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Library Board of Trustees Meeting - DRAFT  
*July 20, 2021 via GoToMeeting and in person*

**ATTENDEES:**

*Presiding Officers*

- Michael Poost, President
- Robert West, Vice President
- Lynne Oudekerk, Treasurer
- Shay Harrison, Trustee
- Camille Engel, Trustee
- Amanda Miller, Trustee

*Excused:* Mari Harris, Secretary

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

- Jill Dugas Hughes, Library Director
- Liz Rooney
- Vicki Bucciantini
- Liz Reyner, Friends of East Greenbush Community Library

A Library Board of Trustees meeting of the East Greenbush Community Library was held on July 20, 2021, at the East Greenbush Community Library both virtually and via GoToMeeting. It began at 7:33pm and was presided over by Michael Poost, President, with Vicki Bucciantini as recording secretary. Meeting was recorded.

**CALL TO ORDER:** Mr. Poost called the meeting to order at 7:33 pm.

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

**MOTION #2021-07-53:** Ms. Oudekerk made a motion to approve the June 15, 2021 Library Board Meeting minutes, as presented. 2nd by Ms. Engel. None opposed. All in favor. The motion carries.

**TREASURER'S REPORTS:**

Ms. Oudekerk presented the library's financial position for the period of June 9 through July 14, 2021, in the Treasurer's Report.

**MOTION #2021-07-54:** Ms. Miller made a motion to accept the Off Warrant in the amount of \$157,345.77 for June 9 through July 14, 2021 period, as presented. 2nd by Mr. West. None opposed. All in favor. The motion carries.

**MOTION #2021-07-55:** Mr. Harrison made a motion to authorize the signing of the Warrant dated 7/14/21 in the amount of \$42,745.70. 2nd by Ms. Miller. None opposed. All in favor. The motion carries.

As of July 15, 2021, the year is 54% over. Regarding income, general fines increased slightly with the reinstatement of fines on July 1. Ms. Dugas Hughes explained that Fine calculation, upon the reinstatement, is based upon date item was due, with a maximum fine of \$5 per item. Ms. Oudekerk noted that expenses are at 49.5%. Telecommunications is slightly overbudget as library transitions to cloud-based phone lines; transition expected to reduce costs. Programming expenses anticipating increase over the remainder of the year; they are currently under-budget.

**MOTION #2021-07-56:** Ms. Miller made a motion to approve the July 14, 2021 Financials with 54% of the year completed, as presented. 2nd by Ms. Engel. None opposed. All in favor. The motion carries.

Mr. Poost thanked Ms. Oudekerk for her preparation and presentation of the Budget at the public hearing.

**COMMITTEE REPORTS:**

**Administrative:** Mr. West reported on the July 2021 meeting.

Personnel:

Part-time librarian and a Business Manager have been hired.

Construction Grant:

Estimated cost for moveable wall unit is \$30,000. **RFP for bids will be needed to move forward with the wall, per Board policy.**

**Services:** Mr. Harrison reported on July 2021 meeting

Little Free Library:

Jamie Tedeschi has volunteered to build. Cost will be approximately \$200. Location has not been decided. Friends will maintain book collections. Monitoring of “houses” collections to be established. Ms. Engel is spearheading this initiative and will keep Board updated.

Advocacy:

Board liaisons with community organizations recommended by committee, to bolster library development and funding, and to keep current with community issues. Mr. Harrison will connect with EG School Board. Ms. Harris will connect with Rensselaer County Legislators.

**MOTION #2021-07-57:** Ms. Oudekerk made a motion to authorize proposed board advocacy liaisons as presented by the Services Committee. 2nd by Ms. Engel. None opposed. All in favor. The motion carries.

**Budget:**

**MOTION #2021-07-58:** Ms. Oudekerk made a motion to put forth the proposed 2022 budget, as presented to the public on July 21, 2021, before the voters at the September 14, 2021 election. 2nd by Mr. Harrison. None opposed. All in favor. The motion carries.

**DIRECTOR’S REPORT:**

Ms. Dugas Hughes shared the following, in addition to her monthly report.

Ms. Bucciattini was thanked for her years of service and wished well in her retirement.

Ms. Dugas Hughes demonstrated use of *NewsBank*, 1 of the 5 new databases offered to patrons. These databases offer nationwide information. All new databases are available to patrons on library or personal computers.

June statistics show 83% of checked out materials were done inside library, i.e., people are coming in. Digital checkouts may have peaked, which may suggest consideration for reallocating funds to physical collections.

**PERSONNEL MATTERS:**

Ms. Dugas Hughes reported via memorandum that newly hired Business Manager Liz Rooney, began part-time (training) on July 6 and will start full time August 9, 2021. Proposed that the part-time library clerk position will be posted when Fall hours are determined.

**MOTION #2021-07-59:** Ms. Oudekerk made a motion to approve the Personnel Memorandum from the Director to the Board, dated July 20, 2021, as presented. 2nd by Mr. West. None opposed. All in favor. The motion carries.

**OLD BUSINESS:**

Ms. Dugas Hughes proposed changes to the Covid-19 Safety Plan, specifically establishing when staff will be required to mask.

**MOTION #2021-07-60:** Ms. Engel made a motion to approve the June 22, 2021 revised COVID-19 Reopening Safety Plan, as presented. 2nd by Mr. West. None opposed. All in favor. The motion carries.

**LIAISON REPORTS:****Friends of East Greenbush Community Library:**

Ms. Reyner reported the FOEGCL balance at \$35,200. Farmers' Market book sale bringing in \$35-\$45 weekly. New book sale chairperson is Julie Ann Price. They are hoping to have all FOEGCL Board positions filled by the September meeting. FOEGCL will hold outdoor book sale on Saturday 8/14, under library's tent. They are planning for an October book sale. Book sorting has started again.

**Town of East Greenbush:** None

**Rensselaer County:** None

**Upper Hudson Library System:** Ms. Engel reported that UHLS looking for tenant to occupy space at their location: (\$3300/month). Cohoes Public Library was declared unsafe and closed. The Town Hall and Cohoes Senior Center will assist CPL during closure. UHLS will use construction grant for parking lot. Board voted to pay off \$250,000 mortgage balloon payment vs. refinancing. Ms. Engel will attend UHLS Board training.

**NEW BUSINESS:**

Ms. Dugas Hughes submitted a 7/19/21 memorandum "Approve Fall Library Open Days/Hours" to the Board for consideration. Proposal increases open days from 6 to 7 days per week and increases hours from 46 to 61 hours per week. Library will open every day at 10 am and close at 8 pm weekdays and 5 pm weekends. Of note is proposed closure for 9/4/21, Saturday before Labor Day. Insufficient staff available to open that day. Admin Committee to take up

discussion on future holiday weekends and whether to permanently add long holiday weekend closures, along with additional PTO for staff.

**MOTION #2021-07-61:** Ms. Miller made a motion to accept the proposed library hours as presented, with 9/4/21 being considered a temporary vacation day for this year. 2nd by Mr. Harrison. None opposed. All in favor. The motion carries.

**ADJOURN:**

**MOTION #2021-07-62:** Motion to adjourn the July 2021 Board meeting was made by Ms. Oudekerk at 9:31 pm. 2nd Ms. Miller. None opposed. All in favor. The motion carries.

Respectfully submitted,

Vicky Bucciantini (by Jill Dugas Hughes)