

Library Board of Trustees Meeting - APPROVED 5/18/2021

April 20, 2021 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

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
Eileen Riley

A Library Board of Trustees meeting of the East Greenbush Community Library was held on April 20, 2021 virtually, via GoToMeeting. 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 #2021-04-30: Ms. Harris made a motion to approve the March 16, 2021 Library Board Meeting minutes, as presented. 2nd by Ms. Oudekerk. None opposed. All in favor. The motion carries.

TREASURER'S REPORT:

Ms. Oudekerk presented the library's financial records for the period of March 11 through April 16, 2021.

MOTION #2021-04-31: Ms. Harris made a motion to accept the Off Warrant in the amount of \$154,634.87 dated 3/11-4/16/21, as presented. 2nd by Ms. Engel. None opposed. All in favor. The motion carries.

MOTION #2021-04-32: Mr. West made a motion to authorize the signing of the Warrant in the amount of \$27,657.36 dated April 14, 2021, as presented. 2nd by Ms. Miller. None opposed. All in favor. The motion carries.

Ms. Oudekerk noted that as of April 14, the year is 29% over. There were three payrolls during this March-April period, which resulted in a larger operating expense than typical months.

MOTION #2021-04-33: Mr. West made a motion to approve the April 14, 2021 Financials with 29% of the year completed, as presented. 2nd by Mr. Harrison. None opposed. All in favor. The motion carries.

COMMITTEE REPORTS:

Administrative: The committee did not meet this month.

It was noted by Ms. Dugas-Hughes that she has obtained costs to hire a consultant for the Quickbooks conversion. **She will present a proposal to the Admin Committee at their May meeting.**

Services: The committee did not meet this month.

DIRECTOR'S REPORT:

Ms. Dugas Hughes reported on highlights from this month's report, including:

- a 25% increase in visitors to the library over last month's visits
- a 26% increase in patrons using the circulation desk to check out their materials as compared to using the drive-thru window for same
- the interior library painting will be completed by Sunday 5/2
- outdoor programming progressing and safety protocols will be in place for same
- library will increase headcount for library visits within approximately the next week (library is under the 50% NYS capacity restriction)

As reopening continues, additional morning hours are desired by patrons. Cannot presently provide Sunday hours because of inadequate staffing availability.

Ms. Dugas Hughes presented status report on current NYS Construction Grant, specifically that grant project initiatives must be completed and paid for by June 30, 2022. We remain on target. **Ms. Dugas Hughes to discuss details concerning power-operated partition/room divider with Mr. Poost this month (May) in order to finalize budget for same.**

YMCA is lead partner for this year's Farmer's Market. Ms. Rossetti, Circulation staff member, will be library's Farmer's Market manager. New this year, visitors to Farmer's Market will be able to apply for library card, borrow library materials and accomplish financial transactions at the library's outdoor post.

COVID Safety Protocol update includes discontinuance of books and materials quarantining, in accordance with UHLS updated protocol. This change will occur Monday, 4/26.

OLD BUSINESS:

Ms. Dugas Hughes provided the completed 2020 NYS Annual Report in the board packet, along with responses to all trustee questions that had been circulated prior to completion of the report.

MOTION #2021-04-34: Ms. Oudekerk made a motion to approve the completed 2020 NYS Annual Report, as presented. 2nd by Mr. West. None opposed. All in favor. The motion carries.

Ms. Dugas Hughes provided 4/17/21 memorandum re: "Adopt Expanded Revised COVID Services/Hours Plan, "seeking acceptance of expansion of library service hours and revision of COVID plan. The changes include 4 additional morning service hours, resuming some outdoor programming, and bringing back volunteers at limited capacity.

MOTION #2021-04-35: Ms. Engel made a motion to approve the proposed expansion of library service hours and expansion of services, as presented in the 4/17/21 memorandum to Board. 2nd by Ms. Miller. None opposed. All in favor. The motion carries.

Ms. Dugas Hughes provided 4/17/21 memorandum re: "Revised NYS Safety Plan (April 17, 2021) seeking adoption of revision/update to COVID-19 Reopening Safety Plan.

MOTION #2021-04-36: Ms. Harris made a motion to approve the revised COVID-19 Reopening Safety Plan, as presented in the 4/17/21 memorandum. 2nd by Ms. Engel. None opposed. All in favor. The motion carries.

LIAISON REPORTS:

Friends of East Greenbush Community Library: Mr. Pensabene reported that their Book Donation day and Grab N Go sale were successful. Planning to do another sale in May. Long-term plan to redesign the book shed to be able to hold more books and perhaps conduct events from the shed.

Town of East Greenbush: Ms. Kennedy reported that Town hall has reopened to the public. Town is hiring camp counselors for summer camp. Town seeking public comment regarding the Town Center Planned Development District at the 5/12/21 meeting. Supervisor Jack Conway received state-wide recognition by the New York State Parks and Recreation Society for his dedication to town park development. Town is soliciting bids for resurfacing the parks basketball courts. EGPD now has bike patrol on the new Albany-Hudson Electric trail.

Rensselaer County: Mr. Grant reported that the County remains in a good fiscal position. Permissions are being sought to build a Fire Training Center in North Greenbush. The HVCC COVID vaccination center was successful. The county will be initiating pop-up vaccination sites in the more rural locations. Plans are underway to expand broadband access to those areas that are underserved, using federal American Rescue Plan funds.

Upper Hudson Library System: Mr. Poost's UHLS Board term will expire in June 2021. Ms. Engel expressed interest in this position. The appointment term is 4 years.

MOTION #2021-04-37: Mr. Poost made a motion to nominate trustee Camille Engel to seek appointment to fill the UHLS board position representing mid-size libraries, which will be vacated in June 2021. 2nd by Ms. Oudekerk. None opposed. All in favor. The motion carries.

Ms. Dugas Hughes has notified UHLS Executive Director Tim Burke of Mr. Poost's intentions and will provide Mr. Burke with Ms. Engel's name for consideration to fill the vacancy.

UHLS Anti-Racism Task Force is surveying all member libraries for training roll-out preference. **Ms. Dugas Hughes will share relevant info and survey with Board for feedback to her and Mr. Poost by Monday 4/26.** If further discussion is needed for Board, additional meeting will be set up next week. **Survey response to UHLS due first week in May and will be provided by Ms. Dugas Hughes.**

PERSONNEL MATTERS: None

NEW BUSINESS: Ms. Miller to attend the UHLS Trustee Orientation program: will be coordinated by Ms. Dugas Hughes.

UHLS will be receiving \$2 million for construction grants this year. **Ms. Dugas Hughes and Mr. Poost will identify potential library construction projects to present to the Board in June 2021.**

Action Item listing will be maintained by Ms. Harris and sent out to Board one week prior to monthly meetings. **Current list to be sent by Ms. Harris with minutes.**

ADJOURN:

MOTION #2021-04-38: Motion to adjourn the April 2021 Board meeting was made by Ms. Harris at 9:00 pm. 2nd by Mr. West. None opposed. All in favor. The motion carries.

Respectfully submitted,

Mari Harris, Secretary