



Library Board of Trustees Meeting – APPROVED 11/15/22  
*October 18, 2022, via videoconference and in person*

**ATTENDEES:**

*Presiding Officers:*

*Michael Poost, President*  
Shay Harrison, Vice President  
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  
Ed Nestler, Town of East Greenbush  
Tom Grant, Rensselaer County  
Charlie Pensabene, Friends of East Greenbush Community Library (attending virtually)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on October 18, 2022, at the East Greenbush Community Library and virtually, via videoconference. It began at 7:29 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 7:29 p.m. Noted that agenda has been revised; updated version provided at this meeting.

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

**MOTION #2022-10-76:** Mr. Harrison made a motion to approve the September 20, 2022 Library Board Meeting minutes, as presented. 2nd by Ms. Engel. All in favor. None opposed. The motion carries.

**TREASURER’S REPORT:**

Ms. Oudekerk presented financials for period of September 15 through October 4, 2022. Library has secured insurance for ransomware coverage (essential to cybersecurity efforts), as rider to building insurance policy. Annual insurance premium was approximately \$8,000 over budget.



Library received additional, unanticipated \$1,000 from Rensselaer County. Mr. Grant was thanked for his efforts in securing these funds.

While over-budget in Facilities and Insurance lines, Library remains under budget and in secure financial position.

**MOTION #2022-10-77:** Ms. Miller made a motion to accept the Off-Warrant in the amount of \$94,989.71 for the period September 15 through October 4, 2022, as presented. 2nd by Ms. Harris. All in favor. None opposed. The motion carries.

**MOTION #2022-10-78:** Ms. Harris made a motion to authorize the signing of the Warrant dated October 4, 2022 in the amount of \$17,210.22. 2nd by Mr. Harrison. All in favor. None opposed. The motion carries.

In addition to signing this warrant, last month's warrant will be signed by Mr. Poost. Warrant authorized by Board last month, but Mr. Poost had been unavailable to sign.

**MOTION #2022-10-79:** Ms. Engel made a motion to approve the Financials with 76% of the year completed, as presented. 2nd by Ms. Harris. All in favor. None opposed. The motion carries.

## COMMITTEE REPORTS:

### Administrative:

Ms. Miller reported on their October meeting:

- General Accounting Practices Policy modification continuing, with intention to present policy recommendation at November Board meeting
- Committee recommends approval of revisions to Purchasing Policy as presented to Board.

**MOTION #2022-10-80:** Ms. Oudekerk made a motion to approve the October 5, 2022 revised Library Purchasing Policy, as recommended by the Administrative Committee. 2nd by Ms. Miller. All in favor. None opposed. The motion carries.

### Services:

Ms. Engel reported on their October meeting.

- RFP to secure Strategic Planning Consultant being drafted and will be issued next week.
- Fine-Free policy beginning January 2023. Committee recommending amnesty for outstanding fines on overdue books and materials, at that time. Fines on overdue specialty items, e.g., laptops, hotspots, Library of Things, DVDs, are not covered in this policy. Amnesty would not apply to items needing replacement. Board requested amnesty dollar figure before voting on Committee's recommendation. Also requested to see guidelines to be provided to public on what and when materials are determined



overdue, lost, how/if autorenewal affects overdue, and what will accrue fines going forward. Ms. Dugas Hughes added that owing \$5 causes an account to be blocked from borrowing.

- UHLS Racial Equity Training dates are limited. Board must attend three sessions. Board requested dates for 2023. Ms. Dugas Hughes to follow up with UHLS: will ask about attending other UHLS libraries' training, to increase options. Board will be polled with new dates. Ms. Engel, Ms. Dugas Hughes, and Library staff have completed this training.
- Ms. Sheehan noted that additional closure days for Memorial and Labor Day weekends are under discussion by Committee.

**MOTION #2022-10-81:** Ms. Miller made a motion for Library to enact Fine-free for loaned library materials, except specialty items, effective January 1, 2023, with Service Committee and Library continuing development of associated procedures. 2nd by Ms. Oudekerk. All in favor. None opposed. The motion carries.

#### **DIRECTOR'S REPORT:**

Ms. Dugas Hughes presented Director's report. In addition, Ms. Dugas Hughes offered the following:

- The NYS Division on Library Development's "Vision 2022" report, adopted June 24, 2022 by the Regents Advisory Council On Libraries. This report offers road map on future of NYS libraries: intended to assist libraries in development of their strategic plans and futures.
- NYS minimum wage will be \$14.20 as of January 2023. Library wages are above this figure.
- Ms. Dugas Hughes will share recent training on updates to NYS Open Meeting Law when posted by NYSED.
- Meeting Rooms successfully reopened to public. Need to review and update Meeting Room Policy. Request and approval for use of rooms is now online. Staff has been trained for assisting meeting hosts with new equipment in rooms.
- Construction grant purchases/contractors have been completed. Remaining tasks will be handled internally. Ms. Dugas Hughes will close out grant, as time permits.
- Working with IT consultant and enhancing IT security structure. Full IT security audit not feasible currently: too costly.
- Library Card sign-up month was a success: 101 new library cards issued.

#### **PERSONNEL MATTERS:**

None



**OLD BUSINESS:**

**MOTION #2022-10-82:** Ms. Oudekerk made a motion to accept the August 25, 2022 Compensation Study Committee Summary to Board, as presented. 2nd by Ms. Miller. All in favor. None opposed. The motion carries.

**MOTION #2022-10-83:** Mr. Poost made a motion to authorize the October 7, 2022 Water Service Backflow Design and Application Engineering Proposal from GPI/Greenman-Pederson, Inc., as presented. 2nd by Ms. Oudekerk. All in favor. None opposed. The motion carries.

**MOTION #2022-10-84:** Ms. Miller made a motion to authorize the Director to sign the contract presented by Rensselaer County to East Greenbush Community Library relative to \$1,000 in additional funding being provided to East Greenbush Community Library for 2022 library services. 2nd by Ms. Sheehan. All in favor. None opposed. The motion carries.

**LIAISON REPORTS:**

**Friends of East Greenbush Community Library:**

Ms. Dugas Hughes read complimentary communication written by patron regarding their appreciation of FOEGCL and Library efforts and services.

Mr. Pensabene shared the following:

- The October Book Sale was well-attended, and sale process was smooth and successful. Booksale Chairperson did an exceptional job. Sales generated approximately \$6,600.
- FOEGCL has new leadership (officers) who will begin in January 2023.

**Town of East Greenbush:**

Mr. Nestler reported that:

- Paving continues with intention to complete paving project prior to weather issues forcing otherwise.
- Town plans to initiate military banner program, with kick-off being Spring 2023.
- October has been designated Bullying Prevention Month.
- Town recognizing November 20<sup>th</sup> as Adoption Awareness Day.

**Rensselaer County:**

Mr. Grant reported that:

- County Executive will present 2023 budget to Legislature this Thursday.
- Emergency Services Tower project in North Greenbush is progressing, with completion anticipated at end of Spring 2023.



- County Office moves are continuing to their new East Greenbush location. There will be a DMV office at site, upon which East Greenbush and Schodack satellite DMV offices will close. County will retain Troy DMV site, in addition to new East Greenbush location.
- County will look at expansion of CDTA routes on Route 4.

#### **Upper Hudson Library System:**

Ms. Engel reported that:

- UHLS would like member libraries to participate in ALA “Unite Against Book Bans” initiative, in support of UHLS participation.
- UHLS Board of Trustees has new leadership. President Susan Keitel suggesting that Board members consider attending other Library Board meetings to represent UHLS, in their UHLS Board capacity. (Ms. Engel represents medium-sized libraries on UHSL Board.)
- Ms. Dugas Hughes reported that the UHLAN fee has increased, with UHLS citing ARNOFF delivery services contract increase as driving force for such. Board will need to address at November meeting, as UHLS requests response before January 2023. Ms. Dugas Hughes will send new UHLS Library fees chart to Board.

#### **NEW BUSINESS:**

Mr. Poost indicated that an Executive Session was necessary to discuss employee contracts. Ms. Dugas Hughes terminated videoconferencing equipment and exited Board meeting.

**MOTION #2022-10-85:** A motion was made by Ms. Miller to enter Executive Session at 9:10 p.m. to discuss employment contracts. 2nd by Ms. Engel. All in favor. None opposed. The motion passes. Board entered Executive Session.

**MOTION #2022-10-86:** A motion was made by Mr. Harrison to exit Executive Session at 10:20 p.m. 2nd by Ms. Miller. All in favor. None opposed. The motion passes. Board exited Executive Session.

#### **ADJOURN:**

**MOTION #2022-10-87:** Motion to adjourn the October 18, 2022 Board meeting was made by Ms. Sheehan at 10:20 p.m. 2nd by Ms. Engel. All in favor. None opposed. The motion carries.

Respectfully submitted,

Mari Harris, Secretary