



Library Board of Trustees Meeting – APPROVED 5/21/2024

April 16, 2024, in person, livestreamed, and recorded

ATTENDEES:

Presiding Officers:

- Mari Harris, President
- Charlie Pensabene, Vice-President
- Katie Sheehan, Treasurer (arrived 7:33 p.m.)
- Nichole Krisanda, Trustee (arrived 7:36 p.m.)
- Amanda Miller, Trustee
- Michael Poost, Trustee

Excused:

- Camie Engel, Secretary

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant (exited 8:18 p.m.)
- Tom Grant, Rensselaer County (exited 8:18 p.m.)
- Jim McHugh, Town of East Greenbush (exited 8:18 p.m.)
- Julie Ann Price, Friends of the East Greenbush Library (arrived 7:11 p.m.; exited 8:00 p.m.)

CALL TO ORDER:

- Ms. Harris called the Library Board of Trustees meeting to order at 7:01 p.m.

REVIEW OF AGENDA:

- Ms. Harris reminded trustees that they must complete their 2024 mandatory 2.5-hour training, as required by New York State law. Ms. Harris also reminded committee chairs to submit meeting minutes promptly, within the week that the committee meeting is held.

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES:

- **MOTION #2024-04-28:** Mr. Poost made the motion to approve the minutes from the March 19, 2024, Library Board meeting as presented. Seconded by Mr. Pensabene. The motion was carried with 4 in favor, none opposed.



LIAISON REPORTS:

Town of East Greenbush:

- Mr. McHugh reported that the Memorial Day Parade for the Town of East Greenbush is scheduled for May 25, 2024, 10:00 a.m. The library was encouraged to contact Lisa O'Brien if they want to participate.
- Ms. Miller inquired about Route 4 being paved. Mr. McHugh noted that Route 4 along with Routes 9 and 20 are State roads, therefore paving them is a state issue and not the town responsibility.

Rensselaer County:

- Mr. Grant reported that he met with acting Rensselaer County Commissioner on Aging Darcie Casey who is looking forward to collaboration with the library once the new county senior center is opened in East Greenbush; opening is anticipated year-end or beginning of 2025.

Upper Hudson Library System:

- Ms. Harris read Ms. Engel's report from the recent UHLS meeting, noting that UHLS began discussion about Schenectady County Public Library's proposal to participate in the UHLS resource sharing. Schenectady County Public Library is not a UHLS member: they are part of the Mohawk Valley Library System. Discussions will continue at UHLS.
- The UHLS Annual Meeting is scheduled for June 12.

Friends of East Greenbush Community Library:

- Ms. Price reported that the Spring Book Sale netted approximately \$6K, through the work of 37 volunteers, and 33 hours. This was the first sale where Friends holding certain membership level were invited to shop the night before the sale opened to the public. Other new initiatives include a Mother's Day book page flower sale (May 1-12) and new themed raffle baskets.
- Hoping to increase marketing efforts for the ongoing book sale, which continues to be steady fundraising source.

COMMITTEE REPORTS: No April Committee Meetings

Administrative: N/A

Services: N/A

DIRECTOR'S REPORT:

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

- During a town-wide power outage, the library collaborated with the EG Police Department to serve as a warming and charging center, rescheduling a staff development day to accommodate community needs during the storm. It was suggested that Library consider pursuing a potential future grant for installation of a generator at the library.



- The Solar Eclipse programs was very successful. Program featured family activities, including a community viewing on the library’s lawn, and a NASA livestream, attracting several hundred attendees. Program demonstrated effective cross-department collaboration and community engagement.
- The library launched a year-long BLARC (Book Lovers Adult Reading Challenge) for adults.
- Find Your Next Read website resources were highlighted.
- A report on the deaccession of music CDs on April 11: CDs were available for free to the community during the book sale. Ms. Dugas Hughes reminded everyone that declining usage, the strategic plan, and financial considerations (reallocation of resources) drove this decision. Received mixed reviews from different segments of the community, but community feedback was markedly limited.
- Facilities updates included addressing multiple leaks throughout the library, with a minor HVAC issue resolved and efforts ongoing to identify the cause of another leak associated with the roof drainpipe, which has temporarily stopped.
- The Construction project team continues to meet regularly with the architect and hopes to go out for bid soon, despite project delays.

Ms. Sheehan and Ms. Krisanda arrived at 7:33 and 7:36, respectively.

TREASURER’S REPORT:

K. Sheehan presented the financials. Financial status remains healthy. 2025 budget planning meetings have been scheduled.

- **MOTION #2024-04-29:** Ms. Sheehan made a motion to accept the Off-Warrant in the amount of **\$122,262.69** for the period of March 12, 2024, through April 8, 2024, as presented. Seconded by Mr. Poost. The motion was carried with 6 in favor, none opposed.
- **MOTION #2024-04-30:** Ms. Sheehan made a motion to authorize the President to sign the Warrant dated March 12 through April 8, 2024, in the amount of **\$43,139.84** as presented. Seconded by M. Harris. The motion was carried with 6 in favor, none opposed.
- **MOTION #2024-04-31:** Ms. Sheehan made a motion to approve the April 8, 2024, Financials with 27% of the year completed as presented. Seconded by Ms. Miller. The motion was carried with 6 in favor, none opposed.

Ms. Harris reminded Board that the NYS Comptroller’s AUD report is due April 30, 2024. It will be approved retroactively at the board’s next meeting: library’s CPA is finishing their review.

NEW BUSINESS:

Public Relations for Library – As a proactive measure, board identified a structure for responding to media inquiries on behalf of the library.

- **MOTION #2024-04-32:** Mr. Poost made a motion to authorize only the Library Director and/or Board President to act as a spokesperson(s) for public relations inquiries related to the library. Seconded by Mr. Pensabene. The motion was carried with 6 in favor, none opposed.

Server Replacement/Migration Project

- Ms. Dugas Hughes provided an overview of the written proposal included in the board packet for the server migration project, to replace the current, out of warranty server.
 - Discussion about moving to a dual server system as recommended by the library's IT company (TAG Solutions) vs. cloud server. There would be minimal budget impact and no negative impact on our cyber insurance.
 - Reviewed multiple quotes, which remain within the IT hardware/software 2024 budget line, barring unknown future incidents.
- **MOTION #2024-04-33:** Mr. Pensabene made a motion to authorize the Library Director to spend up to \$15,000 for the server replacement project. as presented. Seconded by Ms. Sheehan. The motion was carried with 6 in favor, none opposed.

Yearly Evaluations (Director/Board)

- Ms. Harris proposed moving the Director and Board self-evaluation to July with completion in September. There were no objections.

Outreach Idea

- Ms. Miller announced an end of year Spring Fling Party at Genet Elementary and suggested that the library participate.

EXECUTIVE SESSION:

Ms. Harris indicated the need to discuss a contract. Liaisons and Ms. Schmonsky were excused from the meeting.

- **MOTION #2024-04-34:** Mr. Poost made a motion to enter executive session at 8:19 p.m. for the purpose of discussing a contract. Seconded by Mr. Pensabene. The motion was carried with 6 in favor, none opposed.
- **MOTION #2024-04-35:** Ms. Harris made a motion to exit executive session at 9:30 p.m. Seconded by Ms. Krisanda. The motion was carried with 6 in favor, none opposed.



UNFINISHED BUSINESS:

As a result of the discussion during executive session, an agreement was reached to enable the hiring of a Construction Manager Advisor in conjunction with the Building Construction Project under development by Hyman Hayes Associates. The following motion resulted:

- **MOTION #2024-04-36:** Ms. Harris made a motion to authorize the Director to enter a contract with one of the three Construction Manager Advisors who have provided proposals for consideration by the Facilities workgroup. Seconded by Ms. Krisanda. The motion was carried with 6 in favor, none opposed.

ADJOURN:

- **MOTION #2024-04-37:** Motion to adjourn the April 16, 2024, library board meeting was made by Mr. Poost at 9:32 p.m. Seconded by Ms. Krisanda. The motion was carried with 6 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Amanda Miller, Acting Secretary