



Library Board of Trustees Meeting - DRAFT  
*October 17, 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

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

- Amy Hodor, Administrative Assistant
- Jill Dugas Hughes, Library Director

A Library Board of Trustees meeting of the East Greenbush Community Library was held on October 17, 2023, at the East Greenbush Community Library and was livestreamed. It began at 7:01 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 7:01 p.m.

**PUBLIC COMMENT:** None

**REVIEW OF AGENDA:**

- Item No. 3; executive session motion was edited.
- Old Business: added dissolution of Facilities Committee
- New Business: added formation of Nominating Committee

**EXECUTIVE SESSION:**

**MOTION #2023-10-85:** Ms. Oudekerk made the motion to enter Executive Session to address employment issues relating to a library employee. Ms. Engel seconded. The motion was carried with 5 in favor, two absent.

Ms. Sheehan arrived at 7:04pm.



**MOTION #2023-10-86:** Ms. Harris made the motion to exit Executive Session. Mr. Pensabene seconded. The motion was carried with 6 in favor, one absent.

**APPROVAL OF MINUTES:**

**MOTION #2023-10-87:** Ms. Sheehan made the motion to approve the minutes from the September 19, 2023 Board meeting. Ms. Engel seconded. The motion was carried with 6 in favor, one absent.

**TREASURER’S REPORT:**

Ms. Sheehan presented financials for the period of September 12, 2023 – October 13, 2023. 78% of the year is complete. Some discussion ensued regarding the payments for TAG Solutions on the warrant as it is a new vendor. \$1890 is the setup fee, a one-time payment. Overdrive payments were also discussed as the cost is increasing but it is in line with the newly adopted budget.

**MOTION #2023-10-88:** Ms. Harris made a motion to accept the Off-Warrant in the amount of **\$149,970.90** for the period September 12, 2023 – October 13, 2023 as presented. Ms. Engel seconded. The motion was carried with 6 in favor, one absent.

**MOTION #2023-10-89:** Ms. Engel made a motion to authorize the President to sign the Warrant dated October 11, 2023, in the amount of **\$28,104.63**. Seconded by Ms. Sheehan. The motion was carried with 6 in favor, one absent.

**MOTION #2023-10-90:** Ms. Miller made a motion to approve the October 13, 2023 Financials with 78% of the year complete, as presented. Seconded by Mr. Pensabene. The motion was carried with 6 in favor, one absent.

**COMMITTEE REPORTS:**

**Administrative:** (Mr. Poost)

No report – minutes were included in the Board meeting packet.

**Services:** (Ms. Harris)

Ms. Harris gave one correction for the minutes for the Services committee. Minutes were included in the Board meeting packet.

**DIRECTOR’S REPORT:**

Ms. Dugan Hughes presented Director’s September report.

- The Community Advisory Council will meet quarterly to discuss the Strategic Plan. They will be community experts and continue to connect us with resources from the community. It will suit the Library and Strategic Plan well going forward.



- Staff Development Day included sessions on the newly adopted strategic plan, meeting room changes, and staff participated in the Great Greenbush Quest. The Friends of the Library visited and gave each staff member a goody bag in appreciation for all of their work.
- The window exploration was completed and there was no mold growth detected in the window. This should be a simple repair instead of replacing the windows, which is a best-case scenario for the capital projects.
- The League of Women Voters recommended that future elections should end at 8:00pm to coincide with the library closing time.
- The Directors of the Castleton, Nassau, and East Greenbush Libraries attended and participated in the September Schodack Town Board meeting, presenting their cases for library funding for 2024.
- Ms. Dugas Hughes attended a Library Leaders' Safety Summit, which contained lots of information on safety initiatives.

#### **PERSONNEL MEMORANDUM:**

**MOTION #2023-10-91:** Ms. Harris made a motion to approve the October 17, 2023 personnel memorandum as presented. Seconded by Ms. Engel. The motion was carried with 6 in favor, one absent.

#### **OLD BUSINESS:**

Ms. Oudekerk announced the dissolution of the Facilities Committee and thanked both Mr. Pensabene and Mr. Poost for their work on the Building Condition Survey.

#### **LIAISON REPORTS:**

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

Ms. Price (via email to Ms. Dugas Hughes) reported that:

- The book sale raised \$8700.
- The book sale display will include holiday books for the rest of the year.
- Donations will be accepted again starting 10/23.
- The Book Drop bin has been moved to Cohoes Library thanks to the assistance of MaidMen.
- Donated costumes leftover from the Costume Swap will be delivered to StreetSoldiers.
- The Friends received a \$1,000 donation, made anonymously.
- They are sponsoring a Lego Takeback program on October 21.

##### **Town of East Greenbush:**

Mr. Nestler (via email to Ms. Dugas Hughes) reported that:

- The bridge on Old Troy Road is being replaced.



- The Town’s tentative budget will be announced on October 18.
- Early Voting starts October 28, and Election Day is November 7.

**Rensselaer County:**

None

**Upper Hudson Library System:**

None

**NEW BUSINESS:**

Ms. Oudekerk announced the formation of the Nominating Committee. She and Mr. Poost will be the members of the committee.

The Remote Attendance Policy was amended to add a bullet point emphasizing that members attending virtually will have full voting privileges.

**MOTION #2023-10-92:** Mr. Pensabene made a motion to accept the Remote Attendance Policy (as amended) for presentation at a public hearing on November 21, 2023 at 6:30 pm. Ms. Sheehan seconded. The motion was carried with 6 in favor, one absent.

**MOTION #2023-10-93:** Ms. Engel made a motion to adopt the Public Comment policy. Ms. Sheehan seconded. The motion was carried with 6 in favor, one absent.

**MOTION #2023-10-94:** Ms. Sheehan made a motion to adopt the Board Development policy. Ms. Harris seconded. The motion was carried with 6 in favor, one absent.

**ADJOURN:**

**MOTION #2023-10-95:** Motion to adjourn the October 17, 2023 Board meeting was made by Ms. Sheehan at 8:58 pm. Seconded by Ms. Miller. The motion was carried with 6 in favor, one absent.

Respectfully submitted,

Amanda Miller, Secretary