



Library Board of Trustees Meeting – APPROVED 10/15/2024  
*September 17, 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 (exited at 8:01 p.m.)

*Library staff, Community Partners & Members of the Public:*

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant

A Library Board of Trustees meeting of the East Greenbush Community Library was held on September 17, 2024, at the East Greenbush Community Library and was livestreamed. It began at 7:01 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 7:01 p.m.
- M. Harris noted that there are now six Library Board of Trustees as Michael Poost resigned at the July meeting.

**REVIEW OF AGENDA:**

- The agenda was reviewed.

**PUBLIC COMMENT:**

- There was no public comment.

**APPROVAL OF MINUTES:**

- **MOTION #2024-09-66:** A. Miller made the motion to accept the minutes from the July 23, 2024, Library Board meeting. Seconded by C. Pensabene. The motion was carried with 6 in favor, none opposed.

### TREASURER'S REPORT:

K. Sheehan presented the financials. There were no noteworthy expenses between July 20, 2024, and September 6, 2024.

- **MOTION #2024-09-67:** A. Miller made a motion to accept the Off-Warrant in the amount of **\$231,706.82** for the period of July 20, 2024, through September 6, 2024, as presented. Seconded by C. Pensabene. The motion was carried with 6 in favor, none opposed.
- **MOTION #2024-09-68:** N. Krisanda made a motion to authorize the president to sign the Warrant for the period of July 20, 2024, through September 6, 2024, in the amount of **\$4,040.36**. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.
- **MOTION #2024-09-69:** K. Sheehan made a motion to approve the September 6, 2024, Financials with 68.3% of the year completed. Seconded by C. Pensabene. The motion was carried with 6 in favor, none opposed.

### COMMITTEE REPORTS:

**Administrative:** The written committee report was submitted by K. Sheehan. Highlights from the written report included: construction phase 1, 2, and 3, town board meeting, Library budget vote and trustee election, policies, and health insurance buyout.

**Services:** The written committee report was submitted by A. Miller. Highlights from the written report included: Microsoft Teams, trustee email addresses, Partnership Policy, FOIL request policy, Code of Conduct Policy, and staff manual.

- **MOTION #2024-09-70:** The Services Committee made a motion to approve the Partnership Policy as presented. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.

**DIRECTOR'S REPORT:** The written director's report was submitted by J. Dugas Hughes. Highlights from the written report included:

The library had an incredibly busy and exciting summer with statistics (comparing last summer to this summer) to prove it!

#### Summer Statistical Highlights:

- **Increased Library Visits:** Library visits, including in-person, drive-through, and online, rose by 4%.
- **More Volunteers:** The number of volunteers grew by 39%, contributing 73% more volunteer hours.

- **Increased Programs & Meeting Rooms Use:** There were 40% more library-sponsored programs with 15% higher attendance. Meeting rooms were used 121 times by outside groups compared to just 19 the previous summer.
- **Youth Programming:** Programs for children ages 6-11 saw a 65% increase, with 28 programs this summer compared to 17 last year. Program attendance for this age group rose by 9%.
- **Borrowing Continued to Grow:** In-person borrowing increased 1%, while drive-through borrowing saw an 11% rise. Electronic material borrowing grew by 23% (not including databases)
- **Computer Use Surged:** Computer use increased by 57%.
- **More Reference Questions:** Reference questions answered increased by 11%.
- **Increase in Usage of Library Resources by Library Members:** Active cardholders grew by 6% (refers to the number of cardholders who used their card to borrow items, meeting rooms, register for a program, use computer, release a print job, etc.)
- **Summer Finale Events:** The library hosted multiple popular finale events for both children and adults, including a “baby rave”, glow-in-the-dark parties, Bingo and Bookish Conversations. These events, which were low-cost, attracted over 200 attendees.
- **Volunteers:** There were 63 teen volunteers this year, similar to last year, but with higher engagement than prior years throughout the summer, without needing incentives.
- **Family & Community Engagement:** The library hosted a range of family-friendly events, such as outdoor concerts and board game nights, which were very well-received. Upcoming family events are being planned.
- **Collaborations:** The library is exploring a partnership with Rensselaer County Department of Social Services, with plans to train staff on assisting vulnerable adults and connecting community members with local resources.

The library’s commitment to expanding programming, particularly for families and children along with their community partnerships and engagement, contributed to a vibrant and successful summer.

#### Upcoming Events:

- **Townwide Clue Hunt - The Great Greenbush Quest:** This event kicked off at Community Day and will run until October 13<sup>th</sup>. The celebration for the event will be held before its completion on October 6<sup>th</sup> due library's construction schedule.
- **Schodack Town Festival:** The library will attend the festival at Schodack Island Town Park on October 19<sup>th</sup>.
- **Annual Volunteer Appreciation Brunch:** This year's celebration will be on November 9<sup>th</sup> from 10:00 to 11:30 a.m. It’s shifted from a dessert reception to a brunch.
- **Local Author Fair:** The fair is scheduled for November 10<sup>th</sup> from 2:00 to 4:00 p.m., with 16 local authors already signed up to participate. They’ll have tables where they can showcase and sell their books.

- **Upcoming Meetings:** Community Advisory Council, and Schodack Budget presentation.
- **Library closure:** The library will be closed on Monday, October 21 for Staff Development Day.

### **Construction Update:**

- **Progress:** Construction is actively moving forward, with some change orders. One change involves painting the undersides of the canopy, which had been left out of the original specs. The exterior steel doors have received their first coat of paint, and the inside of the doors will be finished soon.
- **Challenges and Fixes:** Some discrepancies were found in the library's drawings, which required engineering fixes and a forthcoming change order. Fortunately, the project remains adequately under budget, allowing flexibility for such adjustments.
- **Windows and Doors:** The new windows will bring more light into the library by eliminating the crossbars between the panes, creating a more modern look. The front doors will also be replaced, maintaining their original design.
- **Exterior Appearance:** The current red exterior metal and green exterior windows will be replaced with charcoal gray. The final exterior EIFS color is just a slight shade difference from the current one.
- **Operational Impact:** No major closures are anticipated during construction, though there may be minor operational impacts. For example, temporary ramps will be installed to maintain accessibility during the work on the entryway and the drive-thru might be impacted.
- **Regular Updates:** Weekly construction meetings continue, and updates are posted on the library's website, including progress photos and project details.

### **New Partnership: Small Business Development Center:**

- The library is partnering with the Small Business Development Center (SBDC) to launch a marketing class for small businesses.
- The program will be open to the public and is specifically targeted at small business owners or those interested in starting a business. This is the first in a planned series to support local businesses, aligning with the library's goal to advance local economic vitality. The library is seeking connections and ideas to help market this program to the right audience.

### **PERSONNEL MEMORANDUM:**

J. Dugas Hughes presented the written personnel memo.

- **MOTION #2024-09-71:** K. Sheehan made a motion to approve the September 17, 2024, Personnel Memorandum as presented. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.

**LIAISON REPORTS:**

**Friends of the Library:** N/A

**Town of East Greenbush:** N/A

**Rensselaer County:** N/A

**Upper Hudson Library System (C. Engel):**

- UHLS held its 2025 election.
- The UHLS Board discussed whether SCPL libraries could join UHLS as half-share members but let the motion die without a vote. No further action was taken, and any future decision would require a new motion.

M. Harris gave praise to The Friends of the Library for helping to get the vote out for the library.

N. Krisanda exited the meeting at 8:01 p.m.

**UNFINISHED BUSINESS:**

**Facilities Work Group Update (C. Pensabene and J. Dugas Hughes)**

- Current construction involves two main change orders. The first is for the exterior painting of the canopies, while the second relates to an engineering site plan. Change orders are a normal part of construction, covering unexpected changes from the original plan. A contingency budget is set aside to manage these costs, keeping the project within budget. The project team, including the construction manager, architects, and engineers, reviews these changes to ensure fair pricing and necessary adjustments.
- Other small changes, such as replacing green tile with charcoal gray, have also been made, but don't require major change orders. The mosaic will stay as is.
- Communication with contractors remains positive, and the project is progressing smoothly. However, managing parking logistics and ensuring timely communication to staff is an ongoing task.

**Board training:**

M. Harris reminded the board of the required "Sexual Harassment Prevention" training, with completion by all Trustees by October 1st.

**Evaluations:**

- There are separate evaluation forms for staff (direct reports) and trustees. J. Dugas Hughes will also do a self-evaluation.
- Trustees can choose between paper or electronic forms.

- Responses are due by September 30<sup>th</sup> to Ms. Harris so that a summary can be presented for discussion at the October board meeting.
- C. Pensabene and M. Harris will review results, set goals with J. Dugas Hughes.
- A "board report card" for self-assessment of the board will come next. M. Harris will distribute once ready.
- A Google Form may be used next year to simplify the process.

Financial training for board members is scheduled for Oct. 7.

#### **NEW BUSINESS:**

"The 2024 Nominating Committee will be appointed by M. Harris in October, and the 2025 slate of officers will need to be presented at the December Board meeting."

M. Harris will appoint the nominating committee in October, which will need to finalize its selections by November. This is an earlier timeline than last year.

#### **ADJOURN:**

- **MOTION #2024-09-72:** Motion to adjourn the September 17, 2024, Board meeting was made by A. Miller at 8:18 p.m. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary