



Library Board of Trustees Meeting – APPROVED 4/12/22  
*March 15, 2022, via videoconference and in person*

**ATTENDEES:**

*Presiding Officers*

- Michael Poost, President
- Shay Harrison, Vice President
- Lynne Oudekerk, Treasurer (*appearing virtually*)
- Mari Harris, Secretary
- Amanda Miller, Trustee

*Excused:*

- Camie Engel, Trustee
- Katie Sheehan, Trustee

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

- Jill Dugas Hughes, Library Director
- Ed Nestler, Town of East Greenbush

A Library Board of Trustees meeting of the East Greenbush Community Library was held on March 15, 2022, at the East Greenbush Community Library and virtually, via videoconference. It began at 7:30 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 7:30 pm. Mr. Poost advised that Executive Session on Agenda will be deferred to next Board meeting.

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

**MOTION #2022-03-24:** Ms. Miller made a motion to approve the February 15, 2022 Library Board Meeting minutes, as submitted. 2<sup>nd</sup> by Mr. Harrison. All in favor. None opposed. The motion carries.

**TREASURER’S REPORTS:**

Ms. Oudekerk presented current Warrant and Off-Warrant reports. While Ms. Dugas Hughes, Mr. Poost and she worked on stabilizing financial operations since last Board meeting, not all monthly reports can be generated, yet. All 2021 financial records are being reviewed and



reconciled. Significant calculation errors and delays in financial processes have been corrected. No evidence of malfeasance nor impact on Library's overall financial position.

Business Operations Manager Liz Rooney was terminated February 24. Ms. Dugas Hughes has reassigned current staff and workloads to assist her with financial operations as she determines best approach for business operations.

The State 2021 Annual Report, FY2021 audit, and transition to QuickBooks for financials will be delayed.

Distribution of 2021 year-end reports and updated 2022 financials are anticipated prior to next Board meeting.

Gift and grant expenditures will now be included In monthly expenditure report.

**MOTION #2022-03-25:** Ms. Harris made a motion to accept the February 12-March 9, 2022 Off-Warrant in the amount of \$125,115.69 (\$124,019.69 regular operating account expenditures and \$1,096 gift and grant account expenditures), as presented. 2nd by Ms. Miller. All in favor. None opposed. The motion carries.

**MOTION #2022-03-26:** Mr. Harrison made a motion to authorize the signing of the Warrant dated March 9, 2022 in amount of \$23,277.05, as presented. 2nd by Ms. Miller. All in favor. None opposed. The motion carries.

#### **COMMITTEE REPORTS:**

**Administrative:** No meeting

**Services:** No meeting

#### **Compensation Study:**

Ms. Harris provided deliverable and tasks that are underway. Deadline for completion will be pushed back, with results being available for inclusion in 2023 budget committee discussions.

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

In addition to report, Ms. Dugas Hughes noted that 50+ applications for full-time library assistant position were received. Interviews being conducted. New library assistant will take on the paraprofessional duties that librarians have been handling.

Staff Development Day will be held on March 31, 2022 at Town's Red Barn. Will include Team Building and Equity Workshops. Library will be closed.



Ms. Dugas Hughes mentioned that most surrounding libraries have gone fine-free. East Greenbush Community Library will address future of fines during upcoming budget process.

Project Outcome surveys, developed by the Public Library Association's Performance Measurement Task Force, is tool that Library will use to collect data that will drive future services.

Motorized divider door is functional, but vinyl coverings need replacing as some arrived with cracks. Ms. Dugas Hughes to pursue with vendor.

Thanks to Mr. Poost, Ms. Oudekerk, Ms. Guerds and all the staff for their efforts during unanticipated financial reconciliation.

**PERSONNEL MATTERS:**

Ms. Dugas Hughes presented March 15, 2022 memorandum, noting the resignation of one Part-Time Library Clerk (March 10), termination of Library Business & Operations Manager (February 24) and temporary appointment of Dawn Guerds to Interim Library Business & Operations Manager (February 28).

**MOTION #2022-03-27:** Ms. Miller made a motion to approve the Personnel Memorandum from the Director to the Board, dated March 15, 2022, as presented. 2<sup>nd</sup> by Ms. Oudekerk. All in favor. None opposed. The motion carries.

**OLD BUSINESS:** None

**LIAISON REPORTS:**

**Friends of East Greenbush Community Library:** None

**Town of East Greenbush:**

Mr. Nestler shared that:

- Town is hiring 5 police officers
- Work underway on Tempel Lane for bypass between Red Mill Rd. and Third Ave. Extension
- Rensselaer County moving 400 positions to former Rose and Kiernan Building on Route 4-may include satellite DMV office which is currently in Town offices. Building will contain only county office employees. Move completion anticipated for end of 2022.

Ms. Dugas Hughes commended East Greenbush police officers for doing a tremendous job with, and for, the youth on recent issues that necessitated intervention at the Library.

**Rensselaer County:** None



**Upper Hudson Library System:**

Ms. Dugas Hughes reported that UHLS will start racial equity training March 16: sending staff person to do our Library training. UHLS Adult Services liaison left UHLS to become assistant director at Guilderland Public Library. UHLS in search of replacement.

**NEW BUSINESS:**

Ms. Miller shared that Genet PTO looking for book donations for their Book Giveaway event. She will send them to Friends of East Greenbush Community Library for assistance.

Committee meetings have been moved to the first Monday evening of each month, effective April 2022.

**EXECUTIVE SESSION:**

Mr. Poost deferred this session to next Board meeting

**ADJOURN:**

**MOTION #2022-03-28:** Motion to adjourn the March 15, 2022 Board meeting was made by Ms. Miller at 8:36 p.m. 2<sup>nd</sup> by Ms. Harris. All in favor. None opposed. The motion carries.

Respectfully submitted,

Mari Harris, Secretary