



Library Board of Trustees Meeting - DRAFT
October 15, 2024, in person, livestreamed, and recorded

ATTENDEES:

Presiding Officers:

- Mari Harris, President (attended remotely)
- Charlie Pensabene, Vice-President
- Camie Engel, Secretary
- Katie Sheehan, Treasurer
- Amanda Miller, Trustee
- Nichole Krisanda, Trustee

Library staff, Community Partners & Members of the Public:

- Jill Dugas Hughes, Library Director
- Jenna Schmonsky, Administrative Assistant

A Library Board of Trustees meeting of the East Greenbush Community Library was held on October 15, 2024, at the East Greenbush Community Library and was livestreamed. It began at 7:05 p.m. and was presided over by Charlie Pensabene, Vice President with Camie Engel as Secretary. The meeting was recorded.

CALL TO ORDER:

- C. Pensabene called the Library Board of Trustees meeting to order at 7:05 p.m.
- C. Pensabene noted that M. Harris is attending the meeting remotely.

REVIEW OF AGENDA:

- The agenda was reviewed.

PUBLIC COMMENT:

- There was no public comment.

APPROVAL OF MINUTES:

- **MOTION #2024-10-73:** C. Engel made the motion to accept the minutes from the September 17, 2024, Library Board meeting. Seconded by A. Miller. The motion was carried with 6 in favor, none opposed.

It was noted that the minutes from the Special Board Meeting on October 7 will be approved at the next Board meeting.

TREASURER'S REPORT:

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

- Bank account balances are higher than they were last year at this time and assets have increased.
 - With 77% of the year complete, only 67.5% of the total budget has been spent, which is positive.
 - The library has cyber insurance, but its renewal date falls on a separate timeline from other renewals.
 - The Springshare subscription is for digital marketing software and is separate from services provided by Tag Solutions. Both charges will appear individually.
- **MOTION #2024-10-74:** C. Pensabene made a motion to accept the Off-Warrant in the amount of **\$154,781.82** for the period of September 7, 2024, through October 8, 2024. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.
- **MOTION #2024-10-75:** C. Engel made a motion to authorize the signing of the Warrant for the period of September 7, 2024, through October 8, 2024, in the amount of **\$44,692.34**. Seconded by C. Pensabene. The motion was carried with 6 in favor, none opposed.
- **MOTION #2024-10-76:** N. Krisanda made a motion to approve the October 8, 2024, Financials with 77% of the year completed. Seconded by C. Pensabene. The motion was carried with 6 in favor, none opposed.

COMMITTEE REPORTS:

Administrative: The written committee report was submitted by K. Sheehan. Highlights from the written report included: Schodack update, library budget, and timeline of budget process for the 2026 budget.

Services: The written committee report was submitted by A. Miller. Highlights from the written report included: FOIL Policy, Code of Conduct Policy, staff manual, Trustee Statement of Interest, and future recruitment of Trustees.

- **MOTION #2024-10-77:** The Services Committee made a motion to approve the FOIL Policy, as amended. Seconded by K. Sheehan. The motion was carried with 6 in favor, none opposed.

DIRECTOR'S REPORT: The written director's report was submitted by J. Dugas Hughes. Highlights from the written report included:

Core Usage Dashboard:

- A new quarterly dashboard tracks key statistics over time to help visualize trends.
- Library card sign-up month resulted in 71 new cardholders, of which 51 were children.

Meeting Rooms:

- Continued growth in outside group usage, despite natural monthly fluctuations.
- Meeting rooms are open for same day use unless reserved for programs.
- Real-time room availability is displayed on screens outside of the meeting rooms.

Database Usage Trends:

- Database usage has declined, leading to a re-evaluation of the materials budget for next year.
- A significant drop is attributed to Ancestry.com restricting remote access. Prior to the restriction, Ancestry.com had driven high database usage.

Partnerships and Outreach:

- A successful Quest program concluded on October 13; detailed reporting will be in the next month's Director's report.
- Supporting EG school's bilingual achievement award program.
- Collaborating with Dudley Observatory to host astronomy programs.
- Partnering with the Small Business Development Center to offer a new series for local businesses, starting with "Marketing Basics."
- Working with Inclusive Play to create programs for adults with developmental disabilities, seeking volunteers to assist during daytime activities.

Website Updates:

- Minor changes are currently being made, with a complete redesign planned for 2025.
- A committee is working on the redesign.
- A web design company has not been engaged yet.

Feedback and Q&A:

- Suggestions were raised about tracking drop-off usage at the drive-thru, potentially using sensors.
- Correction noted: the Director's Report Highlights in the packet should cover September highlights, not July and August.
- Explanation given for ASAC (Adult Services Advisory Council) from UHLS.

PERSONNEL MEMORANDUM:

J. Dugas Hughes presented the written personnel memo. There was one resignation and there are two open part-time library clerk positions that are posted.

- **MOTION #2024-10-78:** A. Miller made a motion to approve the October 15, 2024, Personnel Memorandum, as presented. Seconded by C. Engel. The motion was carried with 6 in favor, none opposed.

LIAISON REPORTS:

Friends of the Library:

C. Pensabene, for Julie Ann Price noted that the book sale from two weekends ago was a success. Appreciation was expressed to everyone involved in organizing and supporting the event.

Town of East Greenbush:

C. Pensabene for Town Councilor Jim McHugh noted that the Town's 2025 tentative budget is being reviewed on October 16th. The library board has been advised to review that information.

Rensselaer County: N/A

Upper Hudson Library System (C. Engel):

C. Engel presented several member library highlights including ideas such as a "Charlie Brown Thanksgiving" community event, Library Fest with activities and food trucks, fundraiser craft sale featuring high-quality donated craft supplies, and a "Buy Nothing Day" event, focusing on free exchanges instead of fundraising.

UNFINISHED BUSINESS:

Facilities Work Group Update (C. Pensabene and J. Dugas Hughes):

Ongoing Construction:

- Tile demolition begins 10/15 at 8:00 p.m.
- Concrete demolition has already started.
- Entrances and exits are temporarily rerouted through Meeting Room A and the Children's Room.
- To allow for an understanding of entry and exiting the library during construction, we have adjusted the signage for patrons to see and use.

Timeline & Updates:

- Work is expected to continue for about two more weeks, and exterior painting is almost finished.
- Library will be closed on Staff Development Day as planned.
- This winter, the project will involve replacing the square carpet tiles.
- Windows and EIFS will be replaced in the spring.

Payment & Budget:

- No payment has been issued for project painting yet. Payment will be partially withheld until all punch list tasks are complete.
- A few change orders have occurred, but the project remains within budget.

Aesthetic Changes:

- Exterior painting: Green doors have been repainted to a creamy color, and the steel and windows are now charcoal gray.
- Progress photos are available on the library website.

Board Self-Evaluations (M. Harris):

- Self-evaluation forms were sent to all board members, with a submission deadline of October 27th.
- Evaluations will be reviewed, possibly at the November board meeting.

NEW BUSINESS:

Establish Nominating Committee (M. Harris):

The members of the Nominating Committee are N. Krisanda, C. Engel, and M. Harris, with N. Krisanda serving as chair. The committee will develop a slate of candidates for the upcoming year, to be presented at the December board meeting.

EXECUTIVE SESSION:

It was originally planned but will be deferred to the November meeting as M. Harris was unable to attend this meeting in person.

ADJOURN:

- **MOTION #2024-10-79:** Motion to adjourn the October 15, 2024, Board meeting was made by K. Sheehan at 7:52 p.m. Seconded by N. Krisanda. The motion was carried with 6 in favor, none opposed.

Recorded by: Jenna Schmonsky, Administrative Assistant

Respectfully submitted by: Camie Engel, Secretary