



Library Board of Trustees Meeting – APPROVED 9/17/2024
July 23, 2024, in person, livestreamed, and recorded

ATTENDEES:

Presiding Officers:

- Mari Harris, President
- Charlie Pensabene, Vice-President
- Camie Engel, Secretary
- Katie Sheehan, Treasurer
- Amanda Miller, Trustee
- Nichole Krisanda, Trustee
- Michael Poost, Trustee

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant (excused 8:34 p.m.; returned 9:49 p.m.)
- Julie Ann Price, Friends of the East Greenbush Library (exited 8:22 p.m.)
- Jim McHugh, Town of East Greenbush (exited 8:25 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on July 23, 2024, at the East Greenbush Community Library and was livestreamed. It began at 7:00 p.m. and was presided over by Mari Harris, President with Camie Engel as Secretary. The meeting was recorded.

CALL TO ORDER:

- M. Harris called the Library Board of Trustees meeting to order at 7:00 p.m.

REVIEW OF AGENDA:

- The agenda was reviewed. There were no questions. M. Harris acknowledged Michael Poost’s last Board Meeting and thanked him for his 32 years of exceptional service.

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES:

- **MOTION #2024-07-56:** K. Sheehan made the motion to approve the minutes from the June 18, 2024, Library Board meeting. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.

TREASURER'S REPORT:

K. Sheehan presented the financials. The library remains in good financial standing. July is the first month where restricted and non-restricted funds are reflected on the balance sheet.

- **MOTION #2024-07-57:** C. Engel made a motion to accept the Off-Warrant in the amount of **\$168,574.46** for the period of June 8, 2024 through July 19, 2024 as presented. Seconded by M. Poost. The motion was carried with 7 in favor, none opposed.
- **MOTION #2024-07-58:** A. Miller made a motion to authorize the President to sign the Warrant for the period of June 8, 2024 through July 19, 2024, in the amount of **\$75,944.97**. Seconded by M. Poost. The motion was carried with 7 in favor, none opposed.
- **MOTION #2024-07-59:** M. Poost made a motion to approve the July 19, 2024, Financials with 54.9% of the year completed as presented. Seconded by C. Engel. The motion was carried with 7 in favor, none opposed.

COMMITTEE REPORTS:

Administrative: The written committee report was submitted by M. Harris. Highlights from the written report included: restricted vs. non-restricted funds, capital construction project, and future funding.

Services: The written committee report was submitted by A. Miller. Highlights from the written report included: staff manual, Board succession planning/UHLS Equity Challenge, partnership policy, Schodack communications, and Library of Things.

DIRECTOR'S REPORT:

J. Dugas Hughes highlighted the following from the June Director's Report:

- Summer Reading Program; great kickoff event and fantastic programs.
- Active cardholders increased by 4%.
- 35 teens volunteered in June.
- There were four summer VolunTeen Training sessions, and 74 teens were trained.
- The control system project has been completed.

J. Dugas Hughes informed the board that a new pest company was engaged to resolve mice and outdoor garden pests.

PERSONNEL MEMORANDUM:

J. Dugas Hughes presented the personnel memo.

- **MOTION #2024-07-60:** M. Poost made a motion to approve the July 23, 2024, Personnel Memorandum as presented. Seconded by A. Miller. The motion was carried with 7 in favor, none opposed.

LIAISON REPORTS:

Friends of the Library (J. Ann Price):

- Currently 10 volunteers have been creating book craft wreaths for the November fundraiser.
- The Great Greenbush Quest will kick-off on Community Day on Saturday, September 14 with a pirate theme.
- A fundraiser event that was scheduled for July 20 was cancelled due to a lack of volunteers.

Town of East Greenbush: (J. McHugh):

- The Town of East Greenbush's 2025 calendar has been released.
- The budget for 2025 will be adopted on November 20th.
- There is a proposed development on 3rd Avenue Extension.
- Columbia Turnpike has been paved.
- The town is seeking police recruitments.
- There is ongoing discussion about establishing a towing ordinance in the town. A second public hearing is scheduled on August 14 regarding the proposed towing law regulating the towing of vehicles from private property in the Town of East Greenbush.

Rensselaer County: N/A

Upper Hudson Library System (C. Engel):

- UHLS library board will continue the conversation regarding the consideration of a joint agreement with Schenectady County Public Library (SCPL) at their September meeting.

UNFINISHED BUSINESS:

Facilities Work Group Update/Bid Opening Results for the Library Renovations Phase 1

- The project went out to bid with a scheduled bid date Thursday, July 18.
- There were six contracts with 15 proposals submitted.
- An error was found in the lowest electrical bid; it was corrected by selecting the second lowest bidder.
- An alternate proposal for ceramic tile replacement, excluding mosaic tiles, was recommended.

- The Advanced Glass bid for storefront work came in under budget, covering the children's room window and front door repairs. A request for a cost proposal for the addition of the replacement of all storefront windows has been submitted, and will be considered as an addition, if it comes in under budget. Director will adjust construction grant scope, accordingly.
 - The total project budget is \$694,712, with a 50% NYS Construction Grant match.
 - The contracts are recommended for approval, with the Advanced Glass contract total cost pending additional pricing.
 - The director is authorized to sign contracts up to the project budget, with change orders allowed within this limit.
 - There was a discussion on whether to list contractors and bid amounts publicly, with a suggestion to include them in the next director's report.
 - Temperature requirements for construction work (daytime temperatures above 40°F) were mentioned, i.e., colder season will impact project timeline, if outdoor project is not completed before drops in temperature.
 - Discussions included administrative procedures, the role of committees, and the approval process for changes within budget limits.
- **MOTION #2024-07-61:** M. Poost made a motion to authorize the Director to enter into contracts for the Library Renovations Phase 1 project; total amounts not to exceed project budget of \$694,712 at p.m. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.

EXECUTIVE SESSION:

- **MOTION #2024-07-62:** M. Poost made a motion to enter executive session for the purpose of discussing contractual matters at 8:34 p.m. Seconded by C. Engel. The motion was carried with 7 in favor, none opposed.

J. Schmonsky was excused from the meeting at 8:34 p.m.

- **MOTION #2024-07-63:** C. Pensabene made a motion to exit executive session at 9:47 p.m. Seconded by A. Miller. The motion was carried with 7 in favor, none opposed.

J. Schmonsky re-entered the meeting at 9:49 p.m.

2025 BUDGET:

- **MOTION #2024-07-64:** C. Pensabene made a motion to approve the proposed 2025 budget in the amount of \$2,595,600, which includes a tax levy in the amount of

\$1,995,455, to be presented to the public for a public vote on Tuesday, September 17, 2024 at 9:51 p.m. Seconded by C. Engel. The motion was carried with 5 in favor, with 2 opposed - A. Miller and M. Poost.

NEW BUSINESS:

Evaluations:

- The evaluation process for board self-evaluation and the director evaluation has been postponed to September where the evaluation forms will be distributed. The goal is to complete everything by October.

M. Harris announced the following:

- A previously scheduled special board meeting for July 29 has been cancelled.
- No committee or board meetings will be held in August.
- The only exception is if something urgent arises regarding the window replacement contract.
- A party is planned for Friday, August 23, to celebrate Michael Poost.

ADJOURN:

- **MOTION #2024-07-65:** Motion to adjourn the July 23, 2024, Board meeting was made by M. Poost at 9:54 p.m. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary