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## **Library Board of Trustees Meeting - DRAFT**

*June 15, 2021 via GoToMeetings and in Person*

### **ATTENDEES:**

#### *Presiding Officers*

Michael Poost, President  
Robert West, Vice President  
Lynne Oudekerk, Treasurer  
Mari Harris, Secretary  
Shay Harrison, Trustee  
Camille Engel, Trustee  
Amanda Miller, Trustee

#### *Library staff, Community Partners & Members of the Public*

Jill Dugas Hughes, Library Director  
Hollie Kennedy - Town of East Greenbush  
Tom Grant- Rensselaer County Legislature

A Library Board of Trustees meeting of the East Greenbush Community Library was held on June 15, 2021, at the East Greenbush Community Library and virtually, via GoToMeeting. It began at 7:35 pm and was presided over by Michael Poost, President, with Mari Harris as Secretary. Meeting was recorded.

**CALL TO ORDER:** Mr. Poost called the meeting to order at 7:35 pm. Meeting agenda was adjusted, addressing proposed COVID Protocol updates (Item #8) after Public Comment segment.

**PUBLIC COMMENT:** None



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**OLD BUSINESS:** Ms. Dugas Hughes provided memo to the Board “Amend COVID Services/Safety Protocols” dated June 11, 2021, relative to the library’s COVID Services/Safety Protocols-Masks, Programs, and Capacity Limits. Ms. Dugas Hughes shared overview of COVID infection rates, CDC recommendations regarding vaccinated vs. unvaccinated mask protocols, and the lifting of restrictions by NYS Governor as of 6/15/21. Discussion concerning masks for staffers and patrons, and the continued reopening plans for the library. Occupancy restrictions are removed, patron masking will follow CDC recommendations regarding vaccinated vs. non-vaccinated, outdoor masking will be discontinued and staff will continue with masks to gauge public and staff interaction comfort level. Signage and social media messaging will be updated to reflect changes.

**MOTION #2021-06-46:** Ms. Harris made a motion to engage recommendations as set forth in the June 11, 2021 memorandum, i.e., following CDC mask guidelines for library patrons, removing indoor capacity count limitation and time limit restrictions on visits, and allowing small scale indoor programming to begin. 2nd by Ms. Engel. None opposed. All in favor. The motion carries.

#### **APPROVAL OF MINUTES:**

**MOTION #2021-06-47:** Ms. Harris made a motion to approve the May 18, 2021 Library Board Meeting minutes, as presented. 2nd by Mr. West. None opposed. All in favor. The motion carries.

**TREASURER’S REPORT:** Ms. Oudekerk presented the library’s financial position for the period of May 14 - June 9, 2021, in the Treasurer’s Report.

**MOTION #2021-06-48:** Ms. Miller made a motion to accept the Off Warrant in the amount of \$104,427.78 for May 14-June 9, 2021 period, as presented. 2nd by Mr. West. None opposed. All in favor. The motion carries.



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**MOTION #2021-06-49:** Mr. West made a motion to authorize the signing of the Warrant dated 6/9/21 in the amount of \$30,691.97. 2nd by Ms. Engel. None opposed. All in favor. The motion carries.

As of June 10, 2021, the year is 44% over. Ms. Oudekerk noted that expenses are generally at or below budget. The return of library substitutes this month will reflect in budgeted line-item next month: substitutes were cancelled when pandemic shutdown began. Also clarified the constraints of funds in the Gift and Grant account, in that large portion of funds are restricted to specific programs and services. Monies have been transferred from the Public Finance and Fund Balance accounts to the Operating Contingency Reserves, in accordance with Board's position to build reserves in the event that we encounter unanticipated building expenses (aging building) or impediments in Schodack contract negotiations.

**MOTION #2021-06-50:** Mr. Harrison made a motion to approve the June 10, 2021 Financials with 44% of the year completed, as presented. 2nd by Ms. Harris. None opposed. All in favor. The motion carries.

### **COMMITTEE REPORTS:**

**Administrative:** Mr. West reported on the June 2021 meeting.

#### Budget:

Ms. Dugas Hughes will revert to past budget preparation methodology for 2022 budget proposal. (QuickBooks methodology will be used for 2023 budget preparation, after QuickBooks conversion is completed.) Three budget options will be prepared for Budget Committee and Board consideration, each with different staffing proposals and associated expenses.

#### Staffing:



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Resumés received for Business Operations Manager will be reviewed by the director and committee. Interviews for qualified candidates will be conducted with July 1 being hiring target date. (*Note: Interviews have been scheduled by Ms. Dugas Hughes.*)

### **Construction Grant:**

Estimated cost for moveable wall unit is \$30,000. **RFP for bids will be needed to move forward with wall, per Board policy.**

**Services:** Mr. Harrison reported on the June 2021 meeting.

### Staff Policies:

Reviewing PTO and sick leave benefits for part-time and full-time staff. Discussion about classifying positions relative to benefits package, e.g., full-time with benefits, part-time with benefits, and part-time without benefits. Further consideration needed, with broader scope of benefits to include compensation, health care benefits, and employee incentives.

### COVID Policy and Procedure/Reopening:

Discussed changes to mask policy and returning to normal library hours, programs and protocols. Ms. Dugas Hughes is monitoring community, UHLS partners, and CDC progress, with plans to address up-to-date findings at Board meeting.

**Budget:** Ms. Oudekerk prepared and provided a comprehensive report.

The report included committee's process, its reasoning and key elements involved in development of draft proposal being recommended to Board for its consideration for presentation to the public in July. Three draft options were considered for a 2022 Library Budget proposal, all requiring an increase for revenue to fund the library. Certain operational and personnel expenses must increase in 2022, to keep services and programs relevant, to provide staff with COLA increases (which were omitted in 2020-21) and to meet contractual obligations. Also noted was retention of library fines and fees in the next budget cycle, as that presently remains a significant source of income.



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The committee agreed that the proposal should be below the 2022 tax cap (estimated to be 3.31% for next year) and that the percentage increase for East Greenbush and Schodack taxpayers should be the same. As such, the committee recommends a budget proposal of \$2,137,375, or a 3.38% increase in revenue from 2021 budget. This proposal would involve a tax levy of \$1,770,525 for East Greenbush and a contract payment of \$320,000 from Schodack, or an increase of 2.79% for each town.

Discussion among board members regarding the reserves being maintained and why, recognizing the **aging building needs and the absence of a negotiated revenue formula for the Town of Schodack. This should be considered in budget proposal presentation to the public.**

**MOTION #2021-06-51:** Ms. Oudekerk made a motion for Board to put forth draft budget option 2A in the amount of \$2,137,375, to taxpayers at the public hearing in July 2021, said draft proposal involving a tax levy of \$1,770,525, or a 2.79% tax levy increase to East Greenbush taxpayers. 2nd by Ms. Harris. None opposed. All in favor. The motion carries.

#### **DIRECTOR'S REPORT:**

Ms. Dugas Hughes shared the following, in addition to the report:

An issue with UHLS mobile app not recognizing East Greenbush library card numbers will be resolved in July via a planned application upgrade.

Patrons can now renew library cards online via the library website.

Youth Services is bringing back summer VolunTeen program, which involves library staff mentoring teens, 8<sup>th</sup> graders and older. Mentoring activities will be developed based upon participants.



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UHLS is sponsoring a 21-day Greater Community Equity challenge, available to all. **Ms. Dugas Hughes will send invitation/link to Board for their participation.**

**PERSONNEL MATTERS:** None

**LIAISON REPORTS:**

**Friends of East Greenbush Community Library:** None

**Town of East Greenbush:** Ms. Kennedy reported the following:

- Two upcoming public hearings: one will discuss a sidewalk path along Gilligan Road and the second will address potential transformation of Lake Shore Drive (Hampton Manor) into a permanent one-way street.
- EG Rail Trail to have two police officers on bike patrol. Parking lot being created for access to trail, behind Town Hall
- East Greenbush and Rensselaer officials will publicly oppose the Dunn Landfill permit renewal tomorrow.

**Rensselaer County:** Mr. Grant reported the following:

- County is partnering with CDTA for mobile COVID vaccination program at predetermined locations
- Mr. Grant is negotiating with county budget director to secure \$10-\$12,000 from surplus reserves for assignment to libraries.
- County is looking at a substantial tax cut; specifics won't be known until September.

**Upper Hudson Library System:** Mr. Poost reported that Ms. Engel has been appointed as the new UHLS board representative for mid-sized libraries. Ms. Dugas Hughes remains involved with the UHLS board, representing library directors.



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Ms. Dugas Hughes reported that most of the UHLS libraries are reopening but EGCL remains ahead in terms of reopening progress.

#### **NEW BUSINESS:**

Mr. Poost advised that the library will not seek a construction grant for the upcoming cycle: will complete current grant then focus on updating strategic plan to determine future needs.

**Ms. Dugas Hughes will seek guidance on current NYS Open Meetings law to ensure Board meetings are compliant with respect to public meetings.** Virtual attendance to meetings for community members will be permissible, regardless of guideline update.

Mr. Poost reported that there will be two vacant Board seats to be filled at the upcoming election. Mr. West's term ends 12/31/21 and he will not seek re-election. Ms. Miller's appointment will end 12/31/21 and she will run to fill this seat. **Notification of impending board vacancies along with direction for those who may wish to run for these positions will be posted and publicized by Ms. Dugas Hughes, in accordance with bylaws and library protocol.**

#### **ADJOURN:**

**MOTION #2021-06-52:** Motion to adjourn the June 2021 Board meeting was made by Ms. Oudekerk at 10:05 pm. 2nd Ms. Engel. None opposed. All in favor. The motion carries.

Respectfully submitted,

Mari Harris, Secretary