



Library Board of Trustees Meeting - Approved May 16, 2023
April 18, 2023

ATTENDEES:

Presiding Officers:

Lynne Oudekerk, President
Mari Harris, Vice-President
Katie Sheehan, Treasurer
Camie Engel, Trustee
Charlie Pensabene, Trustee

Excused:

Michael Poost, Trustee
Amanda Miller, Secretary

Library staff, Community Partners & Members of the Public:

Jill Dugas Hughes, Library Director
Tom Grant, Rensselaer County
Julie Ann Price, Friends of the East Greenbush Library

A Library Board of Trustees meeting of the East Greenbush Community Library was held on April 18, 2023, at the East Greenbush Community Library and virtually, via videoconference. It began at 7:02 p.m. and was presided over by Lynne Oudekerk, President with Mari Harris taking minutes. Meeting was recorded.

CALL TO ORDER: Ms. Oudekerk called the meeting to order at 7:02 p.m. With 5 trustees present, we have a quorum for tonight's meeting.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

MOTION #2023-04-30: Ms. Engel made a motion to approve the minutes from the March 21, 2023 Board meeting. Mr. Pensabene seconded. The motion was carried with 5 in favor, none opposed.

2022 AUDIT:



Bryans and Gramuglia CPAs presented audit results along with copies of the 2022 Financial Statements Audit at March 2023 board meeting for consideration. Motion for approval was postponed to April Board meeting.

MOTION 2023-04-31: Ms. Harris made a motion to approve the 2022 Financial Audit conducted by Bryans and Gramuglia, CPAs. Ms. Sheehan seconded. The motion was carried with 5 in favor, none opposed.

TREASURER'S REPORT:

Ms. Sheehan presented financials for the period of March 14, 2023 – April 14, 2023. The Library remains in good financial standing, with 28.5% of the year completed. Ms. Sheehan noted that budget memo was not included in the board packet because of a QuickBooks complication. The memo will be distributed, post meeting. It is noted that memo is overview of the financial documents, which are all in the packet.

Ms. Sheehan shared that technology and human resources expenses are running above budgeted figures, but this is not affecting the overall financial health of the Library.

Ms. Sheehan, Ms. Oudekerk and Ms. Dugas Hughes held a preliminary meeting to begin organization for the 2024 budget. Committee meetings will be held at 7:00 p.m. on May 15, May 30, and June 8.

Ms. Oudekerk asked when reserve account funds and overages from 2022 will be transferred to 2023. Ms. Dugas Hughes indicated that these funds transfers must go to the Administrative Committee for recommendation to the board, prior to transfer.

MOTION #2023-04-32: Mr. Pensabene made a motion to accept the Off-Warrant in the amount of **\$108,474.74** for the period March 14, 2023 – April 14, 2023, as presented. Ms. Harris seconded. The motion was carried with 5 in favor, none opposed.

MOTION #2023-04-33: Ms. Harris made a motion to authorize the President to sign the Warrant dated April 14, 2023, in the amount of **\$45,477.97**. Ms. Engel seconded. The motion was carried with 5 in favor, none opposed.

MOTION #2023-04-34: Mr. Pensabene made a motion to approve the April 14, 2023 Financials with 28.5% of the year completed, as presented. Seconded by Ms. Engel. The motion was carried with 5 in favor, none opposed.

COMMITTEE REPORTS:

Administrative: (by Mr. Pensabene for Mr. Poost)



Committee met April 3. Mr. Pensabene noted that the Library is awaiting pricing quotes for backflow preventer project. The Building Condition Survey investigative work has been complete. Engineers preparing estimates for immediately required work. Primary sign has been repaired and Library entrance signage replacement is being investigated. Employee health insurance benefit and Library's role was discussed. Ms. Oudekerk explained that two components were considered: increasing the Library's monthly contribution rate and offering a buyout option to employees who opt-out of health insurance through the Library. Committee deferred the latter component to Budget Committee, to determine the future cost impact on the Library. Committee recommended Board increase the contribution rate, as put forth in the following motion.

MOTION #2023-04-35: Administrative Committee made a motion to increase the Library's health insurance monthly contribution rate to \$875 for individual/employee, \$975 for employee plus spouse, and \$1,200 for employee plus child and family, beginning in July 2023. Seconded by Ms. Engel. The motion was carried with 5 in favor, none opposed.

Services:

Committee met April 3. Ms. Harris reported that Committee focused on cyber policies that are essential to Library so that Library can obtain necessary cybersecurity insurance. A policy, a staff manual procedure and in-house work tool to be used with the policy were presented by Ms. Dugas Hughes: Information Security Policy, Staff IT Guidelines, and IT Incident Response Plan. Policy requires Board approval. Staff guideline, which relates to the policy and relates to this policy was presented as it will be part of Staff Manual, which ultimately requires Board approval. The IT Incident Response Plan is an employee tool which needs no action by the Board. Committee recommends that the implementation of the policy and employee guidelines be considered and approved by the Board.

MOTION #2023-04-36: Services Committee made a motion to approve implementation of the April 3, 2023 Information Security Policy, as presented. Seconded by Mr. Pensabene. The motion was carried with 5 in favor, none opposed.

MOTION #2023-04-37: Services Committee made a motion to approve implementation of the April 3, 2023 Staff IT Guidelines, as presented. Seconded by Ms. Engel. The motion was carried with 5 in favor, none opposed.

Ms. Dugas Hughes shared that the policy, guidelines, and tools for cybersecurity will be presented to the staff at the upcoming Staff Development Day (April 24).

DIRECTOR'S REPORT:



Ms. Dugas Hughes presented the April Director's report. She highlighted this month's dates and times of the upcoming community, board and Library Strategic Planning events with Maxine Bleiweiss and Associates. The consultants' presentation will include data from the surveys and key information interviews. Advertising of the Community Forum and focus groups is encouraged: sparse responses from business focus group invitees. FOEGCL will advertise Community Forum at the upcoming book sale. Director, staff, and trustees will assist in logistics of consultant-driven meetings. Five meetings of the Workgroup have been scheduled for next phase of strategic planning.

Staff Development Day (April 24) will include a book challenges discussion facilitated by Ms. Dugas Hughes. Karrie McClellan will conduct a cyber security component. Library will be closed that day.

Library budget season has kicked off. Of note:

- Preliminary estimate for facility repairs/maintenance based upon building conditions survey is \$176,000. Funding and Items needing refurbishing will be prioritized and considered in Budget Committee.
- Backflow Preventer installation expense was estimated at \$7,000. Project has been initiated and awaiting parts for install: Library may need to close for a day as water service must be turned off to complete this.

Upper Hudson Library System Library Expedition program has begun. Can purchase Expedition "swag" online, to support UHLS. Sample items for sale are on display in EGCL display cases.

Significant staffing changes have occurred. Two long-term Department Heads (Youth Services and Digital Services directors) have tendered resignations for personal advancement opportunities. True to their diligence, they are working with the director to ensure smooth transitions. These departures, along with the current vacancies, may necessitate some reconfiguration in the organization, with consideration to outsourcing some functions. Ms. Dugas Hughes provided interim plan to bridge gaps, through organizational reconfigurations and reallocation of current staff to maintain programs and service levels. Recruitment to fill vacant positions is underway. Ms. Dugas Hughes has received numerous applications for administrative assistant position: posting closes on May 1.

County Liaison Tom Grant suggested the Library consider an IT shared services model with the County, Town, or other local libraries.

Ms. Sheehan complimented staff for their "Hot Off the Press" program, particularly their selections and the presentation.



PERSONNEL MEMORANDUM:

MOTION #2023-04-38: Ms. Engel made a motion to accept Personnel Memorandum by Ms. Dugas Hughes, dated April 18, 2023, containing resignations of Molly Chatt effective May 5, 2023 and Karris McLellan, effective May 12, 2023, as presented. Seconded by Ms. Sheehan. The motion passed with 5 in favor, none opposed.

OLD BUSINESS:

Ms. Oudekerk advised that the new Firefighter Tax Exemption legislation has not been addressed by any other UHLS libraries. We are awaiting response from Town Attorney on Board’s role, if any. She has contacted Fire District #3 representative Bob Lehman and advised that Board will delay further attention on this until September 2023.

FOEGCL approved the Memorandum of Understanding between Library and FOEGCL at their April board meeting.

LIAISON REPORTS:

Friends of East Greenbush Community Library:

Ms. Price reported that:

- Spring book sale set up is starting tomorrow. Maidmen, a veteran-based business, will be moving books from shed to library for sale prep. All items will be sold for \$1.
- Ongoing book sale addition will have newer hardcover books and unique items being sold for \$5. Items will be displayed in hallway book house structure in hallway, after Spring book sale.
- In search of an E-bay team to research book values and sell online.
- In search of Vice-President for FOEGCL succession planning: Ms. Price’s term finishes in 2023.
- FOEGCL approved 7 grant requests from the Library, totaling \$18, 700.

Town of East Greenbush:

None

Rensselaer County:

Mr. Grant reported that:

- New DMV office in East Greenbush is now fully staffed and open.



Upper Hudson Library System:

Ms. Engel reported that:

- UHLS Board will be looking for a trustee to fill an upcoming mid-size libraries trustee vacancy. Ms. Engel is chairing the nominating committee and UHLS Director Tim Burke will be checking with mid-size libraries for nominees.
- UHLS Annual meeting will be June 14, 2023. Pat’s Barn, North Greenbush and Revolution Hall, Troy are venue considerations.
- UHLS Library Expedition cost is \$10,000.
- UHLS Spelling Bee contest will be announced by Joe Burke.
- UHLS Automation Advisory Committee (Ms. Dugas Hughes is Chairperson) collected data on “How do you use your library?”: Digital and inside (55%), inside only (27%), digital only (14%), not using at all (3%). Committee will be discussing results.

NEW BUSINESS:

MOTION 32023-04-39: Mr. Pensabene made a motion to authorize the Library Director to close the Library for one day, if needed for installation of the Backflow Prevention device. Seconded by Ms. Harris. The motion passed with 5 in favor, none opposed.

Ms. Oudekerk will be sharing a Library Director Performance Evaluation form with trustees before the next Board meeting. Trustees should complete and return prior to May meeting. Be prepared to discuss in Executive Session at May meeting.

ADJOURN:

MOTION #2024-04-40: Motion to adjourn the April 18, 2023 Board meeting was made by Ms. Sheehan at 8:27pm. Seconded by Ms. Engel. The motion passed with 5 in favor, none opposed.

Respectfully submitted,

Mari Harris, Vice President