



Library Board of Trustees Meeting – APPROVED 6/18/2024
May 21, 2024, in person, livestreamed, and recorded

ATTENDEES:

Presiding Officers:

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

Excused:

- Amanda Miller, Trustee

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant (exited 7:45 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on May 21, 2024, at the East Greenbush Community Library and was livestreamed. It began at 7:02 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 7:02 p.m.

REVIEW OF AGENDA:

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES:

- **MOTION #2024-05-38:** C. Engel made the motion to accept the minutes from the April 16, 2024, Library Board meeting. Seconded by M. Poost. The motion was carried with 6 in favor, none opposed.

TREASURER'S REPORT:

K. Sheehan presented the financials. We remain in good financial standing. There were different amounts this month as the financials are now being submitted a week ahead in order to have the reports for the board packet.

- **MOTION #2024-05-39:** K. Sheehan made a motion to accept the Off-Warrant in the amount of **\$169,198.80** for the period of April 9 through May 10, 2024. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.
- **MOTION #2024-05-40:** K. Sheehan made a motion to authorize the President to sign the Warrant for the period of April 9 through May 10, 2024, in the amount of **\$32,338.12**. Seconded by M. Poost. The motion was carried with 6 in favor, none opposed.
- **MOTION #2024-05-41:** K. Sheehan made a motion to approve the May 10, 2024, Financials with 35.8% of the year completed. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.

Budget Committee Status Update

- The committee has been meeting to discuss the budget. Meeting number 4 is scheduled for May 30 from 3:00-4:30 p.m. Some areas of discussion are, contract with Schodack, reorganization of staffing due to retirement, possible hiring of an Assistant Director, cost of living adjustment, adding to programming line, and possible health insurance buyout. A draft of the budget will be presented on June 18 to the full Board. The budget presentation will be presented to the public on July 23 at the public hearing.

COMMITTEE REPORTS:

Administrative: N/A

Services: N/A

DIRECTOR'S REPORT:

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

- The library is planning for the Summer Reading Program.
- Capital Project committee continues to meet with architect and the construction manager advisor.
- Interest rates on financials have significantly increased to 3.3% this month.

PERSONNEL MEMORANDUM: N/A

LIAISON REPORTS:

Friends of the Library: N/A

Town of East Greenbush:

- M. Harris read from a written notice provided by Town Board Member, J. McHugh, of a public hearing on June 12 at 6:00 p.m. at the Town Hall regarding a local 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 reported that Schenectady County Public Library System (SCPLS) will be separating from the Mohawk Valley Library System within six months from March 2024. The UHLS board voted to explore SCPLS's request to join the UHLS catalog and delivery service. More discussion and analysis are underway.
- UHLS Annual Celebration is June 12 at the Albany Country Club. Awards will be given to the volunteer of the year and trustee of the year.

NEW BUSINESS:

- M. Harris announced that the Memorial Day parade starts at 10:00 a.m. on Saturday, May 25. A few library staff and board members will be participating.
- M. Harris thanks the library for the recruitment efforts in search of Trustees.

UNFINISHED BUSINESS:

NYS Comptroller's Annual Financial Report

- **MOTION #2024-05-42:** C. Pensabene made a motion to approve the Annual Financial Report for the fiscal period 1/1/2023 through 12/31/2023 to the Office of the New York State Comptroller, as submitted on 4/30/2024. Seconded by M. Poost. The motion was carried with 6 in favor, none opposed.

Facilities Work Group Update

- The group has met consistently and is in the process of reviewing documents with the Construction Manager Advisor, Wainschaf Associates. The target date for bidding is at the end of the month.



Retirement

- M. Poost announced his retirement from the Board of Trustees at the East Greenbush Community Library. The July Board meeting will be his last meeting, completing 32 years of service. The Board of Trustees congratulated M. Poost and thanked him for everything he has done on the Board. The library will honor M. Poost in August.

Vacancy

- There was discussion on whether to fill M. Poost’s vacancy or to operate with a six-member board until elections take place in September to fill two vacancies.

EXECUTIVE SESSION:

Ms. Harris indicated the need to discuss contracts. J. Schmonsky was excused from the meeting.

- **MOTION #2024-05-43:** M. Harris made a motion to enter executive session for the purpose of discussing contracts at 7:45 p.m. Seconded by M. Poost. The motion was carried with 6 in favor, none opposed.
- **MOTION #2024-05-44:** M. Harris made a motion to exit executive session at 9:09 p.m. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.

ADJOURN:

- **MOTION #2024-05-45:** Motion to adjourn the May 21, 2024, Board meeting was made by M. Poost at 9:09 p.m. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary