



Library Board of Trustees Meeting - **APPROVED 4/20/2021**

March 16, 2021 at 7:31 p.m. via GoToMeeting

ATTENDEES:

Presiding Officers

- Michael Poost, President
- Bob West, Vice President
- Lynne Oudekerk, Treasurer
- Mari Harris, Secretary
- Shay Harrison, Trustee
- Camille Engel, Trustee
- Amanda Miller, Trustee
- Eileen Riley, Recording Secretary

Library staff, Community Partners & Members of the Public

- Jill Dugas Hughes, Library Director
- Liz Reyner - Friends of the East Greenbush Community Library
- Hollie Kennedy - Town of East Greenbush
- Tom Grant - Rensselaer County

A Library Board of Trustees meeting of the East Greenbush Community Library was held on March 16, 2021 virtually, via GoToMeeting. It began at 7:31 pm and was presided over by Michael Poost, President, with Mari Harris as Secretary and Eileen Riley as Recording Secretary. Meeting was recorded.

CALL TO ORDER: Mr. Poost called the meeting to order at 7:31 pm. Mr. Poost noted an addition to New Business section of the agenda, i.e., a partnership opportunity with Goff Middle School which will be discussed by Ms. Engel.

TRUSTEE APPOINTMENT: Mr. Poost administered the Oath of Office to incoming trustee, Amanda Miller. Ms. Miller was appointed to fill the Board trustee vacancy for the period of 3/16/21 through 12/31/21. **Official paperwork will be signed by Ms. Miller within the next 30 days.**

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

MOTION #2021-03-21: Mr. Harrison made a motion to approve the February 16, 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 February 11 through March 10, 2021.

MOTION #2021-03-22: Ms. Harris made a motion to accept the Off Warrant in the amount of \$104,291.12 dated 2/11-3/10/21, as presented. 2nd by Mr. West. None opposed. All in favor. The motion carries.

MOTION #2021-03-23: Ms. Engel made a motion to authorize the signing of the Warrant in the amount of \$19,764.93 dated March 9, 2021, as presented. 2nd by Ms. Harris. None opposed. All in favor. The motion carries.

Ms. Oudekerk noted:

- A format update to Profit & Loss Statement-entries will be made on monthly statements to identify markedly over/under-budgeted items.
- Cash balance is at 99.8% as all anticipated public funds have been received.
- Financial accounting software QuickBooks to be moved to cloud-based service in near future.

MOTION #2021-03-24: Mr. Harrison made a motion to approve the March 2021 Financials with 19% of the year completed, as presented. 2nd by Mr. West. None opposed. All in favor. The motion carries.

COMMITTEE REPORTS:

Administrative: Per Mr. West, committee met on 3/2/21 and reviewed/revised 2021 committee priorities, as presented in 3/1/21 memo from Ms. Dugas Hughes to the Committee. Mr. West also noted that:

- May not be possible to develop a contract formula with Town of Schodack this year due to pandemic. Committee will discuss options for 2022 contract, along with potential formulas to replace current formula moving forward.
- **Ms. Dugas Hughes to provide updated Business Manager job description and cost for a 6-week training overlap** to hire a replacement on 5/1/21 for current Business Manager who will retire 7/31/21.
- **Ms. Dugas Hughes to research cost for consultant to move QuickBooks** from current site to cloud based.
- **Ms. Dugas Hughes and Ms. Oudekerk will develop schedule/timeline for developing 2022 budget**
- Recommended Tuesday 9/14/21 as date for budget and new trustee election this year.

Services: Per Mr. Harrison, committee met on 3/4/21.

- Ms. Dugas Hughes advised that one-time PTO adjustment from last year has been managed well by staff.
- Discussed COVID-19 Paid Leave Policy draft, noting the NYS 3/18/20 mandate for implementing a policy.



- Ms. Dugas Hughes shared Google document for **committee members to develop and rank advocacy resources for potential networking opportunity.**

Ms. Dugas Hughes discussed the updated COVID-19 Paid Leave Policy draft with Service Committee recommendation to approve. Comments were provided.

MOTION #2021-03-25: Mr. Harrison made a motion to approve the COVID-19 Paid Leave Policy dated March 12, 2021 as recommended by the Service Committee, with corrections. 2nd by Ms. Oudekerk. None opposed. All in favor. The motion carries.

DIRECTOR'S REPORT:

Ms. Dugas Hughes highlighted current top initiatives, including:

- Winter reading program is finished and was very successful. Youth program hosted approximately 100 participants who completed 729 books and 1,295 activities. Adult program had approximately 157 participants, with very positive feedback on the program.
- Wi-Fi parking lot project is completed.
- EGCL nominated for best library in the Times Union Best of Capital Region contest.
- Staff committees working on Staff Policy/Procedure Manual and Health and Wellness initiatives.
- Will not hold 2021 staff development day due to pandemic.

LIAISON REPORTS:

Friends of East Greenbush Community Library: Ms. Riley reported there would be a "grab & go" book sale and donation drop off this Saturday. Ms. Reyner reported that Friends will follow library quarantine procedures for donations. Planning FOEGCL presence at 2021 Farmer's Market and continuing raffle basket fundraisers, e.g. Lindt Easter Basket and Mother's Day basket. Received approximately 170 membership renewals, to date.

Town of East Greenbush: Ms. Kennedy reported that public hearing on EG police reform policy will take place 3/17/21, with Town Board to adopt policy on following Wednesday. Town partnering with Bethlehem and Troy on hazardous household waste disposal program, which will begin 4/17 in Bethlehem: preregistration required to participate. Parking lot being created behind Town Hall for users of Albany-Hudson Electric Trail. Town will sponsor an Easter egg hunt 3/27/21 and bicycle education program.

Rensselaer County: Mr. Grant reported that County is recognizing week of April 4 as National Library Week. County met with Senator Schumer regarding Pandemic relief funds: County to receive \$31 million and East Greenbush to receive \$1.78 million. COVID cases are retreating.

Upper Hudson Library System: Mr. Poost reported that Governor's proposed budget contains only a 5% cut and restores 20% from last year's planned cut. UHLS library deliveries have been restored. Mr. Poost's UHLS Board term is up this year. Replacement will be chosen by the mid-size library members



(EGCL is mid-size). Interested Board member(s) encouraged to apply for his seat so that Board has representation among the membership of UHLS. Contact Mr. Poost for further information.

OLD BUSINESS:

Pandemic Response Plan is a NYS-mandated generic operations contingency plan, required of all public libraries. Per 3/12/21 "Adopt Pandemic Response Plan" memo from Director to Board, the proposed plan incorporates all components required by law and must be implemented by 4/2/21. Given its intended purpose, the plan is an open-ended document that will be revised as necessary.

MOTION #2021-03-26: Ms. Oudekerk made a motion to approve the Pandemic Response Plan dated March 16, 2021, as corrected. 2nd by Ms. Engel. None opposed. All in favor. The motion carries.

The Board 2021 Calendar has been revised with date for annual election and budget vote included. **Budget Committee meetings TBD: board members wanting to participate should notify Ms. Dugas Hughes.**

MOTION #2021-03-27: Ms. Harris made a motion to approve the 2021 Board Calendar, as presented. 2nd by Mr. West. None opposed. All in favor. The motion carries.

Ms. Dugas Hughes presented library service level update, with proposed expanded library hours, materials and service enhancements as outlined in her 3/10/21 "Adopt Expanded Revised COVID Services/Hours Plan" memo to the Board. Library updates that preceded Board meeting had been presented at Committee level meetings; agreed upon with no opposition by board members.

MOTION #2021-03-28: Ms. Oudekerk made a motion to approve the expansion of library hours and service enhancements, as presented. 2nd by Ms. Engel. None opposed. All in favor. The motion carries.

Per request, Ms. Dugas Hughes will provide Board members with an updated list of Board Members and the 2021 Calendar.

NEW BUSINESS:

Ms. Engel requested that Board consider a Library partnership with EG Goff Middle School. Goff's "Backpack Program" coordinator Jamie Eggleston and she discussed adding a book into each participant's backpack. This is a weekend/school break program that currently has 23-25 student participants. Looking to implement something for upcoming 3/30/21 school break week. Discussion among board members and Friends' Ms. Reyner resulted in Friends working with Ms. Engel to provide books for break week. **Ms. Reyner will advise Ms. Engel on book availability after this weekend's book drive. Ms. Engel to notify Mr. Eggleston of status.**



Long-term Backpack Program partnership will be sent back to Services Committee for further discussion. Library Youth Services Director will be invited to participate in committee discussion. Determine if this partnership is feasible and whether the lead partner should be Library or Friends.

ADJOURN:

MOTION #2021-03-29: Motion to adjourn the March 2021 Board meeting was made by Ms. Harris at 9:07 pm. 2nd by Ms. Oudekerk. None opposed. All in favor. The motion carries.

Respectfully submitted,

Mari Harris, Secretary

Eileen Riley, Recording Secretary