

**Approved 1/19/2021**

In attendance:

Michael Poost - President  
Kevin McCann - Vice President (present for first 5 minutes)  
Bob West - Treasurer  
Lynne Oudekerk - Secretary  
Mari Harris - Trustee  
Elizabeth Bellino - Trustee  
Shay Harrison - Trustee  
Camille Engel – Trustee Elect  
Jill Dugas Hughes - Library Director  
Liz Reyner - Friends of the East Greenbush Library  
Hollie Kennedy - Town of East Greenbush  
Tom Grant – Rensselaer County  
Eileen Riley - Recording Secretary  
Robert Gramuglia, CPA (present for Audit Report)  
Dawn Geurds  
Marianne Mullin  
Molly Chatt  
Vicki Bucciantini

**CALL TO ORDER:** Mr. Poost called the meeting to order at 7:35 pm

A Library Board of Trustees meeting of the East Greenbush Community Library was held on December 15, 2020, virtually, via GoToMeeting. It began at 7:30 pm and was presided over by Michael Poost, President, with Lynne Oudekerk as secretary. Mr. Poost praised Mr. McCann and Ms. Bellino and thanked them for their years of service to the Library and the town of East Greenbush on the completion of their service as trustees of the Library. Mr. McCann exited the meeting.

The Audit was moved to be second item on agenda

**AUDIT PRESENTATION:** Robert Gramuglia of Bryans & Gramuglia, CPAs, LLC

Mr. Gramuglia presented the draft 2019 Modified Cash Basis Audit to the Library Board with an unmodified opinion.

Highlights: First year of auditing library, excellent internal controls, depreciation schedule training will be provided, and library will be responsible for determining schedule moving forward, restricted and unrestricted contributions were determined- beginning 2019 balance was revised to differentiate between restricted/unrestricted balances.

Follow Up

- The Final 2019 Audit should be officially approved at the next board meeting.
- The 2020 Audit will begin in February 2021

**MINUTES:**

**MOTION:** Ms. Harris made a motion to accept the minutes of November 17, 2020 board meeting, as corrected. 2nd Mr. Harrison. None opposed. All in favor. The motion carried with 6 in favor and 0 against.

**TREASURER'S REPORT:**

Mr. West presented the Off-Warrant Expenditures, Warrant Expenses, and an overview of the Library Financials with 95% of the year over.

**MOTION:** Ms. Harris made a motion to accept the Off-Warrant in the amount of \$100,462.12 dated November 14 - December 11, 2020 as presented. 2nd Ms. Bellino. None opposed. All in favor. The motion carried with 6 in favor and 0 against.

**MOTION:** Ms. Oudekerk made a motion to authorize the signing of the Warrant dated December 10, 2020 in the amount of \$25,624.19. 2nd Ms. Harris. None opposed. All in favor. The motion passed with 6 in favor and 0 against.

**MOTION:** With 95% of the year completed, Ms. Bellino made a motion to accept the P & L and Balance Sheet dated December 10, 2020 as presented. 2nd Ms. Harris. None opposed. All in favor. The motion passed with 6 in favor and 0 against.

**ADMINISTRATIVE COMMITTEE:**

Minutes from 12/1/2020 Admin Committee were included in the Board packet.

- Schodack will fund the Library the full amount of \$311,313 this year.  
Follow up:
  - An ad hoc committee will be appointed to develop a funding formula that will be used to draft a future contract with Schodack
- Reinstate the Saturday morning meetings (as needed) to address the fast-changing COVID-19 requirements.  
Follow up:
  - The East Greenbush library-specific Pandemic Plan draft is due to the State by April 2021.

**SERVICE COMMITTEE:**

Minutes from 12/10/2020 Service Committee Meeting were included in the Board packet.

- Service Committee presented a first reading of the recommended revised Bylaws. The final reading and vote to revise the library bylaws will be presented at the January 2021 Board meeting.
- A recommendation was made by the Service Committee to extend the Strategic Plan to include 2021.  
Follow up:
  - The Service Committee will work with the Director to determine the next steps for Strategic Planning.
  - Board to vote at Jan. meeting on extension of Strategic Plan through 2021.

**DIRECTOR'S REPORT:**

A written report (November 2020) was included in the Board packet.

- Updated COVID safety protocols were discussed, and COVID Safety Plan was updated.
- Revised print newsletter will be issued 6X/year with a new format and color & will include Friends news (mailed to East Greenbush and Schodack residents). Weekly e-newsletter will continue.
- Upcoming Program Highlights: Pen to Pandemic short story contest open to all in Rensselaer County - the story must take place in Rensselaer county during COVID and be 1,500-2,000 words long; series of virtual job assistance workshops will occur in Jan/Feb, winter reading program starts soon.
- Discussion about Saturday meetings.  
Follow up:
  - Director will send an invite and agenda on Thursdays if a Saturday board meeting is needed.

**MOTION:** Ms. Oudekerk made a motion to approve the updated Reopening Safety Plan with the 12/11/2020 revisions. 2nd Ms. Harris. None opposed. All in favor. The motion carried with 6 in favor and 0 against.

**FRIENDS:**

Ms. Reyner provided a report on behalf of the Friends.

- New Book Sale Chairs (Mr. & Ms. Hill), held a successful grab & go book sale at the shed. Raised \$232 and hope to hold another sale soon.
- The Friends are discussing a process to accept book donations again.
- She thanked Ms. Bellino for her beautiful Italian themed raffle basket. Tickets were sold at the library and proceeds will go to the Friends of the Library.
- The end of the year donation letter was mailed.

**TOWN OF EAST GREENBUSH:**

Ms. Kennedy provided an update on Town activities including various holiday events (holiday lights contest, letters to Santa, etc.).

- Town Hall is currently closed due to COVID.
- Residents are encouraged to learn more about the proposed Town Comprehensive Plan; a public hearing is scheduled.
- The Town will also hold an annual organizational meeting in January.

**RENSSELAER COUNTY:**

Mr. Grant noted that the Rensselaer County budget was passed with a tax decrease.

- He noted that COVID cases are currently surging in Rensselaer County. He commended the library on its safety response and encouraged everyone to stay vigilant.
- He thanked Ms. Bellino and Mr. McCann for their service to the community on behalf of Rensselaer County.

**UHLS:**

Mr. Poost reported that there was no UHLS Board meeting in December. A short discussion about the upcoming UHLS budget cut impacts followed.

- 2021 deliveries to East Greenbush should continue 5 days per week. Some of the smaller libraries will see fewer weekly deliveries.
- There will be some databases cut from the budget that the library will need to absorb.

**PERSONNEL:** None.

**NEW BUSINESS:** None.

**EXECUTIVE SESSION:**

**MOTION:** Move to Executive Session at 9:40 pm to discuss anticipated trustee vacancy by Mr. Poost, 2nd Ms. Oudekerk. None opposed. All in favor. The motion carried with 6 in favor and 0 against.

**RECONVENE TO REGULAR SESSION**

**MOTION:** Ms. Harris made a motion to reconvene at 10:30 pm which was seconded by Ms. Oudekerk. None opposed. All in favor. The motion carried with 6 in favor and 0 against.

**MOTION:** Ms. Harris made a motion authorizing the library director to seek legal advice from UHLS regarding the proper protocol for filling the Trustee position. 2nd Ms. Bellino.

None opposed. All in favor. The motion carried with 6 in favor and 0 against.

**ADJOURN**

**MOTION:** to Adjourn was made by Ms. Harris at 10:35 pm, 2<sup>nd</sup> by Ms. Oudekerk. None opposed. All in favor. The motion carried with 6 in favor and 0 against.

Respectfully submitted,  
Eileen Riley, Recording Secretary

