



Library Board of Trustees Meeting – APPROVED 8/9/2022
June 28, 2022, via videoconference and in person

ATTENDEES:

Presiding Officers

- Michael Poost, President
- Shay Harrison, Vice President (appearing virtually and departing 8:35pm)
- 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
- Charlie Pensabene, FOEGCL

A Library Board of Trustees meeting of the East Greenbush Community Library was held on June 28, 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 7:32pm. Corrections to agenda were established by Ms. Oudekerk and Ms. Engel. Under **Treasurer’s Reports** – Financials, “Income and Expense” should read “Balance Sheet.” Under **Upcoming Meetings**, the next committee meetings will be held Monday, August 1, 2022, not Thursday, August 4.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

MOTION #2022-06-50: Ms. Miller made a motion to approve the May 17, 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 financials for period May 5 through June 20, 2022. Ms. Oudekerk noted that the one-time COVID bonuses totaling \$39,794.09, which included processing fees, were included in this month’s Off-Warrant. The Library will be switching trash and recycling companies as of 7/1/22 for a cost savings.



MOTION #2022-06-51: Ms. Engel made a motion to accept the Off-Warrant in the amount of \$187,112.50 for the period May 18, 2022 through June 20,2022, as presented. 2nd by Ms. Miller. All in favor. None opposed. The motion carries.

MOTION #2022-06-52: Ms. Harris made a motion to authorize the signing of the Warrant dated June 15, 2022 in the amount of \$15,380.66, as presented. 2nd by Ms. Oudekerk. All in favor. None opposed. The motion carries

MOTION #2022-06-53: Ms. Harris made a motion to approve the Financials with 45% of the year completed, as presented. 2nd by Ms. Miller. All in favor. None opposed. The motion carries.

COMMITTEE REPORTS:

Administrative: Did not meet

Services: Did not meet

Compensation Study:

Ms. Harris presented minutes from June 8 meeting. While final report has not been completed and presented to Board, committee is recommending creation of salary steps for full and part-time positions and bringing several below-average salaries up to 90% of the current job market rate. Budget Committee and Director were provided the study's results for consideration in 2023 budget preparations. Final report preparation continuing.

Budget:

(See NEW BUSINESS)

PERSONNEL MATTERS:

MOTION #2022-06-54: Ms. Oudekerk made a motion to approve the Personnel Memorandum from the Director, dated June 28, 2022, as presented. 2nd by Ms. Sheehan. 6 in favor. None opposed. The motion carries.

BUDGET COMMITTEE

NEW BUSINESS:

A 2023 Budget Draft proposal provided to Board, with three tax levy options. Mr. Poost noted that Board approval is required prior to providing draft at public hearing in August 2022. Ms. Oudekerk shared the Budget Committee's considerations and explanations and associated tax levy consequences, i.e., 3.4% tax levy would result in \$50,000 shortfall; 5% tax levy would result in \$15,000 shortfall; 6% tax levy meets budget expenses with additional \$5,000 to restore some



items cut in developing the proposed draft. Three major factors driving expenses: inflation and current economy, compensation study committee findings, and establishment of the post-COVID library. Further, going fine-free being considered, given this is trend in public library policy, impacts income. Ms. Oudekerk outlined the budget expense lines carrying the biggest increases. Discussion and disagreement among Board members regarding promoting a budget proposal with 6% tax cap increase vs. significantly reducing Reserve funds to achieve proposed budget. After discussion, Board opted to vote on proposal for purposes of August public hearing.

MOTION #2022-06-55: Ms. Oudekerk made a motion to potentially exceed the tax cap in the 2023 Draft Budget Proposal. 2nd by Ms. Harris. 6 in favor. Mr. Harrison opposes. The motion carries.

MOTION #2022-06-56: Ms. Oudekerk made a motion to approve that the 2023 proposed budget in the amount of \$2,332,682, which includes a tax levy increase of 6%, be presented to the public at the August 9, 2022 Public Hearing. 2nd by Ms. Miller. 6 in favor*. None opposed. The motion carries.

*It is noted that Mr. Harrison could not be present for this vote as he had to leave at 8:35 pm.

Upcoming Meetings:

September Committee meetings will be rescheduled as they currently fall on Labor Day.

DIRECTOR'S REPORT:

Director's report provided in Board packet. Staffing fluctuations continue with unanticipated resignations of one Librarian II and part-time Building Maintenance Worker. In-house appointment will fill the Librarian II vacancy. Recruitment continues.

The Library has had tremendous response to the summer reading program!

OLD BUSINESS:

2021 NYS DLD Annual Report

Filing of 2021 NYS DLD Annual Report had been previously approved with agreement that content of report would be presented to Board in subsequent meeting. Report content is financial and statistical data.

MOTION #2022-06-57: Ms. Oudekerk made a motion to accept the 2021 NYS DLD Annual Report, as presented. 2nd by Ms. Engel. 6 in favor. None opposed. The motion carries.



Request for Reconsideration of Library Material and Collection Management Policies

Ms. Dugas Hughes presented drafts of two revised policies noting that they are premised on current ALA guidelines and ethical standards. Policies encompass all library materials. Final versions will incorporate edits to be provided electronically to Ms. Dugas Hughes.

MOTION #2022-06-58: Ms. Miller made a motion to approve both the *Request for Reconsideration of Library Material Policy* and *Collection Management Policy* revisions dated 5/5/22, as amended. 2nd by Ms. Engel. 6 in favor. None opposed. The motion carries.

Little Free Library

Ms. Engel reported that we will register with the Little Free Library Association. The posts for each site have been inserted. One site is on bike trail near Genet Elementary by the pole, across from former Friendly's Restaurant. Second site is behind East Greenbush Town Hall, next to Hampton Manor signage, on the trail. Contractor Jamie Tedeschi donated his time and materials to make this happen. Library newsletter will recognize Mr. Tedeschi and this project.

LIAISON REPORTS:

Friends of East Greenbush Community Library:

- Mr. Pensabene shared that FOEGCL are accepting puzzles for donations, in addition to books, etc.
- Search continues for VP and Public Relations leadership.
- FOEGCL will make Get out the Vote calls for the upcoming library election.

Town of East Greenbush: None

Rensselaer County: None

Upper Hudson Library System:

Ms. Engel reported that UHLS has elected new slate of officers for its Board.

ADJOURN:

MOTION #2022-06-59: Motion to adjourn the June 28, 2022 Board meeting was made by Ms. Oudekerk at 9:50 pm. 2nd by Ms. Harris. 6 in favor. None opposed. The motion carries.

Respectfully submitted,

Mari Harris, Secretary