



Library Board of Trustees Meeting **APPROVED 2/16/21**

January 19, 2021 at 7:33 p.m. via GoToMeeting

ATTENDEES :

Presiding Officers

Michael Poost, President
Bob West, Treasurer (2020) and Vice President-elect (2021)
Lynne Oudekerk, Secretary (2020) and Treasurer-elect (2021)
Mari Harris, Trustee (2020) and Secretary-elect (2021)
Shay Harrison, Trustee
Camille Engel, Trustee

Library Staff, Community Partners & Members of the Public

Jill Dugas Hughes, Library Director
Liz Reyner – Friends of the East Greenbush Community Library
Charlie Pensabene – Friends of the East Greenbush Community Library
Hollie Kennedy – Town of East Greenbush
Tom Grant – Rensselaer County
Eileen Riley – Recording Secretary
Marianne Mullin
Dawn Geurds
Kathy Rossello
Vicki Bucciantini

A Library Board of Trustees meeting of the East Greenbush Community Library was held on January 19, 2021 virtually, via GoToMeeting. It began at 7:33 p.m. 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 7:33 p.m.

TRUSTEE OATH OF OFFICE: Trustee-elect Camie Engel took her oath of office to serve as a Board Trustee, term commencing 2021 and completing 2025.

TERMINATION:

MOTION #2021-01-1: Ms. Oudekerk made a motion to accept the January 10, 2021 resignation of Trustee-elect Lew Dubuque (term 2021-2025). 2nd by Mr. Poost. The motion carries with 6 in favor and 0 against.



2021 OFFICER NOMINATIONS:

MOTION #2021-01-2: Ms. Oudekerk made a motion to elect the following 2021 slate of officers as recommended by the Nominating Committee:

Michael Poost, President
Bob West, Vice President
Lynne Oudekerk, Treasurer
Mari Harris, Secretary

2nd by Ms. Engel. The motion carries with 6 in favor and 0 against.

2021 AD HOC COMMITTEES:

Per by-laws, Board President Poost announced assignments of 2021 committee members/chairpersons:

Administrative Committee 2021

Bob West, Chairperson
Lynne Oudekerk
TBD

Services Committee 2021

Shay Harrison, Chairperson
Mari Harris
Camie Engel

Agreement by all Board members that, beginning February 2021, Committee meetings will be held the first Thursday of each month at:

Administrative 6 p.m. – 7 p.m.
Services 7:30 p.m. – 8:30 p.m.
Joint committees, if needed, 7 p.m.– 7:30 p.m.

2021 ANNUAL ORGANIZATIONAL DOCUMENTATION:

- Code of Ethics and Conflict of Interest policies, electronically distributed to all trustees in advance of meeting, have been digitally signed and returned to library by all trustees.
- Board officers must sign required bank documents at library by end of this week.
- 2021 Board Draft Calendar distributed for review then adoption at February 2021 Board Meeting.

PUBLIC COMMENT: none



APPROVAL OF MINUTES:

MOTION #2021-01-3: Ms. Oudekerk made a motion to approve the December 15, 2020 Library Board Meeting minutes, as corrected. 2nd by Mr. West. The motion carries with 6 in favor and 0 against.

2020 TREASURER’S REPORT:

Mr. West presented the 2020 year-end expenditures, i.e., off-warrant expenditures, December warrant, year-end financials, and Gift and Grant report.

MOTION #2021-01-4: Ms. Oudekerk made a motion to accept the Off Warrant, as corrected, in the amount of \$45,720.19, dated 12/12-12/31/2020. 2nd by Ms. Harris. The motion carries with 6 in favor and 0 against.

MOTION #2021-01-5: Ms. Harris made a motion to authorize the signing of the warrant for the month of December 2020 in the amount of \$30,178.22, as presented. 2nd by Mr. Harrison. The motion carries with 6 in favor and 0 against.

Discussion regarding the 2020 year-end net income transfers into 2021 operating and reserve accounts, and those accounts’ association with meeting financial obligations throughout the year.

MOTION #2021-01-6: Ms. Oudekerk made a motion to approve the 2020 year-end financials with 100% of the year completed, as presented. 2nd by Mr. Harrison. The motion carries with 6 in favor and 0 against.

Ms. Dugas Hughes interpreted the December 31, 2020 Gift and Grant Report and the remaining unrestricted balance at year end. With a year after year balance remaining in unrestricted funds, the Board agreed to refer same to the Administrative Committee for review.

MOTION #2021-01-7: Ms. Oudekerk made a motion to approve the 2020 year-end Gift and Grant Report with 100% of year completed, as presented, then referral of Gift and Grant process to Admin Committee for operational study. 2nd by Ms. Engel. The motion carries with 6 in favor and 0 against.

2021 TREASURER’S REPORT:

Ms. Oudekerk presented the January 2021 financials, to date.

MOTION #2021-01-8: Mr. Harrison made a motion to accept the Off Warrant in the amount of \$64,566.55 dated 1/1-1/13/2021, as presented. 2nd by Mr. West. The motion carries with 6 in favor and 0 against.



MOTION #2021-01-9: Mr. West made a motion to authorize the signing of the Warrant dated 1/13/2021 in the amount of \$159,359.52. 2nd by Ms. Engel. The motion carries with 6 in favor and 0 against.

DIRECTOR'S REPORT:

December 2020 director's report was included in the board packet. New report format aimed at higher level overview of library initiatives vs. operational specifics on library programs. Board to provide feedback to director on format and content needed in these reports.

- Adult Winter Reading and Pen to Pandemic demonstrating high levels of participation.
- Anticipate purchases of new databases this year.
- Shared 2020 Library Journal Index rankings, which placed EGCL at 49 out of 1132 libraries in its peer group.
- Construction Grant parking lot Wi-Fi install almost finished.

FRIENDS:

- Mr. Pensabene will be providing Friends content for upcoming library newsletter.
- Ms. Reyner shared that the Friends' End-of-Year donation solicitation has resulted in 82 donations totaling, \$3531, to date. Notes of appreciation of the library were also included with many donations. Notes will be shared with director.

TOWN OF EAST GREENBUSH:

- Ms. Kennedy provided an update on Town activities. Town Board will be adopting Comprehensive Master Plan at their Feb 2021 board meeting.
- Town is also soliciting ideas for a town motto, which can be emailed to the town.
- Town hall remains closed to public due to COVID, but staff has returned.

RENSELAER COUNTY:

- Mr. Grant noted that Rensselaer County is hoping to get COVID vaccines by this Friday, to be used within the county.

UHLS:

- Mr. Poost reported that UHLS' Anti-Racism Task Force will be sponsoring anti-racism training/resources for participating libraries, library staff, then board members.
- UHLS expecting a 20% financial cut in 2021.

OLD BUSINESS:

The 2019 Bryans & Gramuglia auditor findings report was presented in the board packet.

MOTION #2021-01-10: Ms. Oudekerk made a motion to accept the 2019 Audit as presented. 2nd by Mr. West. The motion carries with 6 in favor and 0 against.



Draft of Library Bylaws Revision (2nd reading) was presented in board packet.

MOTION #2021-01-11: Ms. Harris made a motion to approve the revision to the Library Board Bylaws, as presented. 2nd by Ms. Oudekerk. The motion carries with 6 in favor and 0 against.

MOTION #2021-01-12: Ms. Harris made a motion to extend the existing Strategic Plan through 2021 with plan to be revisited in 2022.

Discussion regarding the plan resulted in agreement that the Services Committee will introduce review of current Strategic Plan at mid-year committee meeting.

NEW BUSINESS:

- Trustee vacancy will be advertised by director through library media seeking interested parties to fill vacancy for 2021, with goal of March 2021 appointment.
- 2022 Schodack Contract is assigned to the Admin Committee for development.
- Ad hoc Committee meetings will be held Thursday 2/4/2021.

ADJOURN:

MOTION 2021-01-13: Motion to Adjourn January 2021 Board meeting was made by Mr. West at 9:09 p.m. 2nd by Mr. Harrison. The motion carried with 6 in favor and 0 against.

Respectfully submitted,

Mari Harris, Secretary