



Library Board of Trustees Meeting – APPROVED 3/15/22  
*February 15, 2022, via videoconference and in person*

**ATTENDEES:**

*Presiding Officers*

Michael Poost, President  
Shay Harrison, Vice President  
Lynne Oudekerk, Treasurer  
Mari Harris, Secretary (appearing virtually)  
Amanda Miller, Trustee (appearing virtually)  
Camie Engel, Trustee  
Katie Sheehan, Trustee

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

Jill Dugas Hughes, Library Director  
Charlie Pensabene, FOEGCL (appearing virtually)  
Ed Nestler, Town of East Greenbush  
Tom Grant, Rensselaer County (appearing virtually)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on February 15, 2022, at the East Greenbush Community Library and virtually, via videoconference. It began at 7:32 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 7:32 pm. Welcomed Mr. Ed Nestler, our new representative from Town of East Greenbush. Mr. Poost advised that Executive Session would be held at end of this meeting.

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

**MOTION #2022-02-14:** Ms. Engel made a motion to approve the January 25, 2022 Library Board Meeting minutes, as corrected. 2<sup>nd</sup> by Ms. Oudekerk. 6 in favor. None opposed. Mr. Harrison abstains. The motion carries.

**TREASURER'S REPORTS:**

Ms. Oudekerk advised that there were issues with both Profit and Loss Statements and the Balance Sheets for year end and current month. They will be presented at the March meeting for Board consideration. Received 2022 public funds payment from Town of East Greenbush this



date. Bryans & Gramuglia have begun preparation for 2021 financial records audit. Discussion regarding BPI Mechanical contract payment: clarified that it is semiannual vs. biannual.

**MOTION #2022-02-15:** Mr. Harrison made a motion to accept the January 13-February 10, 2022 Off-Warrant in the amount of \$103,132.09, as presented. 2nd by Ms. Engel. None opposed. All in favor. The motion carries.

**MOTION #2022-02-16:** Ms. Sheehan made a motion to authorize the signing of the regular monthly Warrant dated February 10, 2022 in amount of \$17,442.31, as presented. 2nd by Ms. Harris. None opposed. All in favor. The motion carries.

**MOTION #2022-02-17:** Ms. Harris made a motion to approve the Gift and Grant expenditures in the amount of \$2,181.19 as corrected. 2<sup>nd</sup> by Ms. Engel. None opposed. All in favor. The motion carries.

**MOTION #2022-02-18:** Ms. Sheehan made a motion to accept the final expenditures of fiscal year 2021, totaling \$6,035.95, which included: Gift and Grant expenses of \$281.74; final Off-Warrant in the amount of \$1,875.37; and final Warrant in the amount of \$3,878.84. 2<sup>nd</sup> by Ms. Engel. None opposed. All in favor. The motion carries.

#### **COMMITTEE REPORTS:**

**Administrative:** Ms. Miller presented report regarding February 3, 2022 meeting.

EFT Payments:

Committee authorized further investigation of EFT payment option for recurring bills. Further consideration by Committee needed.

Insurance:

Ms. Dugas Hughes has requested quote for cyberattack coverage.

Finance:

Approved purchase of additional Meraki unit to improve WIFI coverage.

COVID Bonus:

Agreed to full Board consideration regarding one-time COVID bonus for staff.

**Services:** Ms. Engel presented report regarding February 3, 2022 meeting.

Racial Equity Training:

Committee recommending Board participation in two 90-minute training sessions. Ms. Dugas Hughes will survey Board for scheduling preference for this training. Mr. Poost to contact UHLS to request Ms. Sheehan's participation in their five session Racial Equity training program.

Auto-Renewals:

Committee considering expanding program to two renewals for materials, if not on hold.

Best of Capital District Campaign:



Library, Town, and East Greenbush Central School District created collaborative YouTube video to showcase East Greenbush. Appears that all will be contenders in contest. Ms. Dugas Hughes to provide link to Trustees for voting, which opens February 18.

Little Free Library:

Contractor inquiry on installation material. Ms. Dugas Hughes to follow up.

**Compensation Study:**

Ms. Harris reported that committee is working on deliverable. Nothing to present to Board at this time.

**DIRECTOR'S REPORT:**

In addition to report, Ms. Dugas Hughes shared that "How to use LIBBY" program was very well-attended. There has been very positive feedback on Auto-renewal program. Thanks to Ms. Stoller-Peters, Bethlehem Public Library, for sharing collective charting of Collection Usage among 7 local libraries: very informative and comparative among all libraries involved.

**PERSONNEL MATTERS:**

Ms. Dugas Hughes presented January 24, 2022 Substitute Librarian Reinstatement, which will mitigate staffing problems while recruitment of Library Assistants is underway.

**MOTION #2022-02-19:** Ms. Oudekerk made a motion to approve the Personnel Memorandum from the Director to the Board, dated February 15, 2022, as corrected. 2<sup>nd</sup> by Ms. Engel. None opposed. All in favor. The motion carries.

**OLD BUSINESS:**

COVID Safety Plan and Masks:

Library's current Safety Plan (July 22, 2021) ties face mask guidelines to CDC transmission rates metric. Current Rensselaer County transmission rates remains high. Given overall State-wide cases of COVID declining, NYS Governor removing much of mask mandate, and development of newer data since implementation of current Safety Plan, it was agreed that newer metrics be considered in determining library mask guidelines. Both patrons and staff remain divided on this guideline. Discussion yielded decision that library will revise masking guidelines and remain flexible, as newer state guidelines and/or CDC data and metrics will be forthcoming. Director will expand consultation with staff on workplace masking guidelines.

**MOTION #2022-02-20:** Ms. Oudekerk made a motion to recommend but not require that: patrons wear masks inside library; require masking for library-sponsored on-site programs; require staff to wear masks but authorize Director to make modifications to this requirement, as deemed necessary. 2<sup>nd</sup> by Ms. Harris. 5 in favor. Ms. Miller opposes. Ms. Sheehan abstains. The motion carries.



**Strategic Plan:**

Ms. Dugas Hughes has provided suggested revisions to current plan in consideration of a 2-year extension to this plan. Board to review then discuss at upcoming Committee meetings. Provide feedback via Teams before Committee meetings. Approval of extending plan to be considered at next Board meeting.

**LIAISON REPORTS:**

**Friends of East Greenbush Community Library:**

Per Mr. Pensabene, Friends planning on-site April book sale. Details and COVID protocols being developed. Friends' membership solicitation letters have been mailed out.

**Town of East Greenbush:**

Mr. Nestler shared his background with Board.

Town considering bonuses for "essential workers," borrowing metric that was established and used by Rensselaer County.

**Rensselaer County:**

Mr. Grant shared that County remains fiscally strong.

**Upper Hudson Library System:**

Nothing to report, per Ms. Engel

**EXECUTIVE SESSION:**

AT 9:13 pm, Mr. Poost requested Executive Session to discuss personnel matter. Recording of meeting stopped. Non-Board members excused from meeting.

**MOTION #2022-02-21:** Mr. Harrison made a motion to move into Executive Session. 2<sup>nd</sup> by Ms. Engel. All in favor. None opposed. The motion carries and Board entered executive session at 9:16 pm.

**MOTION #2022-02-22:** Ms. Oudekerk made a motion to exit from Executive Session at 9:43 pm. 2<sup>nd</sup> by Mr. Harrison. All in favor. None opposed. The motion carries.

**NEW BUSINESS:**

Mr. Poost distributed Director Evaluation survey forms to be completed by each Trustee and returned to him at Committee meetings. Results will be discussed in Executive Session at next Board meeting.

Consideration of potential COVID Bonus discussion moved to next Board meeting.



**ADJOURN:**

**MOTION #2022-02-23:** Motion to adjourn the February 15, 2022 Board meeting was made by Mr. Harrison. 2<sup>nd</sup> by Ms. Engel. None opposed. All in favor. The motion carries.

Respectfully submitted,

Mari Harris, Secretary