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Library Board of Trustees Meeting - APPROVED 1/25/22
December 21, 2021, via videoconference and in person

ATTENDEES:

Presiding Officers

- Michael Poost, President
- Robert West, Vice President
- Lynne Oudekerk, Treasurer
- Mari Harris, Secretary
- Shay Harrison, Trustee
- Amanda Miller, Trustee
- Camie Engel, Trustee

Library Staff, Community Partners & Members of the Public

- Jill Dugas Hughes, Library Director
- Liz Rooney, Business Operations Manager
- Katie Sheehan, Trustee-elect
- Hollie Kennedy, Town of East Greenbush

A Library Board of Trustees meeting of the East Greenbush Community Library was held on December 21, 2021, at the East Greenbush Community Library and virtually, via videoconference. It began at 7:36 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 7:36 pm.

PRESENTATION:

Mr. Poost acknowledged Mr. West's final meeting as a Trustee, thanking him for his contributions and service to the Board and Library during his Trustee tenure. Ms. Dugas Hughes thanked Mr. West and presented gift in appreciation for his 2017-2021 service and acknowledged his development of the Board Treasurer's role and report.

PUBLIC COMMENT: None



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APPROVAL OF MINUTES:

MOTION #2021-12-75: Ms. Oudekerk made a motion to approve the November 16, 2021 Library Board Meeting minutes, as corrected. 2nd by Mr. West. None opposed. All in favor. The motion carries.

TREASURER'S REPORTS:

Ms. Oudekerk presented reports for November 6-December 16, 2021. Library financial position remains secure. Noted that Off Warrant expense was significantly higher this month due to paying the liability insurance balance and prepayment of NYSLRS for calendar year 2022. Prepayment of 2022 NYSLRS expenses will save Library \$1400 in interest payments: prepayment of NYSLRS at end of calendar year will continue moving forward as it is a significant cost savings for Library.

MOTION #2021-12-76: Mr. West made a motion to accept the Off Warrant in amount of \$337,385.02 for November 6 – December 13, 2021 period, as presented. 2nd by Ms. Miller. None opposed. All in favor. The motion carries.

MOTION #2021-12-77: Ms. Harris made a motion to authorize the signing of the Warrant dated December 14, 2021, in amount of \$20,064.51, as presented. 2nd by Mr. West. None opposed. All in favor. The motion carries.

As of December 16, 2021, the year is 96% completed. With one payroll remaining, it is anticipated ending the current fiscal year at or below budget, with both total expenses and income running slightly under budget. There are sufficient funds available to cover operations up to February 2022 when public funds will be received.

Capital Reserves will be used to cover remaining expense for Construction Grant.

Total fixed assets as of December 15, 2021 are at \$3,680,965.27.

MOTION #2021-12-78: Ms. Harris made a motion to approve the December 16, 2021 Financials with 96% of the year completed, as presented. 2nd by Mr. West. None opposed. All in favor. The motion carries.

COMMITTEE REPORTS:

Administrative: Mr. West reported on December 2nd (date corrected from meeting minutes in packet) Administrative Committee meeting.



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Exterior Lights/Sign:

Astrological timer not working. Contractor to be contacted. Ms. Dugas Hughes rereported that the shared Library/YMCA/Hawthorne Ridge sign is not working; she will contact St. Peter's Health Partners to resolve as they are responsible for sign. NYSLRS: 2022 NYSLRS prepayment authorized by committee.

Landscaping Proposal:

Contractor landscaping proposal of \$5,465.07 received in November, for immediate action by contractor. Committee declined to authorize due to timing, revisit in Spring.

Proposal to change Bylaws regarding election of write-in candidates:

Per UHLS' research, NYS Election Law states that in the case of write-in candidates, the person with most votes is the winner. Bylaws cannot override such, therefore will not be changed.

Services: Committee did not meet in December.

Nominating: Ms. Harris reported on December 9th meeting.

Nomination slate for 2022 Board officers to be addressed at January meeting will be:

President-Michael Poost

Vice President-Shay Harrison

Treasurer-Lynne Oudekerk

Secretary-Mari Harris

Committee contemplated and shared succession plan with Mr. Poost.

Mr. Poost requesting that ad hoc committees meet in January 2022 and named committee chairpersons and members as follows:

Administrative Committee-Chairperson Amanda Miller, Lynne Oudekerk, Mari Harris

Services Committee-Chairperson Camie Engel, Shay Harrison, Katie Sheehan.

DIRECTOR'S REPORT:

In addition to Ms. Dugas Hughes' monthly report, the following was presented:

Follow-up from November Board meeting, specifically the increase of depreciation threshold for acquisitions, and modifications to budget line items and whether Board approval is required. Regarding the latter, there is no legal requirement to present for Board approval, provided said modification does not exceed total budget. Regarding depreciation threshold, Ms. Rooney met



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with accountants to establish process for threshold increase to \$5,000. Our General Accounting Practice policy will need revision to establish threshold increase. Ms. Dugas Hughes will present draft policy revision to Admin Committee at February committee meeting for review and feedback.

Several facility items in need of attention:

- Sprinkler/Fire Alarm failed solenoid switch to be replaced.
- Two of four panic buttons for Capital Security alarm system not working. System is outdated; relies on wireless technology and should be hardwired, replacement buttons no longer available, no cameras. Refer to Administrative committee for consideration of immediate and long-term solution, including system upgrades, evaluation, and replacement of security system. Consider pursuit of construction grant for this purpose.
- Both boilers need repair. HVAC contractor repaired one, enabling maintenance of comfortable temperature in building. Parts on order for second boiler. HVAC contractor to evaluate system's overall condition.
- Library entrance corridor lights and indoor wall sconces (20 years old) not working. Consider installation of new LED fixtures to replace these lights in 2022.

Remaining Construction Grant requirements:

- Electrical work for Meeting Room A/B needs to be coordinated. Payment must be made prior to end of 2021. Estimate of \$17,000 received; facilities budget will be used for payment.
- Meeting Room door must be completed by June 30, 2022.
- Art Gallery items must be ordered.
- A/V credenza for HURR Room to be purchased.

Library responsibilities relative to this grant must be completed within Q-1 of 2022.

Insufficient meeting room space is challenging delivery of some services. Compliance with capacity restrictions and ongoing construction have required relocation of programs into larger meeting rooms. Ms. Dugas Hughes will identify meeting room demands, problems and relevant policies for referral to Service Committee for consideration.

Town of Schodack 2022 budget approved, with full funding for libraries. Will contact Schodack Town Supervisor regarding 2022 and Schodack's contract with EGCL.

Staffing shortages due to COVID protocols coupled with loss of part-time staff will require temporary changes in service hours and/or program offerings. Indoor storytime will not be held in January and February 2022. Staffing proposal to remedy staffing situation will be presented

January 25, 2022



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for Board consideration in January 2022. Public will be notified of changes (if any) and purpose for same. Discussion among Trustees as to Director vs. Board authority to temporarily alter service hours or programs when staffing capacity is inadequate. Appears to be operational issue vs. Board oversight. Mr. Poost requested that Ms. Dugas Hughes draft solution and relay to Board.

Library Advocacy Day will be held virtually this year on March 2, 2022.

PERSONNEL MATTERS:

MOTION #2021-12-79: Ms. Harris made a motion to approve the Personnel Memorandum from the Director to the Board, dated December 21, 2021, as presented. 2nd by Mr. West. None opposed. All in favor. The motion carries.

OLD BUSINESS:

Ms. Dugas Hughes shared revised Telecommuting Policy and Procedures. Due to time constraints, policy consideration deferred to January Board meeting.

LIAISON REPORTS:

Friends of East Greenbush Community Library:

Ms. Dugas Hughes relayed the following on behalf of FOEGCL:

- Operational Planning meeting will be held on January 18, 2022
- Vice President-elect Erin Cade and Public Relations volunteer Lois Hazelton have resigned. Library will post vacancies on Facebook
- Ongoing mini book sale continues in designated area in Library hallway

Town of East Greenbush:

Ms. Kennedy shared the following:

- Dunn Landfill permit expires in July 2022. Town is working with City of Rensselaer to prevent its renewal
- Road from Temple Lane through new Regeneron facility to Third Ave. Extension will be built by Town
- March 3rd is Spotlight on Youth Recognition Ceremony

Rensselaer County: None



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UHLS:

Per Ms. Dugas Hughes, UHLS Board has approved its 2022 budget and will hold UHLAN fees flat from 2021.

Per Ms. Engel, UHLS Board did not meet in December.

NEW BUSINESS: None

ADJOURN:

MOTION #2021-12-80: Motion to adjourn the December 21, 2021 Board meeting was made by Mr. West at 9:21 pm. 2nd by Ms. Oudekerk. None opposed. All in favor. The motion carries.

Respectfully submitted,

Mari Harris, Secretary