



Library Board of Trustees Meeting - APPROVED 9/18/23
July 18, 2023, via videoconference and in person

ATTENDEES:

Presiding Officers:

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

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director
- Ed Nestler, Town of East Greenbush
- Julie Ann Price, Friends of the East Greenbush Library

A Library Board of Trustees meeting of the East Greenbush Community Library was held on July 18, 2023, at the East Greenbush Community Library and virtually, via videoconference. It began at 7:00 p.m. and was presided over by Lynne Oudekerk, President with Amanda Miller as Secretary. Meeting was recorded.

CALL TO ORDER: Ms. Oudekerk called the meeting to order at 7:00 p.m.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

MOTION #2023-07-56: Ms. Engel made the motion to approve the minutes from the June 2023 Board meeting. Mr. Poost seconded. The motion was carried with 7 in favor, none opposed.

TREASURER’S REPORT:

Ms. Sheehan presented financials for the period of June 13, 2023 – July 10, 2023.

MOTION #2023-07-57: Mr. Poost made a motion to accept the Off-Warrant in the amount of **\$99,074.64** for the period June 13, 2023 – July 10, 2023 as presented. Ms. Engel seconded. The motion was carried with 7 in favor, none opposed.



MOTION #2023-07-58: Ms. Harris made a motion to authorize the President to sign the Warrant dated July 10, 2023, in the amount of **\$60,780.33**. Seconded by Mr. Poost. The motion was carried with 7 in favor, none opposed.

MOTION #2023-07-59: Ms. Miller made a motion to approve the July 10, 2023 Financials with 52% of the year complete, as presented. Seconded by Mr. Pensabene. There was a brief discussion of the programming/planning expenditure line being at 93%. The motion was carried with 7 in favor, none opposed.

COMMITTEE REPORTS:

Administrative: (Mr. Poost)

No committee meeting held in June.

It was noted that the backflow preventer installation is complete and waiting on the Town for final paperwork. Notice of completion must be submitted by the contractor to the Town online.

Facilities: (Mr. Pensabene)

Regarding the Building Condition survey: Mr. Pensabene said it is getting built out so we can submit a construction grant application with contractor estimates, per grant application requirements, to help fund it. Trustees will receive a link to HHA's final report. Exterior skin as a project – estimate is 600-700k. We will need an actual contractor to provide actual estimate for the work. There will be a Joint Committee Meeting on Aug 7 at 5:30 pm for Hyman Hayes Associates to present the final Building Condition Survey. Director Dugas Hughes will live-stream the Building Conditions Survey presentation on Aug 7.

Discussion about the construction grant and timeline ensued. Board will need to determine how to move forward with or without grant. UHLS will provide feedback on whether grant will move forward to DLD by October 1.

Services: (Ms. Harris)

No committee meeting held in June.

Strategic Plan update: Work Group met without consultant and reviewed draft Strategic Plan. Determined that a bit more info is needed from consultants, including survey responses and demographic data. Wanted to get a sense of scale for how to implement the BIG IDEAS, i.e., creating an Action Plan. Strategic Planning is due to be presented 9/11 from 6:00 – 8:00 pm. This presentation will be live-streamed by Director Dugas-Hughes.

DIRECTOR'S REPORT:

Ms. Dugas Hughes presented Director's July report.

- Back-office renovations are completed.



- Key staff changes include new hire onboarding. There is still a part-time library clerk position available.
- IT Consultant interviews continue and we have received several excellent proposals. We are hoping to have a proposal available for the September board meeting as the service would commence in 2024.
 - Discussion about Trustees' Teams usage commenced; we will wait to do training until the IT Consultant is engaged.
- The construction grant was closed out on 6/30/2023.
- Trustees need to complete sexual harassment training; if completed through workplace that is sufficient as long as proof is submitted.

PERSONNEL MEMORANDUM:

PT Library Clerk – resignation.

MOTION #2023-07-60: Mr. Poost made a motion to approve the July 18, 2023 personnel memorandum as presented. Seconded by Mr. Pensabene. The motion was carried with 7 in favor, none opposed.

OLD BUSINESS:

None

NEW BUSINESS:

The Committee for Open Government is conducting a survey on the Open Meetings Law.

The proposed 2024 Library Budget in the amount of \$2,350,750.00, which includes a 2% tax levy increase, was presented at the Public Hearing July 18, 2023 at 6:30 pm.

MOTION #2023-07-61: Mr. Poost made a motion to present the proposed 2024 budget in the amount of \$2,350,750.00, with a 2% tax levy increase, to the public for a public vote on Tuesday, September 19, 2023. Seconded by Ms. Harris. The motion was carried with 7 in favor, none opposed.

A discussion regarding the Library's decision in 2022 to go fine free and its impact ensued. Ms. Dugas Hughes will provide a report to at the end of the year, which will give us data for the impact this policy has on income. Discussion on fax service prices was referred to the Administrative Committee for further consideration.

LIAISON REPORTS:

Friends of East Greenbush Community Library:



Ms. Price reported that:

- New program that will be a mystery game to discover / solve for kids, and clues may involve local businesses – Kiwanis will assist and kicking ideas around as a 4-week program that will be in October. Raffle prize at the end.
- MaidMen have been secured for the October book sale but no date has been set yet.

Town of East Greenbush:

Mr. Nestler reported that:

- Paving on Berkshire Drive has commenced, along with a few other locations. Weather has made this difficult.
- The first veterans’ banners went up in East Greenbush.
- Miss Mabel Whitbeck is turning 100 and has lived in the Town of East Greenbush her entire life. There will be a Resolution and a County Proclamation.

Rensselaer County:

None

Upper Hudson Library System:

Ms. Engel reported that:

- Security system is being put in the building, going to cost 14k, will have cameras.
- Expedition update: 30,000 expeditioners – EG is still #1 for destinations.
- Should UHLS sell and be tenants rather than landlords?
- Training opportunities upcoming - Tuesday 9/19 – Media Challenge situations
- UHLS will send email notices for billed items for EG, due to postage costs.
- They are asking for support for Bethlehem Library due to protests over the drag queen story hour.

EXECUTIVE SESSION:

MOTION #2023-07-62: Motion to enter executive session for the purpose of discussing a contract was made by Ms. Harris. Seconded by Mr. Pensabene. The motion was carried with 7 in favor, none opposed. Executive Session started at 8:16pm.

MOTION #2023-07-63: Motion to exit Executive Session was made by Ms. Harris. Seconded by Mr. Poost. Time was 8:43pm. The motion was carried with 7 in favor, none opposed.

ADJOURN:



MOTION #2023-07-64: Motion to adjourn the July 18, 2023 Board meeting was made by Ms. Sheehan at 8:45 pm. Seconded by Ms. Engel. The motion was carried with 7 in favor, none opposed.

Respectfully submitted,

Amanda Miller, Secretary