



Library Board of Trustees Meeting – APPROVED 7/23/2024
June 18, 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
- Michael Poost, Trustee

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant (exited 8:15 p.m.)
- Julie Ann Price, Friends of the East Greenbush Library (exited 8:15 p.m.)
- Tom Grant, Rensselaer County Legislator (exited 8:15 p.m.)
- Nichole Krisanda, Trustee (exited 8:50 p.m.)

A Library Board of Trustees meeting of the East Greenbush Community Library was held on June 18, 2024, at the East Greenbush Community Library and was livestreamed. It began at 7:06 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 7:06 p.m.

REVIEW OF AGENDA:

- The agenda was reviewed. There were no questions or comments.

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES:

- **MOTION #2024-06-46:** M. Poost made the motion to accept the minutes from the May 21, 2024, Library Board meeting. Seconded by K. Sheehan. The motion was carried with 7 in favor, none opposed.

TREASURER'S REPORT:

K. Sheehan presented the financials. The library remains in good financial standing.

- **MOTION #2024-06-47:** M. Poost made a motion to accept the Off-Warrant in the amount of **\$118,849.35** for the period of May 11, 2024 - June 7, 2024, as presented. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.
- **MOTION #2024-06-48:** M. Poost made a motion to authorize the President to sign the Warrant for the period of May 11, 2024 - June 7, 2024, in the amount of **\$54,843.38**. Seconded by C. Pensabene. The motion was carried with 7 in favor, none opposed.
- **MOTION #2024-06-49:** C. Engel made a motion to approve the June 7, 2024, Financials with 43.4% of the year completed as presented. Seconded by A. Miller. The motion was carried with 7 in favor, none opposed.

COMMITTEE REPORTS:

Administrative: The written committee report was presented by K. Sheehan.

- Revised Balance Sheet was reviewed by the committee – restricted funds will be separated from non-restricted funds for better clarity and financial management. Inactive bank accounts were closed. The revised balance sheet will reflect these changes starting in July. Eligible bank accounts are now interest bearing. Next steps involve revising the chart of accounts with the accountant.
- Fob Entry for Staff Safety - Electronic door locks are being added on internal doors for security. The locks will ensure safe zones at multiple areas in the library. FOB's will allow staff to lock and unlock doors; the doors will automatically lock to restrict access from outside. Fail secure mechanism: Doors will remain secure if power is lost but will allow exit for safety. Exterior handles will be added to Meeting Room A and Patio doors, with fob entry. Exterior door changes will be coordinated with ongoing construction work.

Budget Presentation to Board - The final budget meeting will be held June 7.

Services: N/A

Budget:

- The budget committee met multiple times and reviewed five draft budgets.
- The main priority when drafting the budget was to honor the strategic plan adopted over the past year, and to prioritize capital improvements.

- Staffing considerations included a 3% cost of living allowance and the addition of a new full-time Assistant Director position (Librarian III).
 - Internal reorganization supports upgrades for the Principal Library Clerk and IT Support Specialist, as well as upgrading a part-time clerk to a full-time position.
 - \$145,000 has been allocated for transfer to capital reserves, up from the previous year.
 - Programming funding will be increased by \$10,000 to \$34,700 to expand successful programs.
 - The contribution from Schodack is under negotiation. The proposed budget includes an estimated contribution.
 - A 4.2% increase in the tax levy is needed to fund this proposed budget; minimal increase in taxpayer burden, i.e., \$6.44 increase for a \$250,000 home
 - Capital projects will be funded through matching grants and planned savings.
 - Current funds are yielding higher interest payments, contributing to financial health.
 - The strategic plan emphasizes community outreach, expanding library services beyond the building.
- **MOTION #2024-06-50:** M. Harris made a motion to exceed the tax cap in 2025. Seconded by M. Poost. The motion was carried with 7 in favor, none opposed.
- **MOTION #2024-06-51:** C. Pensabene made a motion to approve the preliminary 2025 operating budget in the amount of \$2,595,600 to be presented at the public hearing on Tuesday, July 23, 2024, at 6:30 p.m. Seconded by M. Poost. The motion was carried with 7 in favor, none opposed.

DIRECTOR'S REPORT:

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

- Visits are up 5% over the same month last year, with most of the increase in person rather than through the website or drive-thru.
- Active cardholders have increased by 9%, indicating stronger community engagement.
- The library has been collaborating with the school district, organizing kindergarten visits and promoting the summer reading program.
- The server replacement was completed successfully without any service interruption.
- Minor issues with new security software on public computers are being addressed.
- The Adult Services team completed training on Princh, a new mobile printing app, enhancing their ability to assist patrons with mobile printing needs.
- The library is working on a new Microsoft Teams solution for Board collaboration which will require new email addresses, training, and internal permissions changes. The target date is January 2025. In the meantime, collaboration will continue via email, with Teams used for document storage.

- Books By Mail will be launching in September to individuals with disabilities, managed by Upper Hudson and funding is provided by the USPS Free Matter for the Blind program. This service will complement the existing Books with Wheels program for senior living facilities.
- Each service point, including the drive-thru, now has a feedback notebook for staff to record patron comments and observations, helping to identify trends and address issues promptly.
- The VolunTeen program is thriving, with 53 teens and tweens trained, mostly from Columbia and Goff, providing opportunities for community engagement and skill development.

PERSONNEL MEMORANDUM:

There was no personnel memorandum at this time, but J. Dugas Hughes conveyed updates on personnel matters:

- The Head of Technical Services will be retiring in August.
- The Circulation and Technical Services departments will be merged: current Circulation Supervisor will manage merged departments.
- Director will be hiring a part-time circulation staff member and a part-time cataloger to cover essential roles in this department restructuring.
- These positions will be posted soon to ensure a smooth transition and allow for overlap with the current department head.

LIAISON REPORTS:

Congratulations to Julie Ann Price for receiving the Upper Hudson Volunteer of the Year award!

Friends of the Library (J. Ann Price):

- Book donations have improved, but the Friends are preparing for the possibility of reducing to one sale per year and focusing on other fundraising activities.
- Scheduled for July 20th, a new fundraiser will feature various library games. Participants will receive 10 tickets to play games and can make voluntary donations. There will be participation prizes for children, and a food truck will be present. Volunteers are urgently needed for at least 20 games. There is a sign-up sheet for volunteers with two-hour shifts.
- The second annual Great Greenbush Quest event will kick off on Community Day, September 14th, and run until October 14th. This year's theme is "pirates," featuring the Mango app that speaks pirate language.
- A crafting team is being formed to create book page crafts for holiday fundraising. An informational meeting will be held on Monday, June 24 at 6 PM. No special skills are required, and materials will be provided.

- New dates for the fall book sale are October 4-6. Early admission will be available for Friends members who donate \$50 or more.

Town of East Greenbush: N/A

Rensselaer County (T. Grant):

- The new Senior Center in East Greenbush is set to open around November 14-15. The center is interested in collaborating with the library for programs, which could lead to a strong partnership.

Upper Hudson Library System (C. Engel & J. Dugas Hughes):

- The annual meeting was held at the Albany Country Club, where awards were distributed, at an enjoyable evening of collaboration and networking among library staff.
- The Director's Association meeting focused on the potential inclusion of Schenectady County Public Library into the Upper Hudson Library System. Library directors met with the Schenectady Director of the Library System to discuss this request and felt positive about recommending to the Upper Hudson Board to proceed with exploring full membership for the new library. The directors recommend full membership rather than just a lending agreement, aiming for a comprehensive inclusion process with stages. Extensive research and data review have been conducted to ensure the potential membership would positively impact the communities within Upper Hudson. Discussions also considered the implications for other communities, though the primary focus was on the Upper Hudson community. The move involves several moving parts, including the central library's shift from one system to another. It requires approval from the Upper Hudson Board before seeking state-level permissions. There haven't been any formal proposals yet.

NEW BUSINESS:

Memorandum of Understanding (MOU) Between Friends and East Greenbush Community Library

- The Friends meeting included a motion authorizing Julie Ann Price, President, to sign the MOU. The MOU is a renewal of the existing agreement that is reviewed annually.
- Trustees are encouraged to become Friends of the Library **and are also encouraged to** participate in the Library Trustees' sections of the New York Library Association and United for Libraries Association. Trustees should ensure they are on the email lists to receive relevant updates.

- **MOTION #2024-06-52:** C. Pensabene made a motion to authorize the director to sign the Friends of East Greenbush Community Library (FOEGCL) Memorandum of

Understanding (MOU). Seconded by M. Poost. The motion was carried with 7 in favor, none opposed.

UNFINISHED BUSINESS:

Facilities Work Group Update

- The group continues to meet weekly. The bid documents are in the process of being finalized. There will be six bid packages covering various parts of the project. The project is on target to start construction soon.

Trustee Candidate Packets

- Trustee candidate packets are now available. Candidate packets are due by August 15th, one month before the election. Details about the trustee positions and candidacy requirements are posted on the library's website for reference.

EXECUTIVE SESSION:

- **MOTION #2024-06-53:** M. Poost made a motion to enter executive session at 8:15 p.m. for the purpose of discussing a contract. Seconded by A. Miller. The motion was carried with 7 in favor, none opposed.

J. Schmonsky, J. Ann Price, and T. Grant were excused from the meeting at 8:15 p.m.

N. Krisanda exited the meeting at 8:50 pm

- **MOTION #2024-06-54:** M. Poost made a motion to exit executive session at 8:58 p.m. Seconded by C. Pensabene. The motion was carried with 6 in favor, none opposed.

ADJOURN:

- **MOTION #2024-06-55:** Motion to adjourn the June 18, 2024, Board meeting was made by K. Sheehan at 8:58 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