



Library Board of Trustees Meeting – APPROVED 6/28/22  
*May 17, 2022, via videoconference and in person*

**ATTENDEES:**

*Presiding Officers*

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

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

- Ed Nestler, Town of East Greenbush

A Library Board of Trustees meeting of the East Greenbush Community Library was held on May 17, 2022, at the East Greenbush Community Library and virtually, via videoconference. It began at 7:34 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 7:34 pm.

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

**MOTION #2022-05-42:** Ms. Engel made a motion to approve the April 12, 2022 Library Board Meeting minutes, as presented. 2nd by Ms. Miller. All in favor. None opposed. The motion carries.

**TREASURER’S REPORTS:**

Ms. Oudekerk presented financials for period April 5 through May 4, 2022, and a remaining 2021 Off Warrant report for Board consideration.

Library staff identified \$6,248.90 for bills received in 2021 but not paid until 2022. These expenditures were discovered during the accounting reconciliation of the work performed by the former Business and Operations Manager. In addition, Library will be paying the to-be-determined unemployment claim by this former employee.



Ms. Oudekerk noted that current Off Warrant includes expenditures from both the Operating (\$124,757.51) and Gift and Grant (\$220.82) accounts.

Discussed annual rental expense of almost \$2700 for outside tent for summer programs. Board suggested that consideration be given to purchasing tent in 2023 as a more permanent solution, given Library's increased use of outdoor space requiring a tent.

With 34% of year over, the Library's financial position remains secure.

The Balance Sheet has been reorganized, moving Gift and Grant and Hurr funds from Reserve to Board Designated Accounts to reflect their account type more accurately.

**MOTION #2022-05-43:** Ms. Harris made a motion to accept the January through December 2021 Off Warrant in the amount of \$5,086.91 for expenses paid during 2021 but not presented to Board when paid. 2nd by Ms. Miller. All in favor. None opposed. The motion carries.

**MOTION #2022-05-44:** Ms. Miller made a motion to accept the Off Warrant in the amount of \$124,978.33 for the period of April 5 through May 4, 2022, as presented. 2nd by Ms. Engel. All in favor. None opposed. The motion carried.

**MOTION #2022-05-45:** Ms. Sheehan made a motion to authorize the signing of the Warrant dated May 4, 2022 in the amount of \$12,464.35, as presented. 2nd by Mr. Harrison. All in favor. None opposed. The motion carries.

**MOTION #2022-05-46:** Ms. Sheehan made a motion to approve the Financials with 34% of the year completed, as presented. 2nd by Ms. Miller. All in favor. None opposed. The motion carries.

## **COMMITTEE REPORTS:**

### **Budget:**

Mr. Poost advised that Ms. Dugas-Hughes will begin drafting 2023 budget proposal next week. Budget Committee meeting dates to be determined. First draft will be presented to the full Board at June 28 Board meeting.

### **Administrative:**

Ms. Miller presented minutes from May 5 meeting, and elaborated on the following:

- Quotes for carpet cleaning are being sought.
- Back Flow Preventer must be installed on Library's water system to address Town's inspection findings. Building engineers being consulted by Mr. Poost and Ms. Dugas Hughes to arrange for repair and establish cost.



- Hirings continue with search for part-time library clerk.

**Services:**

Ms. Engel presented minutes from May 5 meeting and elaborated on the following:

- Little Library project is progressing. Mr. Ed Nestler will serve as Town liaison and Friends of East Greenbush Community Library will provide books. Two locations will be decided shortly.
- Committee’s recommended policy drafts for Laptop and Hotspot, Collection Management, Programming, and Request for Reconsideration will be included in June Board meeting packet. Board will consider policy revisions at that time.
- Discussed options for Staff Appreciation Day
- Determined Board calendar revisions to include first draft budget being presented at June 28 Board Meeting; no July standing committee or Board meetings; August will include standing committee meetings on August 1 and Public Hearing and Board Meeting on August 9, 2022.

**Compensation Study:**

Ms. Harris presented minutes from April 26 committee meeting. Final deliverable is being prepared. Data gathered to assist Board in evaluating Library’s standing among peers, whether current salary and benefits structure is fair and competitive, and adjustments needed to attract and retain competent and satisfied workforce.

Findings and recommendations will be shared electronically with entire Board for consideration within next few weeks so that comments, etc. can be available for Budget Committee discussion.

**DIRECTOR’S REPORT:**

Director’s report was presented in Board packet. Mr. Poost directed that Board members contact Ms. Dugas Hughes with any questions.

**PERSONNEL MATTERS:**

**MOTION #2022-05-47:** Ms. Oudekerk made a motion to approve the Personnel Memorandum from the Director, dated May 17, 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:** None



**Town of East Greenbush:**

Mr. Nestler reported that the Memorial Day Parade will be held on May 28, start time 10:00 am and will begin at the Bowling Alley on Routes 9 & 20.

**Rensselaer County:** None

**Upper Hudson Library System:**

Ms. Engel reported that:

- UHLS Annual meeting will be held June 3, starting at 5:00 pm. East Greenbush Community Library was selected to receive 2021 UHLS Adult Program of the Year.
- UHLS Racial Equity Training has been completed. Ms. Engel attended this training and will be liaison for Board member training.

**NEW BUSINESS:**

Mr. Poost advised that the 2021 NYS Annual Report for Division of Library Development has been completed. Copy to be provided to Board and approval will be sought at June 28 Board meeting.

The following Covid Bonus Resolution, dated 5/17/22, was presented to Board for consideration:

“In appreciation of the extraordinary efforts put forth by staff to maintain maximum library services during the COVID Pandemic, including an expeditious conversion to an online only library and then reintroducing onsite services as the pandemic conditions improved, the Board of Trustees of the East Greenbush Community Library resolves that all current full and part-time staff who were employed during the Pandemic through December 31, 2021 be awarded a bonus to thank them for their efforts. Each staff member’s bonus will be equivalent to their 2021 actual salary divided by 26. It is expected that the total of the bonuses, employer taxes and expenses will not exceed \$43,000. This one-time bonus and associated expense will be paid from unrestricted donated funds. No taxpayer funds from either East Greenbush or Schodack residents will be utilized for this expense.”

**MOTION #2022-05-48:** Mr. Poost made a motion to approve the COVID Bonus Resolution, as presented. 2nd by Ms. Miller. All in favor. None opposed. Motions carries.

**ADJOURN:**

**MOTION #2022-05-49:** Motion to adjourn the May 17, 2022 Board meeting was made by Ms. Miller at 8:46 pm. 2nd by Ms. Engel. All in favor. None opposed. The motion carries.

Respectfully submitted,

Mari Harris, Secretary