

## **EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING APPROVED 12/15/2020**

**November 17, 2020**

In attendance: Michael Poost - President  
Kevin McCann - Vice President  
Bob West - Treasurer  
Lynne Oudekerk - Secretary  
Mari Harris- Trustee  
Shay Harrison- Trustee  
Elizabeth Bellini- Trustee  
Camille Engel- Trustee Elect  
Lewis Dubuque- Trustee Elect  
Jill Dugas Hughes - Library Director  
Eileen Riley - Recording Secretary  
Liz Reyner - Friends of the East Greenbush Library  
Tom Grant - Rensselaer County  
Hollie Kennedy - Town of East Greenbush

**CALL TO ORDER:** Michael Poost called the meeting to order at 7:30 pm.

**MOTION:** Mr. West made a motion to accept the minutes from the October 20, 2020 meeting as presented 2nd Ms. Harris. None opposed. All in favor. The motion carried.

### **TREASURER'S REPORT:**

**MOTION:** Mr. McCann made a motion to accept the Off-Warrant dated November 13, 2020 in the amount of \$102,445.86. 2nd Ms. Harris. None opposed. All in favor. The motion carried.

**MOTION:** Ms. Oudekerk made a motion to authorize the signing of the November 17, 2020 Warrant in the amount of \$35,230.51. 2nd Ms. Bellino. None opposed. All in favor. The motion carried.

**MOTION:** With 87% of the year completed and all tax revenues received, Mr. Harrison made a motion to accept the P & L and Balance sheet dated November 12 as presented. 2nd Mr. McCann. None opposed. All in favor. The motion carried.

**MOTION:** Ms. Oudekerk made a motion to accept the Balance sheets dated October 15, 2020 and November 11, 2020, as presented. Mr. West noted that after further review, the original Balance Sheet was correct. 2nd Ms. Harris. None opposed. All in favor. The motion carried.

### **ADMINISTRATIVE COMMITTEE:**

Minutes from the 11/5/2020 committee meeting were distributed. The Admin Committee met.

- 2021 Schodack Contract
- 2019 Audit presentation postponed until December meeting
- Pandemic Contingency Plan for future potential pandemics in progress. Due to NYS by April 1.

- 2020 PTO options. Admin committee recommends that a one year-unused PTO carryover be granted for staff. No payouts for unused time.

**MOTION:** Motion presented by the Admin Committee to allow staff to carry unused PTO to 2021 for the current year only. No compensation will be paid if an employee leaves the employment of the Library and there will be no carryover to 2022. 2nd by Ms. Harris. None opposed. Board approved. The motion carried.

**SERVICE COMMITTEE:**

Minutes from the 11/5/2020 meeting were distributed.

- The proposed revisions to the bylaws will be presented to the Board at the December board meeting
- Minimum standards for libraries were reviewed; requires bylaws to be reviewed every 5 years
- Discussion regarding redistribution of responsibilities between committees
- Strategic Plan will need review next year

**DIRECTOR'S REPORT:**

Written report distributed.

- Story-Walk installed
- Computer access available for 30 minutes, extensions available to 1 hour -178 uses
- Parking Lot WiFi project construction grant update
- Working on best service model with pandemic & monitoring infection rates, keep drive-thru and facility open as long as safely possible
- A themed winter reading program will be held this year for adults and children

**FRIEND'S OF THE EAST GREENBUSH COMMUNITY LIBRARY:**

- Elections at the next meeting
  - Charlie Pensabene - President
  - Liz Reyner - Treasurer
  - Eileen Riley – Secretary
  - Vice President and Database chair are needed
- FOEGL has paid for a 1-year membership to Keela.co, a cloud-based site for maintaining all records - membership, dues, fundraising, volunteering, etc.

**TOWN OF EAST GREENBUSH**

- 2021 budget will be voted on at tomorrow's meeting
- Working on plans in case a Town Hall closure becomes necessary again
- The Comprehensive Plan will be approved at the December meeting.

**RENSSELAER COUNTY:**

- A "shout out" to the Library staff for their excellent handling of the election.

**UHLS:**

- State funding reduced 22 ½ % for 2020 and 2021
- Cutting staff and salaries of remaining staff by 7 ½ %
- East Greenbush Community Library will continue to get deliveries 5 times per week. Smaller libraries will have fewer deliveries.
- 5% increase in UHLS service contract for next year which is approximately \$1500.00 for East Greenbush

**PERSONNEL:** No report

**NEW BUSINESS:**

Nominating committee Mr. Harrison, Ms. Oudekerk, Ms. Harris

**EXECUTIVE SESSION:** 8:55 to discuss the 2021 Schodack funding proposal. Board developing a response. Executive Session ended 9:35 pm.

**MOTION:** Ms. Harris made a motion to reconvene Board Meeting and adjourn the meeting at 9:35. 2nd Ms. Oudekerk. All in favor. None opposed. The motion carried.

Respectfully submitted,  
Eileen Riley, Recording Secretary