

EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING
by videoconference

APPROVED

May 19, 2020

In attendance: Michael Poost, 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 7:02 pm.

PUBLIC COMMENT: Elizabeth Putnam, library staff member, thanked the Board for their support of library staff during the coronavirus pandemic.

APPROVAL OF MINUTES:

MOTION: Ms. Harris made a motion to accept the minutes of the April 21, 2020 meeting as presented. 2nd Mr. Harrison. All in favor. None opposed. The motion carried.

TREASURER'S REPORT: With the COVID-19 closure of the library, Mr. West provided an overview of spending compared to the same period last year. Our Off Warrant spending for the past month was \$4,572.51 less than the same period in 2019; our Warrant spending was \$13,240.83 less than the same period last year. Jill agreed to track COVID-19-related spending while the library is closed, as staff prepare for reopening, and once the library reopens.

MOTION: Ms. Giugno made a motion to accept the Off Warrant dated May 15, 2020 in the amount of \$96,825.96. 2nd Ms. Oudekerk. All in favor. None opposed. The motion carried.

MOTION: Ms. Oudekerk made a motion to authorize the signing of the Warrant dated May 19, 2020 in the amount of \$15,685.50. 2nd Ms. Giugno. All in favor. None opposed. The motion carried.

MOTION: Ms. Harris made a motion to accept the P & L and Balance Sheet based on 38% of the year completed, as presented. 2nd Mr. Harrison. All in favor. None opposed. The motion carried.

DIRECTOR'S REPORT: Ms. Dugas Hughes reported on activities and projects that staff have been involved in during the closure and the work that is underway to prepare for the library's

reopening. The library has enhanced virtual services including phone/ email/ chat reference services, virtual programs on social media, a weekly e-newsletter, a bi-weekly adult services e-newsletter, and a Community Resources Guide. The guide, which was developed by the library in collaboration with the Town of East Greenbush, Police Department, School District, and Greenbush YMCA was well received by community residents. The library also introduced the new Youth Services mascot, an elephant named "Charlie."

Ms. Dugas Hughes reviewed key aspects of UHLS's Coordinated Reopening Committee Recommendations with the Board, discussing ways in which this document's plan aligns with the Governor's phased reopening plan. At this point, library staff is translating the UHLS plan into a timeline and procedures that will direct the East Greenbush library's reopening. She also discussed the ways in which she will communicate the phased reopening plan to the community. The library hopes to begin deep cleaning, set up, and staff training the week of May 26 with book returns and curbside delivery on or about June 1. The reopening plan must be approved by the Board before it is implemented.

MOTION: Ms. Oudekerk made a motion to authorize the trustees in attendance at a Board meeting scheduled at 9:30 am on Saturday, May 23 to approve the library's reopening plan so long as a quorum is present. 2nd Ms. Harris. All in favor. None opposed. The motion carried.

COMMITTEE REPORTS

ADMINISTRATIVE COMMITTEE: The committee met via videoconference on May 5, 2020. The committee retained Bryans & Carmuglia to conduct an audit of the library's 2019 financial records. We discussed the Governor's Executive Order 202.26, which directed special library districts (such as ours) to conduct their election and/or budget vote on September 15, 2020. It further suspends the collection of signatures on nominating petitions until further notice.

MOTION: Mr. Harrison made a motion to move the 2020 library trustee and budget vote to Tuesday, September 15, 2020 consistent with Executive Order 202.26. 2nd Mr. West. All in favor. None opposed. The motion carried.

SERVICE COMMITTEE: The committee met virtually on May 7, 2020. They discussed the newly prepared State of Emergency Procedures Authorization Policy, which would give the library director authority to restrict services and/or take necessary steps to ensure the safety of library staff, patrons, and property.

MOTION: The Service Committee made a motion to approve the State of Emergency Procedures Authorization Policy (5/16/2020) as presented and modified. The modification is to add the words "and property" after "Patrons" in the first sentence of the policy. 2nd Ms. Oudekerk. All in favor. None opposed. The motion carried.

LIAISON REPORTS

FRIENDS OF THE LIBRARY: Ms. Dugas Hughes presented a report based on a telephone conversation with Ms. Reyner, Friends President. The Friends are donating books to the community through a school-based food donation program. Staff are handling the packaging of books from the shed as volunteers are not allowed on the premises at this time. The Friends are looking at other fundraising options for the year, as the Spring 2020 Book Sale was cancelled

and the fall Children's Festival and Book Sale are in doubt. Ms. Reyner is organizing a virtual Friends meeting in the near future.

TOWN OF EAST GREENBUSH: Ms. Kennedy reported that the Town of East Greenbush is preparing for a virtual Memorial Day celebration and recently held a virtual public hearing on establishing a Conservation Advisory Council for the town. Hiking trails in the Town Park are now open, although the playground and dog park remain closed.

RENSELAER COUNTY: Mr. Grant reported on the work that the county is doing to prepare for reopening while keeping COVID-19 cases down. He noted that the UHLS reopening report was used to establish libraries as essential community services, allowing them to begin phased opening.

UHLS: There is concern that future year budgets could be cut as a result of the COVID-19 pandemic. Much is still not known.

PERSONNEL: There was no report.

NEW BUSINESS: Work has begun on the library's 2021 operating budget. The first committee meeting was held on May 12. Budget Committee meetings will be held on June 15 and June 23.

MOTION: Ms. Harris made a motion to adjourn the meeting at 8:26 pm.

Respectfully Submitted,
Lynne Oudekerk, Secretary