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Library Board of Trustees Meeting - DRAFT  
*November 16, 2021, via videoconference and in person*

**ATTENDEES:**

*Presiding Officers*

Michael Poost, President

Lynne Oudekerk, Treasurer

Mari Harris, Secretary

Shay Harrison, Trustee

Amanda Miller, Trustee

*Excused:* Robert West, Vice President

Camie Engel, Trustee

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

Jill Dugas Hughes, Library Director

Katie Sheehan, Trustee-elect

Charlie Pensabene, Friends of East Greenbush Community Library

Robert Gramuglia, Bryans and Gramuglia

Nicholas Gramuglia, Bryans and Gramuglia

A Library Board of Trustees meeting of the East Greenbush Community Library was held on November 16, 2021, at the East Greenbush Community Library and virtually, via videoconference. 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

**PRESENTATION OF 2020 AUDIT:**

Messrs. Robert and Nicholas Gramuglia summarized their findings of their audit of the EGCL 2020 financial statements. Copies of Auditor Communications and Financial Statement reports for the year ending December 31, 2020, were provided. The report was issued July 15, 2021. There were no deficiencies nor anything concerning, from an independent audit perspective. Library uses a modified cash basis reporting system, which they suggest is best system for library organizations. Suggested that library review its depreciation estimates to ensure consistency as assets are added/depreciated going forward. NYS depreciation threshold is \$5,000. Per discussion, Board will consider transition to



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depreciation threshold for 2022 at December meeting. Suggestion to initiate 2021 audit in January or February 2022.

*Auditors departed meeting after presentation.*

#### **APPROVAL OF MINUTES:**

**MOTION #2021-11-68:** Ms. Oudekerk made a motion to approve the October 19, 2021 Library Board Meeting minutes, as presented. 2nd by Ms. Miller. None opposed. All in favor. The motion carries.

#### **TREASURER'S REPORTS:**

Ms. Oudekerk discussed the 11/10/21 memorandum to Board re: FY 2021 Operating Budget Transfers. It proposes multiple line adjustments within both the 2021 Operations and Facilities categories: adjustments have no impact on totals within either category. Discussion regarding purpose of changing line items and the impact that it has on future budget planning. Director will research finance law and consult with auditors to determine if law requires budget line adjustments when actual expense exceeds budgeted expense. Board action deferred to December meeting.

The Library's financial position for the period of October 15-November 8, 2021 is set forth in the Treasurer's Report. Library financial position remains secure. It was agreed that expenses for replacement of heat pump, exterior dusk lights/timer, and meeting room motorized dividing doors, in addition to materials for free book house structures, will be paid out of operating budget. Noted that utility costs are on the rise and will continue into next year.

**MOTION #2021-11-69:** Mr. Harrison made a motion to accept the Off Warrant in amount of \$64,386.86 for October 15 – November 5, 2021 period, as presented. 2nd by Ms. Harris. None opposed. All in favor. The motion carries.

**MOTION #2021-11-70:** Ms. Harris made a motion to authorize the signing of Warrant in amount of \$26,464.79, dated 11/8/2021, as presented. 2nd by Ms. Miller. None opposed. All in favor. The motion carries.



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As of November 8, 2021, the year is 84% completed. Approximately \$2,450 in unanticipated (not budgeted) income received from UHLS because of CARES Act and state LLSA support.

**MOTION #2021-11-71:** Mr. Harrison made a motion to approve the November 8, 2021 Financials with 84% of the year completed, as presented. 2nd by Ms. Miller. None opposed. All in favor. The motion carries.

Ms. Dugas Hughes noted that 2020 depreciation figures will be entered into QuickBooks by end of year.

#### **COMMITTEE REPORTS:**

**Administrative:** Mr. Poost reported on November 4th Administrative Committee meeting.

Book Drop Box Purchase:

Committee supported Director's decision to purchase second-hand book drop box from Guilderland Library for \$2,000. Drop box will be used for the Friends' collection of book donations from community.

Construction Grant:

Director to contact UHLS to see if grant funds can be shifted within current project, as some final items came in over budget and others under.

Insurance:

Review of insurance coverage continuing. Determine if "Directors and Officers" (D and O) insurance covers trustees from incurring personal liability for losses sustained by Library. Determine if Library has insurance for ransomware attacks.

*NOTE: Director reported that follow-up with NFP agent reflects that Library's insurer, Utica National, identifies D and O coverage as "Legal Liability" coverage and Library has this. Coverage forms sent to Admin for review.*

Compensation and Salary:

Ad hoc committee formed, i.e., Mr. Poost, Ms. Oudekerk, Ms. Miller, and Director, to study current salary and benefits structure. Study must be completed by March 1, 2022, to proceed with 2023 budget planning.



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**Services:** Mr. Harrison reported on November 4th Services Committee meeting.

**Teen Support Program:**

East Greenbush Central School District partnering with Director to provide food via “No Questions Asked” program to Library to address food insecure patrons. Library staff will pick up food from Columbia H.S. on Thursdays, each week. If program establishes significant need, Director will look toward volunteers to assist Library in managing program.

**Advocacy:**

Letter sent to Rensselaer County Legislators requesting that Rensselaer County consider re-instituting annual library aid comparable to aid provided prior to county budget issues.

**Free Library:**

Two structures being built. MOU between Library and Albany-Hudson Electric Trail drafted by Director. Location considerations are rail trail and E.G. Town Park. Committee will consider paying registration fee for using “Free Little Library” descriptor moving forward.

**Telecommuting Policy:**

Director to share updated version with committee in next 2 weeks.

**Meeting Rooms:**

Discussion re: reopening meeting rooms to public and how to vet groups to ensure organization/attendees will comply with current library rules for mitigating COVID spread. Committee will refer consideration to charge groups unaffiliated with library for use of meeting rooms to the Strategic Planning Committee for further discussion.

**DIRECTOR’S REPORT:**

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

Library developing priority plan for programs and activities that will be maintained vs. deferred to 2022 to mitigate staff fatigue.

Department heads to contribute expertise for future vision of libraries, for development of 2022 Library operations.

High part-time staffing turnover.

Operational structure being retooled to better balance workloads and library programs.



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Enhancing Holds Checkout app and publicity to better inform patrons of options available inside library.

#### **PERSONNEL MATTERS:**

Ms. Dugas Hughes reported that there are now 3 vacant part-time Youth Services Librarian positions. Need to evaluate whether to create full-time position vs. maintaining multiple part-time positions to enable successful staffing recruitment and retention.

**MOTION #2021-11-72:** Ms. Oudekerk made a motion to approve the Personnel Memorandum from the Director to the Board, dated November 16, 2021, as presented. 2nd by Ms. Harris. None opposed. All in favor. The motion carries.

#### **OLD BUSINESS:**

Ms. Dugas Hughes reported that meeting room upgrade delayed due to issues encountered by contractor.

Ms. Dugas Hughes presented proposal to revise COVID Service Metrics for consideration, specifically to allow outside use of meeting rooms during Moderate Transmission Phase and remove limited use of restrooms.

**MOTION #2021-11-73:** Ms. Oudekerk made a motion to approve revisions COVID Services, effective 11/19/21, as presented in COVID SERVICE Metrics Update document. 2nd by Ms. Harris. None opposed. All in favor. The motion carries.

#### **LIAISON REPORTS:**

##### **Friends of East Greenbush Community Library:**

Mr. Pensabene shared that Fall Book Sale went well. Utilized a suggested donation vs. charge-per-book method of fundraising during sale.

FOEGCL elected/named their 2022 officers/leadership:

President-Charlie Pensabene

Vice President-Erin Cade

Treasurer-Liz Reyner

Secretary-Eileen Riley

Book Sale Chair-Julie Ann Price

Database Coordinator-Brandon Bonn

Advocacy Chair-Ann Burton



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**Town of East Greenbush:** None

**Rensselaer County:** None

- UHLS approved their 2022 budget, giving a 3% increase in salaries and benefits. UHLS will no longer fund Ancestry.com: EGCL will offer and budget for this program in 2022.
- UHLS still in search of commercial tenants for Essex St. property.
- UHLS provided new legislative items that Ms. Dugas Hughes will distribute to Board.

**NEW BUSINESS:**

Mr. Poost named 2022 Nominating Committee: Ms. Oudekerk, Mr. Harrison, Ms. Harris. Advised that a Strategic Planning Group consisting of the Board's 4 officers and Ms. Dugas Hughes will discuss next steps for commencing Strategic Planning process.

Board agreed to keep December 21, as scheduled, for next Board meeting.

**ADJOURN:**

**MOTION #2021-11-74:** Motion to adjourn the November 16, 2021 Board meeting was made by Ms. Miller at 9:30 pm. 2nd Ms. Oudekerk. None opposed. All in favor. The motion carries.

Respectfully submitted,

Mari Harris, Secretary