



Library Board of Trustees Meeting - DRAFT

December 19, 2023, via videoconference and in person

ATTENDEES:

Presiding Officers:

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

Library staff, Community Partners & Members of the Public:

- Jenna Schmonsky, Administrative Assistant
- Jill Dugas Hughes, Library Director
- Nichole Krisanda, Trustee-elect

A Library Board of Trustees meeting of the East Greenbush Community Library was held on December 19, 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: Ms. Krisanda stated that she was excited to be here and that she looked forward to starting as a Board Member in January.

REVIEW OF AGENDA: No changes

APPROVAL OF MINUTES:

Ms. Miller stated that there were a few changes that needed to be made to the minutes, including a numbering error and omission of a Trustee in attendance. These changes were made to the minutes.

MOTION #2023-12-107: Mr. Poost made the motion to approve the minutes from the November 21, 2023, Board meeting, as amended. Ms. Sheehan seconded. The motion was carried with 7 in favor.



TREASURER'S REPORT:

Ms. Sheehan presented financials for the period of November 11, 2023 – December 12, 2023. 95% of the year is complete.

MOTION #2023-12-108: Ms. Engel made a motion to accept the Off-Warrant in the amount of **\$103,447.07** for the period November 11 – December 12, 2023, as presented. Ms. Harris seconded. The motion was carried with 7 in favor.

Ms. Sheehan noted that the warrant contained the furniture purchases that the library made to upgrade. Ms. Harris noted that fines/fees income is double budgeted amount and inquired if this was considered in 2024 budget. Ms. Dugas Hughes explained that increase is from increased public printing, and the 2024 budget has factored in this source increase. Ms. Engel questioned the Whiteman Osterman Hanna payment: Ms. Dugas Hughes confirmed charge and purpose.

MOTION #2023-12-109: Mr. Poost made a motion to authorize the President to sign the Warrant dated December 12, 2023, in the amount of **\$55,910.32**. Seconded by Ms. Harris. The motion was carried with 7 in favor.

MOTION #2023-12-110 Mr. Poost made a motion to approve the December 12, 2023, Financials with 95% of the year complete, as presented. Seconded by Ms. Sheehan. The motion was carried with 7 in favor.

COMMITTEE REPORTS:

Administrative: (Mr. Poost) December 4, 2023

Mr. Poost thanked Ms. Sheehan for all the hard work she has put into her role as treasurer.

- Facilities Update
We are waiting for a detailed proposal from the architect for costs associated with necessary window repairs. The quote was due at the end of last week. The HVAC contractor began work on December 11 with expectation to complete repairs by the end of year. Their proposal was within the \$21,000 budgeted amount, previously authorized by the Board.
- Schodack Contract
Ms. Oudekerk advised that repeated contacts have been made with Schodack, but a meeting date for contract discussions has not yet been established.
- Financials
Ms. Dugas Hughes noted that a Financial Reserves policy has been drafted and will be passed to Committee in February 2024.
- Proposed 2024 Days Closed
There was discussion clarifying history of days closed, the proposed 2024 Days Closed, Paid Holidays, and holiday weekends for which Library is closed.



Addition of one new closed date in 2024, i.e., MLK Jr. Day, is proposed. Twenty-three libraries in the Upper Hudson Library System are closed for MLK, Jr. Day, 2 open in Rensselaer County. MLK, Jr. is not a long holiday weekend for Library. With addition of MLK, Jr. Day, Library would be closed for 24 days, 8 of those being summer Sundays, and 2 being Staff Development Days. Certain digital library services will remain available to patrons when physical library is closed.

MOTION #2023-12-111 The Administrative Committee made a motion to approve the 2024 Days Closed calendar. Mr. Pensabene seconded it. Vote: 6 in favor Ms. Engel opposed. Motion was carried.

- **Proposed 2024 Paid Holidays for Full-Time Staff**
Discussion regarding distinction between PTO (paid time off) and paid holidays. Proposal is to add 2 floating holidays which must be used in full-day increments within the calendar year, add 2 new holidays (MLK, Jr. and Juneteenth) and remove Easter as a paid holiday. There are 20 full-time positions: staff in those positions would receive this benefit. PTO starts with 24 days per year. Purpose of the changes is to establish more equity among paid holidays.

MOTION #2023-12-112 The Administrative Committee made a motion to approve the 2024 List of Paid Holidays for full-time staff. Mr. Pensabene seconded it. Vote: 6 in favor-Mr. Poost opposed. Motion was carried.

Services: (Ms. Harris) December 4, 2023

Work began on reviewing and revising the staff manual. There will be significant reorganization of the document; it is not ready for Board consideration. The new 2024 Services Committee will address this in February 2024.

By-Law revisions distributed to board in November are ready for full Board consideration.

MOTION #2023-12-113 The Services Committee made a motion to adopt the November 21, 2023, revised Bylaws as presented at the November 21 meeting. Ms. Miller seconded it. The motion was carried with 7 in favor.

Nominating Committee: (Mr. Poost and Ms. Oudekerk)

The following 2024 slate of officers was proposed by the Nominating Committee:

President: Mari Harris

Vice-President: Charlie Pensabene

Treasurer: Katie Sheehan

Secretary: Camie Engel



Ms. Oudekerk asked for any nominations from the floor. There were none. Ms. Oudekerk announced that committee assignments would be made in January 2024 by the incoming president.

MOTION #2023-12-113 The Nominating Committee made a motion to approve the slate of officers for calendar year 2024, as presented. Ms. Sheehan seconded it. The motion was carried with 7 in favor.

(Ms. Sheehan departed at 7:40pm.)

Ms. Dugas Hughes presented Ms. Oudekerk with a plaque honoring her service to the Board of Trustees, and a Gold Library card.

Mr. Poost commended both Ms. Oudekerk and Ms. Harris for the work they have done this year.

DIRECTOR'S REPORT:

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

- Library of Things is getting an upgrade.
- Nature backpacks will be added to the children's collection; each will include different manipulatives and New York State Empire Passes.
- Two new databases are being added – **Mango** (on-line language-learning website) ties neatly into the Strategic Plan. They have Mango Movies that integrate language and culture. It also contains ASL lessons. The other database is **CreativeBug**, an arts-and-crafts database.
- Furniture Update: most furniture will arrive prior to the new year. The Children's room has received an overhaul. Ms. Dugas Hughes shared that some of the replaced tables will be provided to other nonprofit organizations. Chairs and computers are being replaced as well. CAC will be contacted to see if they know of entities in need to recycle old furniture.
- Cybersecurity: Insurance rider application is pending IT Consultant review. The Library is now no longer allowing attachments to be sent via email for printing. Previously it was just easier than directing patrons to the app/website, but it is less secure.
- 2024 Workers Compensation policy renewal arrived, and it is under budget for 2024. Ms. Dugas Hughes suggested paying it with this year's (2023) funds, qualifying that standard May audit of insurance cost will likely result in secondary bill.



Regarding employee health insurance and possible buyouts, these will be considered in the 2025 budget discussions.

PERSONNEL MEMORANDUM:

There were two hires – a full-time Librarian 1 for Youth Services and a full-time Librarian 1 for Digital Services. Both will start January 29, 2024. At this time, 2 vacancies remain, i.e., a full-time Librarian 1 and part-time Library Assistant.

MOTION #2023-12-114: Mr. Poost made a motion to approve the December 19, 2023, Personnel Memorandum as presented. Seconded by Ms. Harris. The motion was carried with 6 in favor.

MOTION #2023-12-115: Ms. Engel made a motion to approve the 2024 Staff Salary/Wage Schedule that was included in the 2024 budget, as amended. Seconded by Ms. Harris. The motion was carried with 6 in favor.

Ms. Dugas Hughes confirmed that our wage schedule complies with 2024 minimum wage increases.

LIAISON REPORTS:

Friends of East Greenbush Community Library:

None

Town of East Greenbush:

None

Rensselaer County:

None

Upper Hudson Library System:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

2024 Table of Fines and Fees:



Ms. Dugas Hughes presented the proposed 2024 table of fines and fees. Library will be adding library merch, i.e., tote bags and t-shirts, in 2024. Adjustment to fax fees will be considered next year, after analysis of 2023 fines/fees report is conducted by Admin Committee

MOTION #2023-12-116: Mr. Poost made a motion to adopt the 2024 Table of Fines and Fees. Seconded by Mr. Pensabene. The motion was carried with 6 in favor.

February 2024 Trustee Meetings calendar will be provided after February Board meeting date is agreed upon by Board. Ms. Schmonsky will coordinate this prior to January Board meeting. A 2024 Trustee Training and Planning Meeting will be held in January or February: date to be coordinated by Ms. Schmonsky.

ADJOURN:

MOTION #2023-12-117: Motion to adjourn the December 19, 2023, Board meeting was made by Ms. Oudekerk at 8:25 pm. Seconded by Ms. Harris. The motion was carried with 6 in favor.

Respectfully submitted,

Amanda Miller, Secretary