



Inspiring Ideas, Strengthening Community, Enriching Lives

518-477-7476 | eglibrary.org

Library Board of Trustees Meeting - DRAFT
October 19, 2021 via GoToMeetings and in person

ATTENDEES:

Presiding Officers

- Michael Poost, President
- Robert West, Vice President
- Lynne Oudekerk, Treasurer
- Mari Harris, Secretary
- Camille Engel, Trustee

- Excused:*
- Shay Harrison, Trustee
 - Amanda Miller, Trustee

Library staff, community partners and members of the public

- Jill Dugas Hughes, Library Director
- Katie Sheehan, Trustee-elect
- Charlie Pensabene, Friends of East Greenbush Community Library
- Hollie Kennedy, Town of East Greenbush

A Library Board of Trustees meeting of the East Greenbush Community Library was held on October 19, 2021, at the East Greenbush Community Library and virtually, via *GoToMeeting*. It began at 7:35 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 7:35 pm.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

MOTION #2021-10-63: Ms. Engel made a motion to approve the July 20, 2021 Library Board Meeting minutes, as presented. 2nd by Mr. West. None opposed. All in favor. The motion carries.

TREASURER’S REPORTS:

Ms. Oudekerk presented the library’s financial position for the period of July 15-October 19, 2021, in the Treasurer’s Report. While separate monthly financial reviews were conducted for periods July 15-August 18, August 19-September 13, and September 14-October 19, three months of reports were consolidated for presentation to Board on September 23rd since Board didn’t meet in August or September. All expenses were paid as Off Warrant during this period. Library financial position remains secure.

Also noted passage of the 2022 library budget presented to East Greenbush voters on September 14th.

MOTION #2021-10-64: Ms. Harris made a motion to accept the Off Warrant in the amount of \$405,621.76 for July 15 – October 19, 2021 period, as presented. 2nd by Mr. West. None opposed. All in favor. The motion carries.

As of October 19, 2021, the year is 77% completed. Since July 1, 2021, reinstatement of general fines, fines income is at 41.5% of budgeted level. Expenses are slightly under budget at 69.3%.

MOTION #2021-10-65: Ms. Harris made a motion to approve the October 19, 2021 Financials with 77% of the year completed, as presented. 2nd by Ms. Engel. None opposed. All in favor. The motion carries.

Ms. Dugas Hughes made 2022 Budget presentation to Schodack Town Board, September 23rd. Awaiting feedback.

COMMITTEE REPORTS:

Administrative: Mr. West reported on September 2nd and October 15th Administrative Committee meetings.

Election:

Reviewing by-laws as pertains to trustee elections, specifically whether by-laws should require same number of votes for write-in candidate to be elected as signatures required for those to run via petition process. Ms. Oudekerk to seek legal opinion from UHLS.

Finance:

Authorized \$4,400.00 to replace broken heat pump.

Construction Grant:

Motorized dividing door for meeting rooms ordered: receipt and installation anticipated near end of November 2021.

Insurance:

Coverage discussed. Requesting quotes from broker for additional insurance regarding liability, Ransomware, employee benefits, property, and pandemic coverage. Mr. West to review entire insurance program for discussion at next Administrative Committee meeting.

COVID Safety Protocols:

Agreed with Ms. Dugas Hughes to reinstate mask mandate for indoors.

Compensation and Salary:

NYS minimum wage increase to be adopted for end of year implementation, per NYS law. Insignificant 2022 budget impact because of previous approval to raise salaries for those affected.

Comprehensive Compensation and Salary study must be completed before next year's budget discussions.

Services: Mr. Harrison submitted report regarding October 7th meeting.

Little Free Library:

Ms. Engel in discussions with Jamie Tedeschi, volunteer builder. He will build 2 like structures; she will share design with board. Library to reimburse materials cost. Planning November installation, weather permitting, at site to be determined.

Advocacy:

Draft letter to Rensselaer County legislators seeking county support and funds, to be provided to Ms. Dugas Hughes and Mr. Poost by Ms. Harris before next committee meeting.

Library Attendance and Hours:

Attendance patterns are different: certain hours are not seeing patrons. Agreed to re-evaluate library hours after several more months of recently extended hours to determine if new trends are permanent.

Teen Program Support:

Ms. Dugas Hughes concerned about unaddressed food insecurity among several teens coming to library after school. Committee to continue discussing approaches to evaluate and respond to this issue within teen activity spaces.

DIRECTOR'S REPORT:

In addition to monthly report, Ms. Dugas Hughes noted the following:

- Youth and Adult Summer reading programs were very successful.
- Significant decrease in number of visitors since expanding hours in September. Things to consider include pandemic and its status, possible trending toward virtual library, temporary closure of public meeting rooms, limited visiting by day groups due to pandemic. Will continue to monitor.

- Discussed potential outreach ideas, e.g., partnering with EG and Schodack town halls, EG town assessor, and local realtors to connect new residents with library and its programs.
- Developing method to capture non-registered attendees at off-site programs.

PERSONNEL MATTERS:

Ms. Dugas Hughes reported that 2 part-time Youth Services Librarian positions remain vacant. Recruitment for senior library clerk position will be delayed until winter months: determine staffing needs.

MOTION #2021-10-66: Ms. Oudekerk made a motion to approve the Personnel Memorandum from the Director to the Board, dated October 19, 2021, as presented. 2nd by Ms. Engel. None opposed. All in favor. The motion carries.

OLD BUSINESS:

Mr. Poost noted that 2019 Construction Grant initiatives must be completed by June 30, 2022. Strategic Plan update is priority for 2022.

Discussion regarding timing of reopening public meeting rooms: usage and capacity of rooms remains tied to county COVID metrics, per library COVID safety plan.

LIAISON REPORTS:

Friends of East Greenbush Community Library:

Mr. Pensabene shared that all FOEGCL officer positions filled, as of September meeting. New VP is Erin Cade. Summer book sale was successful. Receiving steady flow of book donations: will suspend donations shortly until the new year. Indoor book sale to be held weekend of 11/5: implementing sign-up entry system to manage COVID capacity restrictions.

Town of East Greenbush:

Ms. Kennedy reported the following:

- Storytime program at the Town Park was very successful
- Sponsoring multiple Halloween events: “Spooky Stories and S’mores Night” with library at the Town Park 10/22; “Trunk or Treat” @ Town Park 10/30; Trick or Treat for 6 yrs. and under at the Town Hall 10/29
- Consolidating 4 sewer districts to 1 to enable fair cost distribution among taxpayers
- Project with EGCSO to build side path from Gilligan Rd. to Hayes Rd. for year 2023
- Received application for 8+ acre solar farm: will place moratorium on process until Town environmental groups can study
- 2022 Town Budget draft finalized and includes 1.5% property tax increase
- Veteran’s Day Volunteers Leaf Raking event to be held 11/11/21
- Phillips Rd. to be paved by County

- Police Dept. offering bike safety videos and car-safety seat checks

Rensselaer County: None

Upper Hudson Library System: Ms. Engel reported that Guilderland’s Anthony Repicky sworn in as UHLS trustee. UHLS received DLD approval on 2022-2026 Plan of Service. Created Racial Equity Committee, formerly a task force. Received 11 Construction Aid applications. Continuing to work on 2022 budget. UHLS’ Guilderland Library completed their expansion project and has reopened. Discussing Part 90.3 of NYS Rules and Regs of Education Department Public Libraries regarding who can have direct access to public library vs. who can be restricted.

NEW BUSINESS: None

ADJOURN:

MOTION #2021-10-67: Motion to adjourn the October 2021 Board meeting was made by Ms. Oudekerk at 9:15 pm. 2nd Ms. Engel. None opposed. All in favor. The motion carries.

Respectfully submitted,

Mari Harris, Secretary