



Library Board of Trustees Meeting – APPROVED 2/15/22  
*January 25, 2022, via videoconference and in person*

**ATTENDEES:**

*Presiding Officers*

Michael Poost, President  
Lynne Oudekerk, Treasurer  
Mari Harris, Secretary (arrived at 8:15 pm)  
Amanda Miller, Trustee  
Camie Engel, Trustee  
Katie Sheehan, Trustee

Excused: Shay Harrison, Vice President

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

Jill Dugas Hughes, Library Director  
Liz Rooney, Business Operations Manager  
Charlie Pensabene, FOEGCL  
Tom Grant, Rensselaer County

A Library Board of Trustees meeting of the East Greenbush Community Library was held on January 25, 2022, at the East Greenbush Community Library and virtually, via videoconference. It began at 7:36 pm and was presided over by Michael Poost, President, with Mari Harris as Secretary. Meeting was recorded.

**CALL TO ORDER:** Mr. Poost called the meeting to order at 7:36 pm.

**PUBLIC COMMENT:** None

**OATH OF OFFICE:**

Current Trustee Amanda Miller took her oath of office to serve a five-year term, commencing in 2022 and ending in 2026. Trustee-elect Katie Sheehan took her oath of office to complete the four years remaining in the term of Lew Dubuque, who resigned from the Board of Trustees in January 2021. Ms. Sheehan’s term of office will commence in 2022 and end in 2025.

**LIAISON REPORTS:**

**Friends of East Greenbush Community Library:**

Ms. Dugas-Hughes and Mr. Pensabene reported. FOEGCL held 2022 operational meeting in January. They plan to host a spring 2022 book sale, will continue ongoing book sales in the library, and are considering an Election Day book sale. They are searching for a Vice President.



The “End of Year Appeal” raised approximately \$3,000. Considering a FOEGCL summer meeting to focus on Get-Out-The-Vote efforts for the 2022 Library Budget/Trustee election in September.

**Town of East Greenbush:** None

**Rensselaer County:**

Mr. Grant reported on the award of an additional \$1,000 grant to support library activities. Ms. Dugas-Hughes acknowledged receipt of the grant from the county and thanked Mr. Grant for his ongoing support of libraries. Sales tax revenue continues to be strong.

**Upper Hudson Library System:**

Ms. Engel reported that the UHLS Board has adopted a telecommuting policy for UHLS staff. Their Board has committed to completing racial equity training in 2022.

**NOMINATING COMMITTEE REPORT:**

The Nominating Committee included Ms. Harris-Chair, Ms. Oudekerk and Mr. Harrison. The Committee presented the following slate of officers for consideration, to serve in the 2022 calendar year:

- Michael Poost, President
- Shay Harrison, Vice President
- Lynne Oudekerk, Treasurer
- Mari Harris, Secretary

**MOTION #2022-01-01:** The Nominating Committee made a motion to elect the slate of officers, as presented, to serve during the 2022 calendar year. Motion by Committee requires no 2<sup>nd</sup>. The motion carried with 5 in favor, and none opposed.

**COMMITTEE APPOINTMENTS BY PRESIDENT:**

Per the Bylaws, Board President Poost announced standing committee assignments for 2022:

2022 Administrative Committee

- Amanda Miller, Chair
- Mari Harris
- Lynne Oudekerk

2022 Services Committee

- Camie Engel, Chair
- Shay Harrison
- Katie Sheehan



Mr. Poost encouraged Trustees to contact Chairs of the ad hoc committees and serve.

2022 Compensation Study (Jan – March)

Mari Harris, Chair  
Amanda Miller  
Lynne Oudekerk

2022 Budget Committee (March – Sept)

Lynne Oudekerk, Chair

**ANNUAL ORGANIZATIONAL PAPERWORK:**

- Bank Signature Card: Officers of the Board should sign Bank Signature Card. See Ms. Dugas-Hughes for details.
- Conflict of Interest: Trustees must sign annual Conflict of Interest form. Available for signing electronically or, via hard copy from Ms. Dugas Hughes.
- Code of Ethics: Trustees must sign annual Code of Ethics form. Available for signing electronically or, via hard copy from Ms. Dugas Hughes.
- Calendar: The 2022 Board of Trustees calendar distributed for review. While most Board meetings will be held on the 3<sup>rd</sup> Tuesday of the month, some have been rescheduled to avoid conflicts with holidays. Calendar will be presented for adoption at February 2022 Board Meeting.
- Board Contact List: Ms. Dugas-Hughes provided the 2022 Board Contact List.
- Communication: Trustees have been provided eglib.org emails, as of 2022, and are encouraged to use them, not their private emails, for Trustee business.

**APPROVAL OF MINUTES:**

**MOTION #2022-01-02:** Ms. Miller made a motion to approve the December 21, 2021 Library Board Meeting minutes, as presented. 2<sup>nd</sup> by Ms. Sheehan. None opposed. All in favor. The motion carries.

**TREASURER’S REPORTS:**

Ms. Oudekerk presented 2021 year-end financial reports and the financials for the period January 1 through January 12, 2022. Library remains in a strong financial position at the start of FY 2022.

It was noted that year-end December 14 - December 28, 2021 Off-Warrant will be revised to reflect missed August 2021 deferred comp payment, which was paid in December.

**MOTION #2022-01-03:** Ms. Harris made a motion to accept the December 14 – December 28, 2021 Off-Warrant in amount of \$63,972.61, as corrected, with revised report to



include August 2021 Deferred Comp payment. 2nd by Ms. Sheehan. None opposed. All in favor. The motion carries.

**MOTION #2022-01-04:** Ms. Harris made a motion to authorize the signing of the final 2021 Warrant dated December 31, 2021, in amount of \$29,082.97, as presented. 2nd by Ms. Sheehan. None opposed. All in favor. The motion carries.

At year-end, the Library's total income is at 99.5% of budget. Ms. Oudekerk identified unanticipated income, along with budgeted income which was not realized. At present, total expenses at 95.6% of budget: review of vendor transactions underway by Ms. Dugas Hughes to identify any outstanding 2021 expenses.

With 100% of year over, year-end Profit and Loss Budget vs. Actual (tentative) was presented. It appears we will move \$80,795.84 into Capital Reserve fund. The fund target, established after the bond was repaid, is \$800,000. The fund is intended for the unforeseeable expenses that will be needed for an aging facility and infrastructure, and shared property.

January through December 2021 Gift and Grants Librarians' Expenditure Report presented.

**MOTION #2022-01-05:** Ms. Miller made a motion to approve the 2021 Gift and Grant expenditures in the amount of \$26,866.07, as presented. 2<sup>nd</sup> by Ms. Sheehan. None opposed. All in favor. The motion carries.

**MOTION #2022-01-06:** Ms. Harris made a motion to approve the 2021 year-end Financials with 100% of the year completed, as presented. 2nd by Ms. Sheehan. None opposed. All in favor. The motion carries.

Warrant and Off-Warrant for January 1, 2022 to January 12, 2022 were presented. February Treasurer report will include remaining Financial January 2022 reports. Ms. Dugas Hughes noted that Deferred Comp Payment for 2022 Payroll Period #01 was captured on both Warrant and Off-Warrant report: payment was made Off-Warrant.

**MOTION #2022-01-07:** Ms. Miller made a motion to accept the January 1, 2022 - January 12, 2022 Off-Warrant in amount of \$48,213.23, as presented. 2<sup>nd</sup> by Ms. Sheehan. None opposed. All in favor. The motion carries.

**MOTION #2022-01-08:** Ms. Harris made a motion to authorize the signing of the Warrant dated January 12, 2022 in the amount of \$20,513.24, as corrected. 2<sup>nd</sup> by Ms. Sheehan. None opposed. All in favor. The motion carries.

#### **COMMITTEE REPORTS:**



**Administrative:** Ms. Miller noted the following regarding January 2022 meetings:

Strategic Plan:

Current Strategic Plan will be extended through 2023.

Staff:

Staffing Proposal presented by Ms. Dugas Hughes did not require Committee action as there was no net change to the 2022 approved budget. Ms. Dugas Hughes to make staffing changes, as needed.

A Compensation Study and a Staffing Audit will be conducted this year to evaluate Library's status.

Mr. Poost will initiate Director's review with survey to Board members.

Library closing earlier on Mondays and Fridays due to staffing shortages.

**Services:** Committee did not meet in January.

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

Ms. Dugas Hughes highlighted the following:

Trustees are now set up on Library email and collaboration sites. Training will be arranged for trustees so that all Board activity can be completed within the Library's platforms.

Library Required Minimum Hours Open are determined by NYS. We must be open 57 hours per week, per NYS mandate.

NYS will require trustees to attend two hours of training, effective January 2023, by providers recognized by NYS. Trustees are encouraged to explore available training opportunities, in preparation. Mr. Poost noted that Services Committee will evaluate Racial Equity Training options being offered through UHLS and will determine training course for Board members.

#### **PERSONNEL MATTERS:**

Ms. Dugas Hughes explained staffing dilemma with extensive turnover in three part-time Youth Services Librarian 1 positions. These positions will be deleted and replaced with one Full-time Library Assistant and one Part-time Library Assistant. This solution will have no budgetary impact.

**MOTION #2022-01-09:** Ms. Oudekerk made a motion to approve the Personnel Memorandum from the Director to the Board, dated January 25, 2022, as presented. 2<sup>nd</sup> by Ms. Sheehan. None opposed. All in favor. The motion carries.



**OLD BUSINESS:**

Ms. Dugas Hughes shared revised Telecommuting Policy and Procedures.

**MOTION #2022-01-10:** Ms. Harris made a motion to approve Draft #5 Telecommuting Policy, dated January 11, 2022, as presented. 2<sup>nd</sup> by Ms. Sheehan. None opposed. All in favor. The motion carries.

**NEW BUSINESS:**

Ms. Dugas Hughes and Mr. Poost reported that Town of Schodack has signed and returned the 2022 proposed contract for library services for Schodack residents. In accordance with the Library's approved 2022 budget, the contract commits \$320,000 to the Library from Town of Schodack.

**MOTION #2022-01-11:** Ms. Oudekerk made a motion to accept the 2022 contract between Town of Schodack and the East Greenbush Community Library, as signed by both parties. 2<sup>nd</sup> by Ms. Sheehan. None opposed. All in favor. The motion carries.

BPI Mechanical Services has presented an annual maintenance service agreement for Library's HVAC system, in the amount of \$1,860.00. They were service provider in 2021: no change in cost and contract commences February 1, 2022.

**MOTION #2022-01-12:** Ms. Oudekerk made a motion to authorize HVAC maintenance contract with BPI Mechanical Services in the amount of \$1,860.00. 2<sup>nd</sup> by Ms. Sheehan. None opposed. All in favor. The motion carries.

**ADJOURN:**

**MOTION #2022-01-13:** Motion to adjourn the January 25, 2022 Board meeting was made by Ms. Harris at 9:32 pm. 2<sup>nd</sup> by Ms. Sheehan. None opposed. All in favor. The motion carries.

Respectfully submitted,

Mari Harris, Secretary