



# AGENDA

**Board of Trustees**

**January 22, 2024**

**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 Monday, January 22, 2024 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/eglibrary>**

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@eglibrary.org](mailto:director@eglibrary.org). All comments will be read aloud during the meeting.  
*Please contact the Director for additional information or to request an accommodation.*

<b>1.</b>	<b>Call to Order/Review of Agenda</b> <b>Welcome</b>	Mari Harris A.
<b>2.</b>	<b>Public Comment</b>	Mari Harris
<b>3.</b>	<b>Oath of Office</b> Nichole Krisanda (5 years)	Mari Harris
<b>4.</b>	<b>Annual Organizational Paperwork</b> <ul style="list-style-type: none"> <li>• Conflict of Interest</li> <li>• Code of Ethics</li> <li>• Calendar (Board &amp; Committee Meetings)</li> <li>• Bank Signature Card</li> <li>• Board Contact List</li> </ul>	Mari Harris B. C. D.
<b>5.</b>	<b>Committee Chair Appointments</b> <ul style="list-style-type: none"> <li>• Administrative</li> <li>• Services</li> </ul>	Mari Harris
<b>6.</b>	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>➤ <b>MOTION</b> to approve the minutes of the <b>December 19, 2023</b> Library Board Meeting.</li> </ul>	Amanda Miller E.
<b>7.</b>	<b>Treasurer’s Reports</b>  Treasurer’s Report Narrative  Off Warrant (December 13, 2023 – January 10, 2024) <ul style="list-style-type: none"> <li>➤ <b>MOTION</b> to accept the Off Warrant in the</li> </ul>	Katie Sheehan  F.  G.

	<p>amount of <b>\$138,646.07</b> for the period of 12/13/2023-1/10/2024.</p> <p>Off-Warrant #2 of Bills by Vendor (12/13/2023-1/10/2024)</p> <ul style="list-style-type: none"> <li>➤ <b>MOTION</b> to accept Off-Warrant #2 in the amount of <b>\$75,376.13</b> for the period of 12/13/2023-1/10/2024.</li> </ul> <p>2023 Preliminary Year-End Financials</p> <ul style="list-style-type: none"> <li>• Preliminary Final 2023 Profit &amp; Loss, January-December 2023 (1/10/24)</li> <li>• Preliminary Final 2023 Balance Sheet, as of December 31, 2023 (1/10/24) <ul style="list-style-type: none"> <li>➤ <b>MOTION</b> to approve the Preliminary 2023 year-end Financials with 100% of the year completed as presented.</li> </ul> </li> </ul> <p>2024 Financials</p> <ul style="list-style-type: none"> <li>• Budget vs. Actual 2024 (1/1/2024-1/10/2024)</li> <li>• Balance Sheet (1/10/2024) <ul style="list-style-type: none"> <li>➤ <b>MOTION</b> to approve the January 10, 2024 Financials with 2.7% of the year complete as presented</li> </ul> </li> </ul>	<p>H.</p> <p>I.</p> <p>J.</p> <p>K.</p> <p>L.</p>
<b>8.</b>	<b>Committee Reports</b> Administrative Committee Services Committee	Katie Sheehan Amanda Miller
<b>9.</b>	<b>Director’s Report</b>	Jill Dugas Hughes M.
<b>10.</b>	<b>Personnel Memorandum</b>	Jill Dugas Hughes
<b>11.</b>	<b>Unfinished Business</b>	Mari Harris
<b>12.</b>	<b>New Business</b> Advocacy Day	Mari Harris
<b>13.</b>	<b>Liaison Reports</b> Friends of the Library Town of East Greenbush Rensselaer County Upper Hudson Library System	Julie Ann Price Jim McHugh Tom Grant Camie Engel
<b>14.</b>	<b>Adjourn</b> <ul style="list-style-type: none"> <li>➤ <b>MOTION</b> to adjourn the 1/22/2024 Library Board Meeting.</li> </ul>	Mari Harris

Upcoming Meetings:

TBD

- 6:30-9:00 PM Trustee Planning & Orientation Meeting

Monday, February 5, 2024

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

Tuesday, February 27, 2024

- 7:00-9:00 PM Library Board Meeting