Board of Trustees November 17, 2020 Doc #2

EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING
by videoconference
October 20, 2020 DRAFT

In attendance: Michael Poost, President
Bob West, Treasurer
Lynne Oudekerk, Secretary
Jill Dugas Hughes, Library Director
Elizabeth Giugno
Mari Harris
Shay Harrison
Hollie Kennedy, Town of East Greenbush
Liz Reyner, Friends of the East Greenbush Comm Library
Eileen Riley, Recording Secretary
Camie Engel, incoming Trustee

CALL TO ORDER: The meeting was called to order at 7:34 pm.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

MOTION: Ms. Harris made a motion to approve the minutes of the September 22, 2020 board meeting as presented. 2nd Mr. West. All in favor. None opposed. The motion carried.

TREASURER'S REPORTS: The fiscal year is 79% over and, while there have been significant reductions in income and expenses due to the COVID-19 pandemic, total income is at 96.6 % of the 2020 budget (as all income from East Greenbush and Schodack has been received for the year) and total expenses are at 79.1% of budget.

MOTION: Ms. Oudekerk made a motion to accept the Off Warrant for the period September 10 – October 15 in the amount of $146,269.63. 2nd Mr. Harrison. All in favor. None opposed. The motion carried.

MOTION: Ms. Harris made a motion to authorize the signing of the Warrant dated October 15, 2020 in the amount of $67,591.88. 2nd Ms. Giugno. All in favor. None opposed. The motion carried.

MOTION: Ms. Oudekerk made a motion to accept the Profit & Loss Statement, as presented, based on 79% of the year completed. The vote on the Balance Sheet dated October 15, 2020 was tabled until the November 17 Board meeting. 2nd Ms. Harris. All in favor. None opposed. The motion carried.

COMMITTEE REPORTS

ADMINISTRATIVE COMMITTEE: The committee met on October 6 and acted on these matters:

- They made plans to review the draft 2019 audit at their November committee meeting and will ask the accountant to present to the entire board at the November 17 meeting.
- They had a spirited discussion about library staff 2020 lapsing person time off (PTO) accruals and will vote on this issue at their November committee meeting.
- They authorized Ms. Dugas Hughes to correct an oversight in the library's 2020 approved budget that failed to include a Board-approved increase in salary for the Building Maintenance Mechanic.
- They continued work on the library's contract with the Town of Schodack for 2021 library services.

SERVICE COMMITTEE: The service committee met on Oct 1 and acted on these matters:

- They continued work on the board bylaws revision, which will be brought to the Board at their November meeting.
- They discussed efforts to reinvigorate the Friends organization, which has been inactive since the pandemic began.

DIRECTOR'S REPORT: Ms. Dugas Hughes provided an update on library services during Service Level 5. Hours have been extended and more on-site services are available to patrons (in-library computers, access to printing and copying, seating, and notary services). Many virtual options continue for patrons who prefer to take advantage of the library without coming on-site.

Two new options in Youth Services include the Story Walk, which was installed along the library's sidewalk, and a new Youth Services blog. Storytime activity kits are very popular as are "Book Bundles" for children and adults.

LIAISON REPORTS

FRIENDS OF THE LIBRARY: Ms. Reyner announced that the Friends is starting back up again for the first time since the pandemic. They held their first (virtual) meeting on October 20, and have a second meeting scheduled on November 17. Ms. Dugas Hughes will work with the Friends to move their membership database to a paid cloud-based service. In addition, the Friends will focus on fundraising options during a pandemic, as book sales are cancelled until future notice.

TOWN OF EAST GREENBUSH: Ms. Kennedy reported that the town is adopting a preliminary 2021 budget that calls for no tax increase and no layoffs. The Town's Master Plan has been completed and is available on the Town's website. The Police Department will use a drone to monitor activity on the Albany Hudson Electric Trail, a walking and biking trail through the Town that will open in November.

RENSSELAER COUNTY: No report.

UHLS: Due to the pandemic, UHLS has seen a 20% cut in NYS funding this year, and that number could be worse in FY 2021. Library funding will be disbursed using the same formula that they used last year.

PERSONNEL: No personnel actions to consider.

NEW BUSINESS: The library will be a polling place for the 2020 Presidential election on November 3. To address crowding concerns, the library will close for the day, but will be open for drive-thru pickups and drop-off returns.

Ms. Dugas Hughes proposed that the library address the use of current-year staff PTO accruals by closing around the holidays. She proposed closing the Wednesday and Friday around Thanksgiving Day (it has been closed on Thanksgiving in previous years) and the Wednesday, Thursday, and Saturday around Christmas (it has been closed on Christmas Eve and Christmas day in the past). This discussion was referred to the Administrative Committee for consideration.

> **MOTION:** Mr. West made a motion to adjourn to Executive Session at 9:10 pm. 2nd Ms. Oudekerk. All approved and the meeting was adjourned to Executive Session.

EXECUTIVE SESSION: The Board went into Executive Session at 9:15 pm with Mr. Poost, Mr. West, Ms. Oudekerk, Ms. Dugas Hughes, Ms. Harris, Mr. Harrison, and Ms. Guigno in attendance. On the agenda was a discussion regarding the Town of Schodack's 2021 contract proposal for library services from the EG Community Library. The Executive Session adjourned at 10:00 pm with a plan for responding to the Town of Schodack.

Respectfully Submitted,
Lynne Oudekerk, Secretary