

EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING  
by videoconference

FINAL

June 16, 2020

In attendance: Michael Poost, President  
Kevin McCann, Vice President  
Bob West, Treasurer  
Lynne Oudekerk, Secretary  
Jill Dugas Hughes, Library Director  
Elizabeth Giugno  
Mari Harris  
Shay Harrison  
Tom Grant, Rensselaer County Legislature  
Hollie Kennedy, Town of East Greenbush

**CALL TO ORDER:** The meeting was called to order at 7:04 pm.

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

**MOTION:** Mr. McCann made a motion to accept the minutes of the May 19, 2020 meeting as corrected. 2<sup>nd</sup> Ms. Harris. All in favor. None opposed. The motion carried.

**MOTION:** Mr. McCann made a motion to approve the East Greenbush Community Library's Reopening Plan and to authorize the library to move to Level 2 on May 26, 2020 and Level 3 on June 1, 2020. Board approval will be sought before moving to Levels 4 – 7. 2<sup>nd</sup> Ms. Giugno. All in favor. None opposed. The motion carried.

**TREASURER'S REPORT:** With the library just beginning to open, expenses continue to reflect the impact of the coronavirus pandemic. Fines/ fees and Interest income are below budget and will likely remain so this year. Programming/ planning and Facilities expenses are below budget while more has been spent on Downloadable material and COVID-19 cleaning supplies and personal protective equipment.

**MOTION:** Ms. Oudekerk made a motion to accept the Off Warrant dated June 12, 2020 in the amount of \$97,543.62. 2<sup>nd</sup> Mr. McCann. All in favor. None opposed. The motion carried.

**MOTION:** Ms. Harris made a motion to authorize the signing of the Warrant dated June 16, 2020 in the amount of \$10,985.47. 2<sup>nd</sup> Mr. McCann. All in favor. None opposed. The motion carried.

**MOTION:** Mr. McCann made a motion to accept the P & L and Balance Sheet as presented, based on 45% of the year completed. 2<sup>nd</sup> Ms. Harris. All in favor. None opposed. The motion carried.

**COVID-19 SAFETY PLAN:** New York State is mandating that every business or entity in the state “develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19”. (NY Forward Safety Plan Template, NYSDOH, 2020) While the plan does not need to be submitted to the state for approval, it must be maintained on site and be available to local state or health authorities on request. It is recommended that the plan be reviewed and updated periodically to reflect the stages of opening of the business entity.

Ms. Dugas Hughes presented a draft of the library’s Safety Plan to the Administrative Committee for review at their June 2<sup>nd</sup> meeting. Based on their comments, she presented a June 9, 2020 draft of the Safety Plan to the Board for approval. The plan will be revised and Board-approved when library operations change. The most current approved Plan will be posted at the library.

**MOTION:** Mr. McCann made a motion to approve the East Greenbush Community Library Safety Plan (6/9/2020). 2<sup>nd</sup> Mr. Harrison. All in favor. None opposed. The motion carried.

#### **COMMITTEE REPORTS**

**ADMINISTRATIVE COMMITTEE:** The committee met via videoconference on June 2, 2020. Ms. Dugas Hughes has been in contact with the library’s accounting firm, Bryans & Gramuglia, to identify a date on which the firm will begin their audit of the library’s 2019 financial records. The committee also discussed the library’s Safety Plan (see above) and the 2021 budget (see below.)

**SERVICE COMMITTEE:** The committee did not meet in June.

**BUDGET COMMITTEE:** Mr. West discussed the status of the 2021 budget preparation. The goal, no tax increase for 2021, is possible in part because the library’s construction bond was paid off this year. The next budget meeting is scheduled on June 27. The committee’s proposal will be presented to the Board for consideration on July 21. It will be presented to the public at a hearing in August. Following that hearing, the Board will be asked to approve the 2021 budget. The budget vote is scheduled for September 15, 2020.

**DIRECTOR’S REPORT:** Ms. Dugas Hughes reported on the library’s Adult and Youth Summer Virtual Reading Programs. The programs kicked off on June 15 and, one day later, more than 200 youth and 100 adults have signed on. Library staff are to be commended for all of the effort they put into this successful launch.

Ms. Dugas Hughes reviewed the status of the library’s phased reopening. On May 26, the library began accepting book returns and on June 1, started to circulate books via our drive thru window. Since then, UHLS has begun book deliveries, the Farmer’s Market has opened, and museum passes and printing/ faxing/ and copying are being offered to residents on request. Staff have been flexible to the many changes in routines and patrons have been extremely

appreciative of the services available. Ms. Dugas Hughes presented the additional patron services and staff and patron safeguards that will be in place when the library moves to Level 4, the level which will allow a limited number of patrons to come into the library to browse for books.

**SERVICE LEVEL TRANSITION (Reopening Plan):** Level 4 offers a limited opening to the public for transactional services only with strict head counts. Ms. Dugas Hughes would like to transition to Level 4 on Monday, June 29. Up to ten patrons will be allowed entrance into the library at one time in Level 4. A greeter at the door will manage entry, asking patrons to wear a mask and sanitize their hands (provided) before entry. Patrons will be asked to stay no longer than 15-30 minutes. Computers will not be available to patrons during this Level.

**MOTION:** Ms. Oudekerk made a motion to approve the library's transition to Level 4 on June 29, 2020. This Level allows limited opening to the public for transactional services only with strict headcounts. 2<sup>nd</sup>: Ms. Harris. All in favor. None opposed. The motion carried.

#### **LIAISON REPORTS**

**FRIENDS OF THE LIBRARY:** No report.

**TOWN OF EAST GREENBUSH:** Ms. Kennedy reported that the Town of East Greenbush offices will reopen to staff on June 16<sup>th</sup>. The building will be open to the public only by appointment. A public hearing on traffic flow at the intersection of route 4 and 1-90 will be held on July 8. Music at the Park will resume on August 4.

**RENSELAER COUNTY:** Mr. Grant reported that zero new cases of COVID-19 were reported in the county today. The county will enter Phase 3 on June 17 and the county legislature will begin meeting in person on July 1.

**UHLS:** UHLS staff have begun working on site again. They cancelled their annual meeting due to COVID-19 concerns, asking current board members to continue on for another year.

#### **PERSONNEL:**

**MOTION:** Mr. McCann made a motion to approve the Personnel Memo dated June 16, 2020. 2<sup>nd</sup> Mr. West. All in favor. None opposed. The motion carried.

**NEW BUSINESS:** During COVID-19, UHLS coordinated Hoopla digital services to all member libraries, including the East Greenbush library. Our cost was about what it would have been had we continued our contract for this service on our own. It is not clear how long UHLS will continue this service, but our library is prepared to resume a direct contract when UHLS steps down from this role.

The library will be an election site for the New York Primary on June 23. Ms. Dugas Hughes will meet with county election officials next week to review procedures in light of the library not being open to the public and enhanced safety protocols.

**MOTION:** Mr. McCann made a motion to adjourn the meeting at 8:44 pm. 2<sup>nd</sup> Ms. Harris. All approved and the meeting was adjourned.

Respectfully Submitted,  
Lynne Oudekerk, Secretary