



Library Board of Trustees Meeting - DRAFT  
*November 21, 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

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

- Jenna Schmonsky, Administrative Assistant
- Jill Dugas Hughes, Library Director
- Ed Nestler, Town of East Greenbush

A Library Board of Trustees meeting of the East Greenbush Community Library was held on November 21, 2023, at the East Greenbush Community Library and was livestreamed. It began at 7:02 p.m. and was presided over by Lynne Oudekerk, President with Amanda Miller as Secretary. The meeting was recorded.

**CALL TO ORDER:** Ms. Oudekerk called the meeting to order at 7:02 p.m.

**PUBLIC COMMENT:** None

**REVIEW OF AGENDA:**

- Add Motion to Approve Remote Attendance Policy
- Add Motion to Adopt the Partial Real Property Tax Exemptions for Firefighters and Emergency workers.
- Both added under unfinished business.

**APPROVAL OF MINUTES:**

**MOTION #2023-11-96:** Ms. Harris made the motion to approve the minutes from the October 17, 2023, Board meeting. Ms. Engel seconded. The motion was carried with 7 in favor.



### TREASURER'S REPORT:

Ms. Sheehan presented financials for the period of October 13, 2023 – November 10, 2023. 86% of the year is complete. The NYSLRS payment is included in both the warrant and off-warrant as both employee and employer contributions are due December 15.

**MOTION #2023-11-97:** Mr. Poost made a motion to accept the Off-Warrant in the amount of **\$104,623.25** for the period October 13, 2023 – November 10, 2023, as presented. Ms. Engel seconded. The motion was carried with 6 in favor.

**MOTION #2023-11-98:** Ms. Miller made a motion to authorize the President to sign the Warrant dated November 10, 2023, in the amount of **\$201,502.97**. Seconded by Mr. Poost. The motion was carried with 7 in favor.

**MOTION #2023-11-99** Ms. Sheehan made a motion to approve the November 11, 2023, Financials with 86% of the year complete, as presented. Seconded by Mr. Poost. The motion was carried with 7 in favor.

### COMMITTEE REPORTS:

#### Administrative: (Mr. Poost) November 6

- Facilities Update

Windows update: minor leak underneath the window. Received a proposal to repair - \$12k, and replace for \$35k, received proposals from glazing company. Recommend it to send it back to Admin to discuss and recommend which to do.

HVAC Controller Unit – an update done to the HVAC computer system software has locked staff out of it. It is obsolete and requires replacement. Temporary repair was done; Ms. Dugas Hughes received a proposal in the \$20,000 range for replacement. Need to add Computer Server Room HVAC upgrade to the HVAC project. Ms. Dugas Hughes added that the cyber insurance rider requires a locked server room, and this addition will bolster our application for said coverage.

**MOTION #2023-11-100** The Administrative Committee made a motion authorizing the Director to proceed with replacing the HVAC controller unit, with a cost up to \$25,000. Seconded by Ms. Harris. The motion was carried with 7 in favor.

There was a brief discussion of the Town of Schodack Contract, and negotiations are ongoing. The biggest priority for December for the committee is to update the Financial Reserve Policy.

#### Services: (Ms. Harris)

The Little Free Libraries are being transitioned into the community instead of being library-run.



Services Committee also reviewed and revised the By-Laws to reflect the Open Meetings Law changes and Remote Attendance Policy, and additionally to change how officers are appointed for the following year.

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

Ms. Dugas Hughes presented the Director's November report.

- Library furniture is getting a "facelift." The tables and chairs in the youth services department and hardscaped chairs on the main floor are being updated.
- A new administrative assistant was hired.
- The Books on Wheels program has been a big hit, it is word of mouth based and some members of the Friends are volunteering to assist with this program.
- The Great Greenbush Quest had great patron feedback, and the Director is planning to reach out to the businesses to see how they felt about the program.

### **PERSONNEL MEMORANDUM:**

There were two resignations and one appointment. At this time the library is looking to hire a Librarian 1 or Library Assistant for Outreach.

**MOTION #2023-11-101:** Mr. Poost made a motion to approve the November 10, 2023, personnel memorandum as presented. Seconded by Ms. Harris. The motion was carried with 7 in favor.

### **UNFINISHED BUSINESS:**

Remote attendance policy: There were no public comments at the 11/21/23 public hearing on the Remote attendance policy.

**MOTION #2023-11-102:** Ms. Miller made a motion to approve the Remote Attendance Policy. Seconded by Ms. Engel. The motion was carried with 7 in favor.

The partial Real Property Tax Exemption for emergency workers had one public comment in favor, at the 11/21/23 public hearing on the Real Property Tax Exemption policy. The Library is the last taxing authority in East Greenbush to consider the proposal. The impact to non-firefighter families is 13c per median-priced house.

**MOTION #2023-11-102:** Ms. Harris made a motion to adopt the real property tax exemption for volunteer firefighters. Seconded by Mr. Poost. The motion was carried with 7 in favor.

### **LIAISON REPORTS:**

**Friends of East Greenbush Community Library:**



None

**Town of East Greenbush:**

Mr. Nestler reported that:

- On December 2, the Town will host its 6<sup>th</sup> annual parade.
- There will be a tree lighting ceremony on December 6. There will also be a gingerbread house showcase that will start on December 6.
- The Town is also doing “Letters to Santa” that will generate a response back to the child.
- Military banners are on pause due to the weather, but 30 are up already and 10-15 more are ready to be placed when the weather improves.
- The Town budget passed, and there will be a 1% tax increase.

**Rensselaer County:**

None

**Upper Hudson Library System:**

None

**NEW BUSINESS:**

None

**EXECUTIVE SESSION**

**MOTION #2023-11-103:** Motion to enter into executive session for the purposes of discussing a contract was made by Ms. Harris at 8:12 pm. Seconded by Ms. Sheehan. The motion was carried with 7 in favor.

**MOTION #2023-11-104:** Motion to exit executive session was made by Mr. Poost at 8:45 pm. Seconded by Ms. Engel. The motion was carried with 7 in favor.

**ADJOURN:**

**MOTION #2023-11-105:** Motion to adjourn the November 10, 2023, Board meeting was made by Ms. Miller at 8:45 pm. Seconded by Ms. Engel. The motion was carried with 7 in favor.

Respectfully submitted,

Amanda Miller, Secretary