



Library Board of Trustees Meeting – APPROVED May 17, 2022
April 12, 2022, via videoconference and in person

ATTENDEES:

Presiding Officers

- Michael Poost, President
- Shay Harrison, Vice President
- Lynne Oudekerk, Treasurer
- Mari Harris, Secretary
- Amanda Miller, Trustee
- 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 April 12, 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.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

MOTION #2022-04-29: Ms. Engel made a motion to approve the March 15, 2022 Library Board Meeting minutes, as presented. 2nd by Ms. Oudekerk. All in favor. None opposed. The motion carries.

TREASURER’S REPORTS:

Ms. Oudekerk presented outstanding 2021 year-end financial reports. Ms. Oudekerk noted that reconciliation of all 2021 bills and payments established a significant difference in the preliminary year-end balance as reported to the Board early 2021, but difference does not impact Library’s financial stability. There are outstanding 2021 bills that will be paid in 2022; affected vendors have been notified. Further, there were bills paid timely but not officially accepted by the Board. It is anticipated that these items will be presented for review and acceptance by or at May 2022 Board meeting.



MOTION #2022-04-30: Mr. Harrison made a motion to accept the 2021 year-end Final Profit and Loss Statement and Final Balance Sheet, as amended. 2nd by Ms. Miller. All in favor. None opposed. The motion carries.

Ms. Oudekerk presented 2022 financials, noting accounting adjustments that have been made in response to the 2021 review and reconciliation. Rising facility expenses are concerning but anticipated, given the overall economic state. Contract and utility costs will be closely monitored as budget year progresses.

Ms. Oudekerk recommended that the Board transfer \$50,000 from the 2021 Fund Balance into reserve accounts.

MOTION #2022-04-31: Ms. Oudekerk made a motion to transfer \$50,000 from the 2021 net income into reserve accounts: \$25,000 into Capital Reserves and \$25,000 into Operating Contingency Reserves. 2nd by Ms. Harris. All in favor. None opposed. The motion carried.

MOTION #2022-04-32: Ms. Oudekerk made a motion to accept two off warrants, as presented: the March 16-April 4, 2022 Vendor Off-Warrant in the amount of \$112,872.22 and the January 1-April 4, 2022 NYSLRS Off-Warrant in the amount of \$5,711.71. 2nd by Ms. Engel. All in favor. None opposed. The motion carries.

Mr. Harrison suggested consideration of Positive-Pay, a fraud prevention bank service that assists business customers by validating checks received for transacting against customer-provided list of checks written. The Board agreed that Ms. Dugas Hughes should contact bank to see if Positive-Pay would be available to Library.

MOTION #2022-04-33: Ms. Harris made a motion to authorize the signing of the Warrant dated April 4, 2022 in amount of \$41,845.64, to include \$20,083.03 from Operating funds, \$21,441.15 from Capital Reserve funds, and \$321.46 from Gifts and Grants funds, as presented. 2nd by Mr. Harrison. All in favor. None opposed. The motion carries.

MOTION #2022-04-34: Ms. Miller made a motion to approve the 2022 Financials with 27% of the year completed, as presented. 2nd by Ms. Engel. All in favor. None opposed. The motion carries.

Mr. Poost thanked Ms. Oudekerk, Ms. Dugas Hughes, and Ms. Geurds for their efforts and diligence in rectifying the financial disarray that was discovered upon termination of the Business Operations Manager in 2021. Their resolve re-established confidence in our financial state.



COMMITTEE REPORTS:

Budget:

Ms. Oudekerk named the 2023 Budget Committee members: Ms. Oudekerk, Ms. Engel, Ms. Sheehan, Ms. Harris, Mr. Poost and Ms. Dugas Hughes. Meetings will begin in May 2022.

Administrative:

Ms. Miller presented minutes from April 4 meeting, identifying old and new items under review by the Committee. There was discussion regarding Board succession planning, noting that two trustee terms expire at year-end 2022. With many significant issues that the Library and Board will address in the coming years, succession planning is integral.

MOTION #2022-04-35: Ms. Oudekerk made a motion to authorize the signing of the 2022 annual contract for cooling tower services with B&L Control Service Inc., in the amount of \$3,850.00, as presented. 2nd by Ms. Harris. All in favor. None opposed. The motion carries.

Services:

Ms. Dugas Hughes presented minutes from April 4 meeting. Of particular importance to move forward are the Strategic Focus for 2022-2023 and Meeting Room Policy, as library operations move back to normal. Library will not be charging for use of meeting rooms.

MOTION #2022-04-36: Ms. Oudekerk made a motion to adopt a revised April 2022 Meeting Room Policy which will supersede and combine prior Meeting Room Policy and EERC/HURR Room Policy, as amended, to include language concerning photography in public places. 2nd by Mr. Harrison. All in favor. None opposed. The motion carries.

MOTION #2022-04-37: Ms. Oudekerk made a motion to adopt the Strategic Focusing Priorities for 2022-2023, as prepared. 2nd by Ms. Miller. All in favor. None opposed. The motion carries.

Compensation Study:

Ms. Harris presented minutes from April 4 meeting.

DIRECTOR'S REPORT:

Ms. Dugas Hughes reported that circulation and renewals are up 15% over February this year. In addition to highlighting a few areas in the report, Ms. Dugas encouraged attendees to sign up for Spring Reading using Library's Beanstack tool. Further, Library is preparing to reopen children's playroom by end of April!



PERSONNEL MATTERS:

Ms. Dugas Hughes has selected, from over 100 applicants, a full-time Library Assistant. One part-time Library Clerk resigned 3/27/2022. Interviews for part-time Library Assistant have been productive.

MOTION #2022-04-38: Ms. Miller made a motion to approve the Personnel Memorandum from the Director to the Board, dated April 12, 2022, as presented. 2nd by Ms. Engel. All in favor. None opposed. The motion carries.

OLD BUSINESS: None

LIAISON REPORTS:

Friends of East Greenbush Community Library:

Mr. Harrison and Ms. Dugas Hughes shared that FOEGCL April Book Sale was a fund-raising success, marking the return of the first indoor Spring book sale since pandemic struck.

Town of East Greenbush:

Mr. Nestler reported that:

- Town repaving several roads with some of ARPA (American Rescue Plan Act) funds: alert Supervisor of roads that should be paved, if not on Town list
- Troy water pump station that supplies East Greenbush and Rensselaer will be revamped this year
- Appointments and promotions have been made within the Police Department.

Mr. Nestler will investigate whether ARPA funds can be assigned to Library community need, specifically the repair and paving of Community Way. Roadway must be repaired before Town can take it over. Mr. Nestler will determine if Library can share in Town contractor grouping to receive contractor rate for repair of road. Mr. Poost will pursue transfer of roadway to town once repairs can be completed.

Rensselaer County: None

Upper Hudson Library System:

Ms. Engel reported that:

- UHLS held two sessions of the Racial Equity Training
- UHLS hired replacement for Youth Services Liaison position (vacated last month)

Ms. Dugas Hughes added that the approved NYS Budget:

- approved \$5.5 million increase to Library Aid, although Library Aid remains underfunded
- approved \$1.9 million in Construction Funds for UHLS, to allocate as grants to UHLS libraries



Thank you to NYS legislators for supporting our libraries.

NEW BUSINESS:

May Committee Meetings will be moved to Thursday, May 5, 2022, with times remaining same.

MOTION #2022-04-39: Ms. Oudekerk made a motion to enter Executive Session to discuss Director's Annual Performance Evaluation. 2nd by Ms. Miller. All in favor. None opposed. Motion carries.

Ms. Dugas Hughes was provided copy of Director Evaluation then excused from Board meeting.

EXECUTIVE SESSION:

Board entered Executive Session at 9:20 pm and discussion ensued. Mr. Poost will share discussion points with Ms. Dugas Hughes.

MOTION #2022-04-40: Mr. Harrison made a motion to exit Executive Session at 10:17 pm. 2nd by Ms. Miller. All in favor. None opposed. Motion carries.

ADJOURN:

MOTION #2022-04-41: Motion to adjourn the April 12, 2022 Board meeting was made by Ms. Miller at 10:17 pm. 2nd by Ms. Sheehan. All in favor. None opposed. The motion carries.

Respectfully submitted,

Mari Harris, Secretary