



Library Board of Trustees Meeting – Approved 12/16/2024  
*November 19, 2024, in person, livestreamed, and recorded*

**ATTENDEES:**

*Presiding Officers:*

- Mari Harris, President
- Charlie Pensabene, Vice-President
- Katie Sheehan, Treasurer
- Amanda Miller, Trustee (Acting Secretary)
- Nichole Krisanda, Trustee

*Excused:*

- Camie Engel, Secretary

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

- Jill Dugas Hughes, Library Director (excused 8:18 p.m.)
- Jenna Schmonsky, Administrative Assistant (excused 8:18 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on November 19, 2024, at the East Greenbush Community Library and was livestreamed. It began at 7:03 p.m. and was presided over by Mari Harris, President with Amanda Miller as Acting Secretary. The meeting was recorded.

**CALL TO ORDER:**

- M. Harris called the Library Board of Trustees meeting to order at 7:03 p.m.
- M. Harris noted Camie Engel is excused from tonight’s meeting, which will not impact a quorum.

**REVIEW OF AGENDA:**

- The agenda was reviewed.
- M. Harris noted that the Code of Conduct Policy will be deferred to the December meeting.

**PUBLIC COMMENT:**

- There was no public comment.

## APPROVAL OF MINUTES:

- **MOTION #2024-11-80:** C. Pensabene made the motion to accept the minutes from the October 7, 2024, Special Library Board meeting. Seconded by A. Miller. The motion was carried with 5 in favor, none opposed.
- **MOTION #2024-11-81:** C. Pensabene made the motion to accept the minutes from the October 15, 2024, Library Board meeting. Seconded by K. Sheehan. The motion was carried with 5 in favor, none opposed.

## TREASURER'S REPORT:

K. Sheehan presented the financials.

- 85.5% of the year is complete, and spending is 83.9% of the budget, indicating that finances are on track. Revenue is particularly strong, at 369.47% of the expected budget, due to moving funds to higher-yield accounts.
  - The major expenses included payment to NYSLRS (New York State and Local Retirement System), which was slightly above the budgeted amount. However, the overall benefits category remains balanced due to accrued interest.
  - There were several construction expenses from the capital reserve fund this month (noted on the balance sheet).
  - There are regular monthly payments to NYSLRS covering employee contributions, and an annual employer contribution reflected in the budget. The annual NYSLRS contribution is over budget.
  - Future budgeting for NYSLRS is challenging due to variable factors like previous years' salaries and rate changes. This year's budget included a slight buffer from the estimate provided by NYSLRS, while next year's is based on estimates with a bit more allowance.
  - There's enough flexibility in this year's benefits budget to cover unexpected increases, avoiding the need to dip into operational contingency funds.
  - The total health insurance costs remain under budget.
  - A payment of \$39,900 to Tag Solutions covered network management and a specific service issue related to a network management card control, which was an additional cost to the usual monthly fee.
- **MOTION #2024-11-82:** C. Pensabene made a motion to accept the Off-Warrant in the amount of **\$276,478.63** for the period of October 9, 2024, through November 8, 2024. Seconded by M. Harris. The motion was carried with 5 in favor, none opposed.
  - **MOTION #2024-11-83:** A. Miller made a motion to authorize the president to sign the Warrant for the period of October 9, 2024, through November 8, 2024, in the amount of **\$224,185.46**. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

- **MOTION #2024-11-84:** C. Pensabene made a motion to approve the November 8, 2024, Financials with 85.5% of the year completed, as presented. Seconded by N. Krisanda. The motion was carried with 5 in favor, none opposed.

#### **COMMITTEE REPORTS:**

**Administrative:** The written committee report was submitted by K. Sheehan. Highlights from the written report included: Construction, Rensselaer County, library budget process, and personnel.

- **MOTION #2024-11-85:** C. Pensabene made a motion to change the initiation of the library budget cycle from April to June, thereby changing the date for the annual election and proposed budget submission to voters from September to November. This change would take effect in 2025. Seconded by A. Miller. The motion was carried with 5 in favor, none opposed.

There was discussion about the feasibility of holding elections at the library versus other polling locations. Suggestions were made to explore coordinating with the County Board of Elections to have library votes included on regular election ballots, potentially increasing voter turnout. There was an agreement to explore the County Board's requirements and costs further, as well as to gather more information on relevant laws. The board will revisit the motion, if necessary, after additional research.

**Services:** The written committee report was submitted by A. Miller. Highlights from the written report included: Code of Conduct Policy, and staff manual. A. Miller also reported on the board succession plan.

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

#### **Construction Update:**

- October was a busy month for construction, with the main entrance closed temporarily and traffic rerouted. Despite the disruptions, communication with the community and staff through newsletters and the website kept everyone informed.
- Currently, the construction is at the punch list stage. Tile work is mostly completed, but they are still waiting for permanent lighting and need to select carpets.
- Spring will bring additional projects, including work on the windows, the building's exterior, and the staff entrance canopy. The budget remains on track, with careful monitoring of contingency funds.

### Library Operations:

- Construction affected library visits, leading to a 17.2% decrease in in-person visits, though drive-up visits remained stable. Website visits slightly increased.
- Despite construction, program attendance has grown, largely due to the additional staff dedicated to programming.
- Meeting rooms hosted 69 non-library events.

### Collection and Technology:

- Collection usage saw a slight decline, potentially due to the construction. However, computer use increased despite fewer available computers, and wireless sessions continue to rise.

### Community Outreach & Partnerships:

- The library connected with over 500 people at the Schodack Landing Fall Festival and initiated outreach with local businesses.
- Partnerships include the Small Business Development Center, Chamber of Commerce, Capital Region Birth & Baby Center, and more.
- The "Introduction to Medicare" program was notably successful with 67 attendees, thanks to effective partnership marketing.
- Future collaborations are planned with RPI's Engineering Ambassadors, Junior Achievement, and Inclusive, a program aimed at supporting adults with special needs through play-based activities. Training for staff and volunteers is in progress.

### Volunteer and Staff Development:

- A successful Staff Development Day was organized, featuring a well-received training on trauma-informed services.
- Volunteer Appreciation Day highlighted Lynne Catelotti as Volunteer of the Year for her extensive contributions to the community and the library.

### Incidents & Other Updates:

- A minor incident involving a burnt-out light fixture required evacuation but was handled calmly by staff. The issue was resolved quickly.
- Our first local author event featuring 30 authors, and had over 80 attendees was a success, leading to new connections for local writers.

### PERSONNEL MEMORANDUM:

J. Dugas Hughes presented the written personnel memo. There was one part-time Librarian resignation and one part-time Library Clerk provisional appointment.

- **MOTION #2024-11-86:** C. Pensabene made a motion to approve the November 19, 2024, Personnel Memorandum, as presented. Seconded by K. Sheehan. The motion was carried with 5 in favor, none opposed.

### Staff Salary/Wage Schedule:

A revised document was presented to the board with corrections highlighted—specifically related to the asterisks indicating certain positions. The changes did not affect any salary figures but clarified the correct asterisks for the Principal Library Clerk and Business Operations Manager titles.

- The salary schedule aligns with the approved budget, including a 3% increase based on last year’s base salary. Any adjustments, such as cost of living (COLA), were considered during the budget discussions.
  - No additional steps were added to the salary schedule this year; it remains consistent with previous years.
  - A compensation study was conducted to identify positions needing adjustments. Two roles — the Principal Library Clerk and IT Support Specialist—were adjusted this year to ensure competitive pay. There were other titles that recommend a pay equity change, and although these positions were not adjusted in the 2025 budget, they are expected to be reviewed in future budgets.
- **MOTION #2024-11-87:** K. Sheehan made a motion to approve the 2025 Staff Salary/Wage Schedule as revised and presented. Seconded by C. Pensabene. The motion was carried with 5 in favor, none opposed.

### LIAISON REPORTS:

#### Friends of the Library:

J. Dugas Hughes, for Julie Ann Price noted the following:

- The recent book sale raised just under \$7,500.00.
- There was a discussion about extending the hours for next year's sale, which was approved.
- The group also debated whether to continue holding raffles, with a consensus to proceed.
- The Great Greenbush Quest saw participation from 71 teams with 227 participants.
- The Friends approved their slate of officers for the upcoming year.
- Standard Operating Procedures for the Treasurer were distributed and will be discussed at the next meeting in January. An awareness campaign is also in the works, with plans to explore partnership opportunities.

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

**Rensselaer County:** N/A

#### Upper Hudson Library System:

J. Dugas Hughes, for Camie Engel noted that Tim Burke will be retiring in April 2025.

### **UNFINISHED BUSINESS:**

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

Update was covered in Director's Report (see above).

#### **Board Training:**

M. Harris reminded Board Members to submit their training to Jenna (an annual requirement for State Education).

### **NEW BUSINESS:**

#### **2025 Calendar (M. Harris & J. Dugas Hughes):**

A revised calendar was distributed at the meeting that included board meetings, committee meetings, election dates, and library closures.

#### **Board Meeting Schedule Adjustments:**

- Some board meetings will be out of sync in February, April, September, and December due to conflicts like school breaks.

#### **Annual Training for Board Members:**

- An annual training session is planned for next year. J. Dugas Hughes and C. Pensabene are coordinating the details for this training.

#### **Trustee Petition Deadline:**

- Adjusted to be 30 days before the election, plus additional time if it falls on a weekend.

#### **Staff Manual Updates:**

- Next month, adjustments to the staff manual will be presented, specifically regarding holiday schedules—such as excluding Easter as a paid holiday and clarifications for weekend holiday work. There will also be two floating holidays.

#### **Fees and Fines:**

- The table of fees and fines will also be reviewed next month, with discussions expected in the Admin Committee meeting.
  - **MOTION #2024-11-88:** C. Pensabene made a motion to approve the 2025 Calendar as presented. Seconded by M. Harris. The motion was carried with 5 in favor, none opposed.

#### **Trustee Board Report Card (M. Harris):**

The board received four responses to the trustee board report card. The feedback will be summarized and used to inform future training, highlighting areas where additional guidance is desired and where the board is performing well.

**EXECUTIVE SESSION:**

M. Harris noted for the record that no additional business would be discussed after the executive session.

- **MOTION #2024-11-89:** C. Pensabene made a motion to enter executive session to discuss Director's performance evaluation at 8:16 p.m. Seconded by A. Miller.
- **MOTION #2024-11-90:** C. Pensabene made a motion to leave executive session at 8:17 p.m. to carry out the vote from the above motion, #2024-11-89. Seconded by M. Harris. The motion was carried with 5 in favor, none opposed.
- **MOTION #2024-11-91:** C. Pensabene made a motion to enter executive session at 8:18 p.m. to discuss Director's performance evaluation. Seconded by A. Miller. The motion was carried with 5 in favor, none opposed.

J. Dugas Hughes and Jenna Schmonsky were excused from the meeting at 8:18 p.m. No further public business was discussed.

- **MOTION #2024-11-92:** C. Pensabene made a motion to exit executive session at 9:19 p.m. Seconded by A. Miller. The motion was carried with 5 in favor, none opposed.

**ADJOURN:**

- **MOTION #2024-11-93:** Motion to adjourn the November 19, 2024, Board meeting was made by C. Pensabene at 9:19 p.m. Seconded by N. Krisanda. The motion was carried with 5 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Amanda Miller, Acting Secretary