



Library Board of Trustees Meeting - DRAFT
January 22, 2024, via videoconference and in person

ATTENDEES:

Presiding Officers:

- Mari Harris, President
- Charlie Pensabene, Vice-President
- Amanda Miller, Trustee
- Katie Sheehan, Treasurer
- Nichole Krisanda, Trustee
- Michael Poost, Trustee

Excused:

- Camie Engel, Secretary

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director (via ZOOM)
- Tom Grant, Rensselaer County Legislator
- Ed Nestler, East Greenbush Town Board

A Library Board of Trustees meeting of the East Greenbush Community Library was held on January 22, 2024, at the East Greenbush Community Library and was livestreamed. It began at 7:01 p.m. and was presided over by Mari Harris, President with Amanda Miller as recording secretary. Meeting was recorded.

CALL TO ORDER:

Ms. Harris called the meeting to order at 7:01 p.m.

PUBLIC COMMENT: None

REVIEW OF AGENDA:

Four items were added to Unfinished Business.

OATH OF OFFICE:

Ms. Krisanda was sworn in for a five-year term.

ANNUAL ORGANIZATIONAL PAPERWORK:

Annual Conflict of Interest and Code of Ethics forms need to be signed by all trustees and returned to Ms. Dugas Hughes. The final Board Contact List was sent to all Board members. Calendar update is included in the Board Packet. Available board officers signed the bank signature card: Board secretary will arrange to sign at a later date, via Ms. Dugas Hughes.

**COMMITTEE APPOINTMENTS:**

Administrative Committee: Ms. Sheehan, Mr. Poost, and Ms. Engel are the committee members. Ms. Sheehan will chair the committee.

Services Committee: Ms. Miller, Mr. Pensabene, and Ms. Krisanda are the committee members. Ms. Miller will chair the committee.

APPROVAL OF MINUTES:

Ms. Miller reviewed the minutes from the December 2023 meeting and thanked both Ms. Harris and Ms. Dugas Hughes for their assistance in compiling the minutes throughout 2023.

MOTION #2024-01-01: Mr. Poost made the motion to approve the minutes from the December 19, 2023 Library Board meeting, as presented. Mr. Pensabene seconded. The motion was carried with 6 in favor.

TREASURER'S REPORT:

Ms. Sheehan presented financials for the period of December 13, 2023 -January 10, 2024 with 100% of the year complete, and the period of January 1, 2024 – January 10, 2024 with 2.7% of the year complete. Due to the unforeseen postponement of the January Board meeting from January 16 to January 22, expenses were all converted to Off-Warrant to ensure timely payment. Warrant was converted to Off-Warrant #1 and Off-Warrant was converted to Off-Warrant #2. It should be noted that Treasurer's report was prepared for January 16 date and therefore will reflect expenses as Warrant and Off-Warrant: expense amounts were not impacted.

MOTION #2024-01-02: Mr. Poost made a motion to accept the Off-Warrant # 1 in the amount of **\$138,646.07** for the period December 13, 2023 through January 10, 2024 as presented. Mr. Pensabene seconded. The motion was carried with 6 in favor.

MOTION #2024-01-03: Ms. Miller made a motion to accept the Off-Warrant #2 in the amount of **\$75,376.13** for the period December 13, 2023 through January 10, 2024 as presented. Seconded by Ms. Krisanda. The motion was carried with 6 in favor.

Ms. Sheehan presented the preliminary year end financials. While the fiscal year has been closed out, receipt of additional 2023 bills is anticipated. Ms. Harris clarified that \$126,586.51 net revenue will be used for a \$100,000 transfer to reserves, as budgeted, and remainder to pay the 2023 bills yet to be received. Ms. Dugas Hughes added that the 2023 financial audit (to be completed by the end of February), will establish the depreciation for inclusion on the 2023 year-end Balance Sheet. It is at this point that year-end figures will be finalized.



MOTION #2024-01-04 Ms. Sheehan made a motion to approve the preliminary 2023 Financials with 100% of the year completed, as presented. Seconded by Mr. Poost. The motion was carried with 6 in favor.

MOTION #2024-01-05 Ms. Sheehan made a motion to approve the January 10, 2024 Financials with 2.7% of the year completed, as presented. Seconded by Ms. Krisanda. The motion was carried with 6 in favor.

COMMITTEE REPORTS:

No committee meetings were held in January 2024.

DIRECTOR'S REPORT:

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

- Ms. Harris mentioned that she appreciated the sheer number of things accomplished by the library in 2023. She also clarified that the MOA referred to in the report is signed by the Library, and not the Trustees.
- The wall has been closed up in the children's room.
- There was a leak in the air handler unit that led to a small flood but there was no damage to the boiler room. Thanks to Selena, Michael, Dawne, and Paul for their quick action in responding to this incident.

PERSONNEL MEMORANDUM: None

UNFINISHED BUSINESS:

- Schodack Contract Formula: we are still in the same position as last month. Ms. Harris sent an email to Supervisor Peters to find out who his work group participants will be. She will follow up with a phone call next week and/or craft a letter with our proposal for an equitable formula.
- Fine-Free Report: we need to wait for UHLS to provide final figures. When received it will go to the Admin committee to determine the impact that it has had on the budget and if it has affected us positively in what we were trying to do. Admin may review the fax fee as per the request of a constituent.
- The Trustee Planning and Development meeting was scheduled for January 22, 2024. It will need to be rescheduled. Jenna will send out another poll to determine the replacement date. It needs to be completed in February to help us get the priorities for the year.
- HHA and Building Renovation Proposal – Mr. Poost stated we are ready to begin Phase 1 from the Building Condition Survey. The Library received a proposal of \$29,500 from HHA in late December 2023 to develop the design and construction needed for phase 1. The written proposal will be sent to all trustees by Ms. Dugas Hughes



MOTION #2024-01-06 Mr. Poost made a motion to authorize the payment of \$29,500 to HHA for the Phase 1 design and implementation work, subject to review and approval of the written proposal by the Administrative Committee. Seconded by Ms. Miller. The motion was carried with 6 in favor.

It was noted during this discussion that the Library must submit a detailed scope to apply for the New York State Construction grant to assist in financing building repairs identified in HHA's 2023 Building Conditions Survey. The scope for the NYS grant cannot overlap with any construction grant already approved for the Library's use.

NEW BUSINESS: No Discussion

LIAISON REPORTS:

Friends of East Greenbush Community Library: None

Town of East Greenbush:

Ed Nestler (filling in for Jim McHugh): There are two new Board members that are beginning their terms – Mr. McHugh and Rick Matters.

Rensselaer County:

Tom Grant: There is a healthy discussion regarding the brightness of the new sign out front of the County Office building on Route 4 in East Greenbush. A county property tax cut was issued this year due to steadily increasing sales tax revenue. Deed/Mortgage property taxes are also bringing in a lot of revenue. However, the County is looking to budget more conservatively not knowing what the future is holding. There will be a Senior Center opening on Routes 9 and 20, near the old K-Mart site. It is being moved up from the city of Rensselaer. The county is looking into the impact of the Hold Harmless Act for School districts: it affects the colleges as well as the school districts in Rensselaer County.

Upper Hudson Library System: None

ADJOURN:

MOTION #2024-01-07: Motion to adjourn the January 22, 2024 Board meeting was made by Ms. Krisanda at 7:48 pm. Seconded by Mr. Pensabene. The motion was carried with 6 in favor.

Respectfully submitted,

Amanda Miller, Recording Secretary and Trustee