 individuals who visited the library table. This outreach led to the signing up of 2 new people for library cards and highlighted the Great Greenbush Quest Scavenger Hunt.
- Our library staff took part in the Great Greenbush Quest, a town-wide clue/scavenger hunt sponsored by the Friends of the Library, during Staff Development Day. This activity was both educational and enjoyable, enabling our staff to gain firsthand knowledge about the community and effectively communicate hunt to the public.

### Goal 3. Satisfy Curiosity and Stimulate Imagination

*Community members will know that when they interact with East Greenbush Community Library, they will have access to resources and experiences that enrich their lives and engage them with new ideas in spaces that allow for both quiet and active uses.*

#### 1. Assess the use of physical (indoor/outdoor) and virtual spaces to meet the needs of the community, including barriers to accessibility

*Status:*

- The youth services department introduced a creative touch to our book returns at the circulation desk and drive-thru window with the introduction of Bookie Monster and Drive-Book Ghost. These whimsical additions engage our young patrons and add a touch of fun to their library experience.
- In 2023, we ceased funding new purchases for the CD collection, in alignment with rapid declining usage. As usage of the collection continued to decline, we undertook the task of meticulously weeding it down to a significantly smaller size. Originally we had planned to phase out the collection gradually over a few years. However, in the spirit of prioritizing our strategic plan goals, we made the decision to completely deaccession the CD collection with a target completion date of April 2024. This strategic move allows us to allocate staff resources to more vital initiatives, as well as free up valuable space within the library for other purposes (to be determined). In preparation for this transition, we will carry out a “batch delete” of CD records from the library catalog. We will begin by removing locks from the CD cases. We will also extend this practice to all other media cases, with the exception of video games, moving forward.

#### 2. Increase the overall awareness that community members have of the library’s programs, collections, and services

*Status:*

- We received some nice press from the Times Union about the Costume Swap: <https://www.timesunion.com/kristi/article/area-libraries-offer-free-halloween-costume-swap-18401093.php>



- The Library Expedition Finale, held on September 13 at the Pruyn House, attracted a substantial crowd of over 400 attendees. Our dedicated team, consisting of Karen Gottcent, Amy McCarthy, and Jill staffed our table and engaged with the visitors. The Plinko Board was a hit, as always! Special thanks to Cami Engel for staffing the Upper Hudson Library System (UHLS) table and Amanda Miller and her family for assisting at our library table. Overall, an impressive 39,726 people visited one of the UHLS library branches to take part in the Library Expedition, with our library recording the highest number of visitors out of all the other library locations (1,565 people). Other libraries that also received more than 1,400 visits included Voorheesville and Colonie.
- A total of 427 people individuals actively participated in our Pokémon-themed scavenger hunt in the children’s room.
- To highlight items left in our Lost and Found, Elizabeth Keville created a captivating “Museum of Lost Things” display which garnered over 100 reactions on Facebook. Despite the attention, only one item was successfully reunited with its owner.

### 3. Increase circulation of diverse resources and materials

*Status:*

- Our Costume Swap initiative received overwhelming participation, with more than 100 costumes contributed and 64 people participating in the swap.
- The Adult and Information Services department thoughtfully curated a Hispanic Heritage Display, highlighting a diverse and enriching collection to our patrons.

## Goal 4. Promote Literacies

*Community members will see the value in literacies of all types, from early literacy to digital literacy. Community members of all ages will find services at the library that help them to develop or practice a variety of literacy skills, develop their ability to understand and express ideas and opinions, and to succeed in pursuits of interest.*

### 1. Increase opportunities for hands-on and intergenerational learning

*Status:*

- We put up our final Storywalk of the year in September, featuring “Click, Clack, Moo: Cows that Type” by Doreen Cronin. This engaging and interactive initiative will remain accessible until the weather becomes too inclement.

### 2. Increase on-site and on-line access to resources that promote literacy skills

*Status:*

- For Saturday’s solar eclipse, we distributed 50 pairs of eclipse viewing glasses, with a limit of one pair per household. We also encourage patrons to retain their current pair for the total eclipse in April. This initiative ensures that our community can engage and learn from significant astronomical events.

### 3. Increase community partnerships with educational institutions

*Status:*

- Our “Books with Wheels” program is experiencing some growth, and several new members from the Friends of the Library have volunteered to assist with book deliveries. This program ensures that books and resources reach individuals who may face mobility challenges.
- We are thrilled to share that Jody Squadere was selected by the Cornell Cooperative Extension (CCE) to receive their “Family and Consumer Science Golden Shovel Award.” This recognition is a testament to Jody’s outstanding work in partnering with CCE to provide nutrition programming classes at the library, both in-person and virtually. The partnership between the CCE and the library has been highly productive, and we eagerly anticipate further collaborative endeavors.

### Goal 5. Advance Local Economic Vitality

*Local Businesses, entrepreneurs, and community leaders will view the library as part of their support system for growth and success in our community.*

- 1. Increase library staff capacity to assist businesses and entrepreneurs in physical and digital spaces**  
*Status: Not started*
- 2. Increase usage of existing library resources that support local businesses and entrepreneurs**  
*Status: Not started*
- 3. Increase opportunities for local businesses and entrepreneurs to network and build skills**  
*Status: Not started*

*Respectfully Submitted: Jill Dugas Hughes, Director*



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## Personnel Memo

October 17, 2023

*Submitted by Jill Dugas Hughes*

### Resignation:

- N/A

### Termination:

- N/A

### Classification Change:

- N/A

### Provisional Appointment:

- Dolores Hallenbeck, Library Clerk (PT), effective 10/18/2023

### Current Open/Unfilled Positions/Organizational Chart Changes

- Library Assistant, Media & Technology, Full-Time (06/20/2023)
- Librarian I, (new position) Full-Time (10/17/2023)
- Librarian I, (temporary) Part-Time
- Librarian I, (temporary) Full-Time



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## Remote Attendance Policy

### New Policy- Draft- October 13, 2023

Anytime the Library Board of Trustees gathers to conduct official business and there is a quorum of the Board, the meeting is defined as a public meeting and shall be open and accessible to the public, in accordance with the NYS (New York State) Public Officers Law. Trustees must attend all duly notified meetings pursuant to the Library By-Laws. Trustees may fulfill this requirement through remote attendance via videoconferencing as set forth in this policy.

The guidelines for a public meeting pursuant to an emergency order supersede those in this Remote Attendance Policy.

### Policy Guidelines

The following guidelines shall govern how and when the library utilizes remote attendance and videoconferencing technology for public meetings:

- As per New York State law, a quorum of voting board members must be present in person to conduct a public meeting.
- Members of the board of trustees are required to be physically present at any duly noticed meeting unless such members are unable to attend in-person due to extraordinary circumstances, which may involve disability, illness, caregiving responsibilities, travel, or any significant or unexpected factor or event.
- If a member is unable to be physically present at the public meeting and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify the Meeting Chair and Library Director no later than four business days prior to the scheduled meeting, or as soon as practicable if extraordinary circumstances present themselves on an emergent basis, and public notice shall be updated accordingly.
- Members of the board of trustees shall be seen, heard, and identified, whether in-person or on video, while the meeting is being conducted. This includes any motions, proposals, resolutions, and any other matter formally discussed or voted on, except executive sessions, which may be closed to the public. Members participating in board of trustee meetings virtually must keep their cameras turned on and actively participate throughout the duration of the meeting.
- Meeting minutes shall note which members participated virtually. If videoconferencing is used to conduct a board of trustees meeting, the public notice for the meeting shall inform the public that videoconferencing will be used and shall include directions for how the public can view and/or participate in such a meeting.
- Each meeting involving the use of videoconferencing shall be recorded and such recordings shall be posted or linked on the library's website within five business days following the meeting. Recordings shall remain available for at least five years thereafter. Recordings shall be transcribed upon request.



## Public Comment Policy

### New Policy- Draft- October 13, 2023

The East Greenbush Community Library Board of Trustees welcomes input from members of the public at public hearings, board meetings, and committee meetings. This policy outlines the guidelines for public comments during these meetings to ensure that individuals have a chance to express their views and provide input as the Board conducts library business.

#### Policy Guidelines

- The agenda for each Board of Trustees' meeting will include a 15-minute Public Comment period at the beginning of the meeting. An additional Public Comment period may be added at the end of the meeting if it is deemed necessary to accommodate public comments. The Board President or designee may adjust the duration of the Public Comment period.
- Members of the public are invited to express their views during the Public Comment period of the meeting. Those who wish to speak shall sign in prior to the start of the meeting with their name, town of residence, and the topic of their comments. If they are representing a group, they should specify the group's name.
- In cases where individuals cannot attend in person, they may submit their comments to the library director via email or phone, provided that they do so no later than 24 hours before the meeting begins.
- The Board President or their designee will determine the order in which individuals are recognized to speak.
- Each individual speaking during the Public Comment period will be given a maximum of three (3) minutes to share their comments. Board President or their designee will track elapsed time.
- Speakers are not allowed to transfer any portion of their 3 minutes to another speaker.
- Comments made by members of the public must be addressed to the Board as a whole and pertain to library matters.
- The Board is not obligated to answer questions or act in response to requests made by speakers during a public meeting. Public comment time is meant for public contributions, not for direct discussion with the Board.
- The President or their designee, shall be the only person interacting with the public comment period, unless otherwise determined by the President.
- Speakers are not required to be residents of the Town of East Greenbush to make comments at a public meeting.
- All visual and audio elements during public library meetings, as per the NYS Open Meetings Law, must be accessible to those attending remotely.
- Speakers are expected to show respect to the Board members, the Library Director, and fellow members of the public. Disruptive behavior may result in loss of comment time, expulsion from the meeting, or other actions necessary to restore order and safety. "Disruptive behavior" includes but is not limited to physical violence; insulting, harassing or abusive verbal behavior,



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loud or intrusive behavior that disrupts the meeting, removal or damage to library materials or property; or behavior intended to incite unrest.

- The Board President or their designee may prohibit a speaker from further commenting if they exceed the time limit or engage in disruptive commentary or behavior, as identified above.
- If not all speakers requesting time to speak have been recognized before the allotted Public Comment period ends, the Board President or their designee is authorized to take one of the following actions:
  - a) Extend the Public Comment period to accommodate remaining speakers.
  - b) Schedule a public hearing on the issue at a future date.
  - c) Accommodate remaining speakers during the public comment segment at a future Board meeting.
- The library meeting minutes will include the names of any public speakers and a summary of comments.



## M

### Board Development Policy

#### New Policy- Draft- October 12, 2013

The Board of Trustees of the East Greenbush Community Library is committed to ensuring the continuity of leadership within the board through careful appointment of officers, trustee development, and leadership mentoring. The purpose of these efforts is to ensure a seamless transition in governance as board members either depart from leadership positions as part of planned changes or due to unexpected events.

#### Appointing Board Leadership

The library is administered by a board of seven (7) trustees elected by the voters of the East Greenbush library district. Election, removal, and special appointment of Trustees are defined in the library's bylaws. All trustees are encouraged to serve as committee chairs and in leadership positions during their tenure on the board.

At the last board meeting of the calendar year, the Nominating Committee will propose a slate of qualified candidates for leadership positions for the upcoming year, including President, Vice-President, Secretary, and Treasurer. The board will deliberate and vote on this slate during the meeting, and the elected officers will assume their roles on the first day of the upcoming calendar year, where the incoming President will appoint trustees to serve as chairpersons of the two standing committees of the Board: Services Committee and Administrative Committee.

#### Leadership Development

To ensure the ongoing development and sustainability of leadership within the library board, the following measures shall be taken:

1. All potential trustee candidates will be asked to commit to serving in board leadership positions, if elected, at the time they submit their candidate packets.
2. All trustees are strongly urged to take on roles as committee chairs and in various leadership positions during their time on the board.
3. It is expected that every trustee serves on at least one standing committee of the board every year.
4. A comprehensive onboarding session, organized by the Vice-President of the board and Library Director, will be conducted to equip newly elected trustees for their board responsibilities. This orientation is scheduled to take place within the first three months of a trustee's term and will cover essential topics, including mandatory trustee training, board structure and organization, board job descriptions; board policies; library bylaws, policies, strategic plan, an overview of the facilities, and the library budget.

5. An annual planning meeting will be organized for all trustees to draft board priorities for the year, aligning with the library's strategic plan. .
6. A seasoned trustee will be appointed to mentor each newly elected trustee on board operations throughout their first year on the board.
7. Encouragement will be given to trustees regarding their interest in and commitment to leadership positions on the board throughout the year.

## **Planning for Leadership Succession**

Leadership positions within the board require commitment and ability to fulfil the duties associated with the role. The following minimum guidelines should be considered by the Nominating Committee when preparing their slate of nominees for board leadership positions:

### **Nominee for President should have:**

- Served two years in a leadership position on this board (Vice-President, Secretary, Treasurer, or standing committee chair) [Preferred], or served in leadership capacity on a similar board.
- Served as a member or chair of both standing committees of the board [Preferred]
- Two or more years remaining on their current term on the board [Preferred]
- Not served in the position of President for more than two consecutive years. [Preferred]
- Fulfilled their trustee obligations as established in by-laws and library trustee training.

### **Nominee for Vice-President should have:**

- Two or more years remaining on their current term on the board [Preferred]
- Served as a member or chair of both standing committees of the board [Preferred]
- Expressed willingness to accept future leadership positions, including President [Preferred]
- An understanding that they will assume the Presidency should that position become vacant due to the President's absence, disability, or removal from office. [Required]
- Fulfilled their trustee obligations as established in by-laws and library trustee training

### **Nominee for Secretary or Treasurer should have:**

- Two or more years remaining on their current term on the board [Preferred]
- Expressed willingness to accept future leadership positions, including President and Vice-President. [Preferred]

## **Addressing Mid-Year Leadership Vacancies**

In cases where a leader must vacate their position during the year, either with notice or without, the following protocols shall guide the board in addressing mid-year leadership vacancies:

- If the position of President becomes vacant, the Vice-President will assume and perform the duties and functions of the President for the remainder of the calendar year.
- If the position of Vice-President becomes vacant, either because the Vice-President has assumed the role of President or due to the Vice-President’s departure, the President will recommend a candidate to serve in this role for the duration of the calendar year. The board will accept this recommendation, by majority vote, at the next scheduled meeting of the board.
- If the vacancy is in the office of Secretary or Treasurer, the President will recommend a candidate to serve in this role for the duration of the calendar year. The board will accept this recommendation, by majority vote, at the next scheduled meeting of the board.
- If the vacancy is in the office of chair of a standing committee the President will recommend a candidate to serve in this role for the duration of the calendar year. The board will accept this recommendation, by majority vote, at the next scheduled meeting of the board.
- If the trustee vacates their trustee position, the by-laws stipulate that the board may designate, by majority vote, a replacement trustee to serve until the next scheduled election. The President will coordinate this process with the board.

<b>Date</b>	<b>Deliverable</b>	<b>Responsible Party</b>
January 1	Trustee term begins	Incoming Trustee
January Board of Trustee (BOT) meeting	Vote on slate of leadership candidates	Nominating Committee All trustees
January BOT meeting	Appoint standing committee members and chairpersons	President
January BOT meeting	Assign new trustees a board mentor	President
Jan - March	Orient new trustees	Vice-President Library Director
Jan – March	Hold annual board planning meeting	President

# M

February – March	Discuss trustees’ interest in running for another term (if applicable) and future leadership vacancies	President
July- August	Trustee candidate packets circulated and due	Library Director
September	Hold annual election of trustees	
November	Appoint Nominating Committee chair and members	President
Ongoing	Fill mid-year trustee and leadership vacancies	President