



Library Board of Trustees Meeting – APPROVED 4/16/2024
March 19, 2024, in person

ATTENDEES:

Presiding Officers:

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

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant (exited at 8:21 p.m.)
- Alexis Mokler, Outreach Librarian (arrived at 7:17 p.m.; exited at 7:19 p.m.)
- Amy McCarthy, Head of Youth and Family Services (arrived at 7:24 p.m.; exited at 7:45 p.m.)
- Tom Grant, Rensselaer County Legislator (exited at 8:21 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on March 19, 2024, at the East Greenbush Community Library. It began at 7:16 p.m. and was presided over by Mari Harris, President with Camie Engel as Secretary. Due to technical difficulties, this meeting was not livestreamed or recorded.

CALL TO ORDER:

Ms. Harris called the meeting to order at 7:16 p.m.

REVIEW OF AGENDA:

The agenda will now reflect times for each topic and suggested ground rules for each Trustee meeting.

PUBLIC COMMENT/OTHER:

There was no public comment.

Alexis Mokler, Outreach Librarian was briefly introduced to the Board.



APPROVAL OF MINUTES:

MOTION #2024-03-19: Mr. Poost made the motion to approve the minutes from the February 27, 2024, Library Board meeting. Seconded by Ms. Sheehan. The motion was carried with 7 in favor, none opposed.

TREASURER’S REPORT:

Ms. Sheehan presented the financials. The Library is in good financial standing. Ms. Miller questioned a payment to Maxine Bleiweis, in that the Library had satisfied all costs relative to her Strategic Planning consulting services. Ms. Dugas Hughes clarified that this payment to Ms. Bleiweis is for additional executive consulting services that Ms. Bleiweis has provided.

MOTION #2024-03-20: Ms. Krisanda made a motion to accept the Off-Warrant in the amount of **\$53,938.50** for the period of February 21, 2024, through March 11, 2024, as presented. Seconded by Mr. Pensabene. The motion was carried with 7 in favor, none opposed.

MOTION #2024-03-21: Ms. Engel made a motion to authorize the signing of the Warrant dated March 11, 2024, in the amount of **\$15,069.69**. Seconded by Ms. Miller. The motion was carried with 7 in favor, none opposed.

MOTION #2024-03-22: Ms. Miller made a motion to approve the March 11, 2024, Financials with 19.4% of the year completed as presented. Seconded by Ms. Krisanda. The motion was carried with 7 in favor, none opposed.

Amy McCarthy, Head of Youth and Family Services was briefly introduced to the Board.

COMMITTEE REPORTS:

Administrative: The written committee report was presented by Ms. Sheehan. Both committees went through Board training on restricted funds, unrestricted funds, and the balance sheet. Other topics included: Schodack 2025 contract, Phase 1 of the capital project and funding sources. A decision was made to enter Executive Session later to discuss a contract.

MOTION #2024-03-23: The Administrative Committee made a motion to authorize the director to segregate unrestricted funds from restricted funds; unrestricted funds will be carried in fund balance and restricted funds will be carried in an interest-bearing account. Seconded by Mr. Poost. Motion was discussed. The motion was carried with 7 in favor, none opposed.



Services: The written committee report was presented by Ms. Miller. The topics included: deaccession of the little free libraries and the staff manual update project.

DIRECTOR’S REPORT:

Ms. Dugas Hughes presented the Director’s March report and highlighted the following:

- New Library of Things items: Nature backpacks, Roku’s pre-loaded with Disney+, and portable scanners. All Library of Things need to be returned to the library at the circulation desk, not at the book drop.
- New database, Creativebug went live.
- A Request for Reconsideration was received; a staff review committee examined the challenged material and a final decision letter will be mailed to the requester shortly. Discussed related policies and procedures.
- The Community Advisory Council meetings have been scheduled for this year and are as follows: April 4, June 6, September 26, and November 21.
- A brief discussion on safety and security at the library was held. Library is working with EG Town Police Department for staff emergency response training and best practices. Board discussion regarding providing keys to EG Police Department in event of emergency. Security policy and related elements will be referred to the administrative committee for further review.

Ms. Miller inquired about hidden books situation at Library. Ms. Dugas Hughes explained this is not new to libraries; it’s a passive action used by those who object to a library material to make the material unretrievable. Library staff are aware and work to mitigate this tactic.

PERSONNEL MEMORANDUM:

Ms. Dugas Hughes presented the Personnel Memo.

MOTION #2024-03-24: Ms. Harris made a motion to approve the March 19, 2024, personnel memorandum as presented. Seconded by Mr. Poost. The motion was carried with 7 in favor, none opposed.

LIAISON REPORTS:

Friends of East Greenbush Community Library:

No report

Town of East Greenbush:

No report



Rensselaer County:

Mr. Grant presented a Rensselaer County Legislature Resolution recognizing April 7-13, 2024, as Library Week in Rensselaer County.

Upper Hudson Library System:

Ms. Engel raised concerns regarding various issues faced by member libraries, notably pertaining to adherence to meeting room policies and the availability of open board seats.

NEW BUSINESS:

Budget Committee Appointment – Ms. Harris appointed the following committee members: Katie Sheehan (chair), Michael Poost, Mari Harris, and Camie Engel. Budget committee meetings will be held on May 2, May 9, and May 30 and the draft budget will be presented to the full Board at the June meeting.

UNFINISHED BUSINESS:

Executive session:

MOTION #2024-03-25: Ms. Harris made a motion to enter Executive Session at 8:21 p.m., for the purpose of discussing a contract. Seconded by Ms. Miller. The motion was carried with 7 in favor, none opposed.

MOTION #2024-03-26: Ms. Harris made a motion to exit Executive Session at 8:54 p.m. Seconded by Ms. Sheehan. The motion was carried with 7 in favor, none opposed.

ADJOURN:

MOTION #2024-03-27: Motion to adjourn the March 19, 2024, Board meeting was made by Ms. Miller at 8:55 p.m. Seconded by Mr. Pensabene. The motion was carried with 7 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary