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Board of Trustees May 19, 2020 Doc. #2

EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING  
by videoconference

**APPROVED 05/19/2020**

APRIL 21, 2020

In attendance: Michael Poost, President  
Kevin McCann, Vice President  
Bob West, Treasurer  
Lynne Oudekerk, Secretary  
Jill Dugas Hughes, Library Director  
Elizabeth Giugno  
Mari Harris  
Shay Harrison  
Tom Grant, Rensselaer County Legislator

**CALL TO ORDER:** The meeting was called to order at 7:03 pm.

**PUBLIC COMMENT:** Kathy Rossello, library staff member, thanked the Board for their support of the library during the coronavirus pandemic.

**APPROVAL OF MINUTES:** Board members noted that there were several typographical errors in the draft minutes from the February 18, 2020 meeting. The March 17, 2020 board meeting was cancelled due to the coronavirus pandemic.

**MOTION:** Mr. McCann made a motion to accept the minutes of the February 18, 2020 meeting with corrections. 2<sup>nd</sup> Ms. Harris. All in favor. None opposed. The motion carried.

**TREASURER'S REPORT:** Because there was no board meeting in March, we had to review and approve expenses that normally would have been approved at both the March and April meetings. In the absence of a March board meeting, all of February 13 – March 12 expenses were paid as off-warrant expenses.

**MOTION:** Mr. McCann made a motion to accept the Off Warrant dated March 12, 2020 in the amount of \$102,638.12. 2<sup>nd</sup> Ms. Oudekerk. All in favor. None opposed. The motion carried.

**MOTION:** Mr. McCann made a motion to accept the Off Warrant dated March 12, 2020 in the amount of \$17,321.21. These expenses were converted to off-warrant expenses in the absence of a March 2020 board meeting. 2<sup>nd</sup> Mr. Harrison. All in favor. None opposed. The motion carried.



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**MOTION:** Ms. Oudekerk made a motion to accept the Off Warrant dated April 17, 2020 in the amount of \$432,651.53. This includes payment of the library's final bond payment. 2<sup>nd</sup> Mr. McCann. All in favor. None opposed. The motion carried.

**MOTION:** Mr. McCann made a motion to authorize the signing of the Warrant dated April 17, 2020 in the amount of \$31,664.12. 2<sup>nd</sup> Ms. Giugno. All in favor. None opposed. The motion carried.

**MOTION:** With 29% of the year completed, Ms. Harris made a motion to accept the P & L and Balance Sheet as presented. Of note, 2020 public funds from East Greenbush and Schodack have been received. The pandemic-related closure of the library in mid-March and subsequent move to all virtual library services has significantly impacted the library's expenses and income. This will be closely tracked moving forward. 2<sup>nd</sup> Mr. McCann. All in favor. None opposed. The motion carries.

**DIRECTOR'S REPORT:** Ms. Dugas Hughes reported on the unprecedented changes that have faced the library due to the coronavirus. She is proud of the library staff who have maintained their commitment to its mission and goals while transitioning to a fully virtual operation. A few of the changes include an enhanced online presence, improved website, virtual reference service and programming, enhanced social media presence, and a weekly e-newsletter. All staff are working at home, communicating with those who call or email the library and each other using existing and new technologies. Ms. Dugas Hughes is working with UHLS to develop both the Continuity of Service and Reopening Plans. At this point, there is no date certain for reopening, but it will definitely be phased in.

#### **COMMITTEE REPORTS**

**ADMINISTRATIVE COMMITTEE:** The committee met via videoconference on April 10, 2020. Much of the meeting focused on the impact of the coronavirus pandemic on community needs and library services. The committee agreed to forward to the board for consideration two matters: recommend the library contract with Bryans & Garmuglia for audit and financial review services and recommend approval of the draft Declaration of Emergency Policy.

**MOTION:** Mr. McCann made a motion to contract with Bryans & Garmuglia for financial review and accounting services. 2<sup>nd</sup> Mr. West. All voted in favor. None opposed. The motion carried.

**MOTION:** Ms. Harris made a motion to approve the Declaration of Emergency policy (4/15/2020). 2<sup>nd</sup> Mr. West. All voted in favor. None opposed. The motion carried.



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**SERVICE COMMITTEE:** The committee met virtually on April 11, 2020. They discussed moving forward with Strategic Planning, board bylaws, library policies, and staff procedure manual in light of the coronavirus pandemic. It was determined that the library's current 2017 – 2020 Strategic Plan will be extended one more year, to encompass 2021. The committee will also begin working on a board bylaws review, as the last update was in 2009.

**LIAISON REPORTS**

**FRIENDS OF THE LIBRARY:** Based on a written report from Liz Reyner, President - The Friends has selected a new vice-president, Charlie Pensabene. In addition, four individuals have stepped forward to consider managing future library book sales. The spring book sale was cancelled in advance of the library's closure. The Friends are still planning to hold a fall Children's Festival and a fall book sale, the current circumstances make these major fundraising initiatives tentative at best. While they are exploring other fundraising opportunities (such as Better World Books), fundraising will be low for 2020.

**TOWN OF EAST GREENBUSH:** There was no report.

**RENSELAER COUNTY:** The legislature is meeting virtually. Road work will begin starting this week. There have been more than 200 coronavirus cases in the county to date with nine deaths.

**UHLS:** The NYS state fiscal year 2021 budget restored operating funds to the level sought by UHLS, but the construction grant request was cut by \$15 million (about half of the request).

**PERSONNEL:** There was no report.

**NEW BUSINESS:** Work is slated to begin on the library's 2021 operating budget. All board members are invited to serve on the Budget committee. Committee meetings are scheduled on May 12, May 21, and June 23.

**MOTION:** Mr. McCann made a motion to adjourn the meeting at 8:31 pm. 2<sup>nd</sup> Ms. Harris.

Respectfully Submitted,  
Lynne Oudekerk, Secretary