



Library Board of Trustees Meeting **APPROVED 3/16/21**

February 16, 2021 at 7:34 p.m. via GoToMeeting

ATTENDEES :

Presiding Officers

Michael Poost, President
Bob West, Vice President
Lynne Oudekerk, Treasurer
Mari Harris, Secretary
Shay Harrison, Trustee (arrival 8:15 pm)
Camille Engel, Trustee

Library Staff, Community Partners & Members of the Public

Jill Dugas Hughes, Library Director
Charlie Pensabene – Friends of the East Greenbush Community Library
Hollie Kennedy – Town of East Greenbush
Tom Grant – Rensselaer County
Dawn Geurds
Vicki Bucciantini
Kathy Rossello

A Library Board of Trustees meeting of the East Greenbush Community Library was held on February 16, 2021 virtually, via GoToMeeting. It began at 7:34 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 7:34 pm. Mr. Poost noted agenda adjustments. Mr. Harrison was delayed so Service Committee report may occur later than agenda indicated. Further, the Board would be adding an Executive Session to the agenda to discuss appointment to fill the current trustee vacancy.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

MOTION #2021-02-14: Mr. West made a motion to approve the January 19, 2021 Library Board Meeting minutes, as presented. 2nd by Ms. Engel. None opposed. All in favor. The motion carries.

TREASURER'S REPORT:

Ms. Oudekerk presented the library's financial records for the period of January 14-February 10, 2021.



MOTION #2021-02-15: Ms. Harris made a motion to accept the Off Warrant in the amount of \$102, 724.44 dated January 14-February 10, 2021, as presented. 2nd Ms. Engel. None opposed. All in favor. The motion carries.

MOTION #2021-02-16: Ms. Harris made a motion to authorize the signing of the Warrant in the amount of \$24,763.48 dated February 9, 2021, as presented. 2nd by Mr. West. None opposed. All in favor. The motion carries.

Ms. Oudekerk identified a transcription error under the Budget column in the January 19, 2021 Profit & Loss Statement during her review of the financials. Specifically, under "Operating Expenses," the Technology/Communications' IT Maintenance/Service figure and Telecommunications figure had been erroneously transcribed as \$5,912 and \$9,260, respectively. These figures have been corrected to read \$10,235 and \$9,311, respectively. The errors had no impact on library expenditures.

Two new lines have been added to the Profit & Loss Statement under "Expenses" for this fiscal year. A "Lost and Paid" line has been added under "Books & Materials" to quantify payments made by library to other libraries on behalf of patrons who lose or damage other library's books. An "Unallocated (Capital Reserve)" line has been added to more accurately reflect the voter-approved 2021 budget.

MOTION #2021-02-17: Ms. Engel made a motion to approve the February 2021 Financials with 11% of the year completed, as presented. 2nd by Ms. Harris. None opposed. All in favor. The motion carries.

COMMITTEE REPORTS:

Administrative: Per Mr. West, committee met on 2/4/21. Discussed items for 2021 committee attention, which will be prioritized over the calendar year. Items include:

- FY2021 Operating Budget Transfer amendment (outlined below)
- Develop formula options for Town of Schodack Contract by 3/1/21
- UHLAN fees
- Financial policies review
- Quickbooks updates
- Review Reserves and designations of funds
- Construction Grant progress
- Salary and compensation plans for 2022 and future
- Business & Operations Manager position
- Trustee vacancy recruitment

Ms. Dugas Hughes presented a FY2021 Operating Budget Transfer request to the committee. The proposed transfers are within the following Operations accounts: Facilities, Technology & Communications, Books & Materials, Personnel and Reserves. Transfer specifics are included in the February 11, 2021 memo from Ms. Dugas Hughes in this month's board meeting packet.

MOTION #2021-02-18: Administrative Committee made a motion to enact the FY2021 Operating Budget Transfers as detailed in the February 11, 2021 memo. 2nd by Mr. West. None opposed. All in favor. The motion carries.



Services: Per Mr. Harrison, committee met on 2/4/21. Discussed items for 2021 committee attention and/or review, specifically:

- Library policies and annual reports with NYS-imposed deadlines of 4/2021
- Sections within employee manual
- Employee compensation structure
- COVID-19 Paid Leave Policy** to be formalized and adopted
- Board's advocacy role and expansion opportunities

**Ms. Dugas Hughes presented a draft proposed COVID-19 Paid Leave Policy for committee review. Library needs to incorporate NYS COVID sick leave mandate into East Greenbush Community Library employee leave benefits. Discussion and communications concerning policy language and purpose continued between committee and director, beyond meeting. Given urgency to adopt a policy, it was included in Board packet for full board consideration.

Full board discussion regarding proposed COVID-19 Paid Leave Policy included purpose of policy, who and how policy impacts library employees, along with obstacles staff and operations are facing under multiple mandatory quarantines. It was agreed that draft will be returned to committee for additional vetting. **Draft will be provided by Ms. Dugas Hughes to full board to provide comments and input within next two weeks, i.e., prior to 3/4/21 Services Committee meeting.**

DIRECTOR'S REPORT:

Ms. Dugas Hughes presented January 2021 Data Snapshot, a new high-level view of library monthly activity and operational stats. Well-received by board. Of particular note was a 274% increase in people attending virtual programs over the past month. Activity kits for both adults and youth continue to build in popularity, up 48% this period.

Director's Report highlighted current top initiatives and community feedback.

LIAISON REPORTS:

Friends of East Greenbush Community Library: Mr. Pensabene reported that they plan to accept limited donations in response to community interest. A date and time for accepting donations will be shared within the next month: event will take place outside book shed. Friends membership letters going out at end of this week.

Town of East Greenbush: Ms. Kennedy reported that Town Hall remains closed to public. Town motto submissions deadline has passed: town motto to be selected at their March meeting. Town will hold public meeting 3/17/21 on Police Reform plan: completed plan required by NYS, April 2021. Town considering sewer district consolidation as cost saving measure, going from 5 to 1.

Rensselaer County: Mr. Grant reported that county sales tax revenue remains strong. COVID vaccination center at HVCC is ready: awaiting delivery of vaccine.

Ms. Dugas Hughes thanked Mr. Grant and Rensselaer County for their \$250 contribution to the library.



Upper Hudson Library System: Mr. Poost reported that Library Advocacy Day will be done virtually this year: persons interested in participating should contact Ms. Dugas Hughes. UHLS will be getting back some of their 2020 funds that had been cut by the State last year. Further, Governor's 2021 budget has proposed a 7% cut as opposed to the expected 22% cut. This allows UHLS to rescind their staffing cuts and to continue daily deliveries to UHLS library members.

NEW BUSINESS:

Ms. Dugas Hughes recommends an extension of Saturday hours in response to patron requests, a decline in COVID-19 infection rates, and to mitigate the longer wait times that patrons are experiencing on Saturdays during current hours of 10 am - 2 pm.

MOTION #2021-02-19: Ms. Oudekerk made a motion to extend the library Saturday public hours to 10 am - 4 pm; effective February 27, 2021. 2nd by Ms. Engel. None opposed. All in favor. The motion carries.

Ms. Oudekerk noted that February meeting Board approval for 2021 Board Draft Calendar had been inadvertently overlooked for this meeting. **Approval of 2021 Board Draft Calendar will be postponed to March 16, 2021 Board Meeting.**

March Admin Committee meeting will be held Tuesday, March 2 at 6pm instead of March 4, as reflected on agenda.

EXECUTIVE SESSION:

At 8:55 pm, the Board went into Executive Session to discuss trustee vacancy candidate interviews. Recording was stopped. Board discussed interviews in session and made selection to fill vacancy. Mr. Poost will notify the selected candidate of their intended appointment before the March Board meeting. Appointee will fill vacancy from March through December 2021. Ms. Dugas Hughes will present a trustee orientation, prior to March board meeting.

At 9:25 pm, Board exited executive session.

ADJOURN:

MOTION: #2021-02-20: Motion to adjourn February 2021 Board meeting was made by Ms. Oudekerk at 9:29 pm. 2nd by Ms. Engel. None opposed. All in favor. The motion carries.

Respectfully submitted,

Mari Harris, Secretary