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## Library Board of Trustees Meeting - APPROVED 6/15/2021

May 18, 2021 via GoToMeetings

### ATTENDEES:

#### *Presiding Officers*

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

### EXCUSED:

Bob West, Vice President

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

Jill Dugas Hughes, Library Director  
Charlie Pensabene - Friends of the East Greenbush Community Library  
Hollie Kennedy - Town of East Greenbush

A Library Board of Trustees meeting of the East Greenbush Community Library was held on May 18, 2021, virtually, via GoToMeeting. It began at 7:32 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 7:32 pm.

**PUBLIC COMMENT:** None

### APPROVAL OF MINUTES:

**MOTION #2021-05-39:** Ms. Harris made a motion to approve the April 20, 2021 Library Board Meeting minutes, as presented. 2nd by Mr. Harrison. None opposed. All in favor. The motion carries.



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## TREASURER'S REPORT:

Ms. Oudekerk presented the library's financial position for the period of April 17 - May 12, 2021, in the Treasurer's Report.

**MOTION #2021-05-40:** Ms. Engel made a motion to accept the Off Warrant in the amount of \$60,095.48 for April 17-May 12, 2021 period, as presented. 2nd by Ms. Harris. None opposed. All in favor. The motion carries.

**MOTION #2021-05-41:** Ms. Harris made a motion to authorize the signing of the Warrant in the amount of \$17,098.39, dated May 12, 2021, **with EBSCO line-item entry to be clarified by bookkeeper before check is released.** 2nd by Ms. Engel. None opposed. All in favor. The motion carries.

Ms. Oudekerk noted that Total Income is at 98% of 2021 budget. As of May 13, the year is 37% over. Downloadable materials at 45.2%, reflecting increased and continued demand of digital materials during the pandemic.

Mr. Poost inquired about hoopla cost and UHLS' role in funding hoopla. Ms. Dugas Hughes explained that library contributes money to UHLS upfront for hoopla service. UHLS supplemented costs during pandemic. UHLS funds have been depleted but UHLS offered to continue as host for hoopla service. EGCL opted to continue hoopla service through UHLS. Administrative costs of hoopla have increased. **Board to look at hoopla costs as direct charge vs. UHLS hosting, at end of this year.**

**MOTION #2021-05-42:** Mr. Harrison made a motion to approve the May 13, 2021 Financials with 37% of the year completed, as presented. 2nd by Ms. Engel. None opposed. All in favor. The motion carries.



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## COMMITTEE REPORTS:

**Administrative:** Mr. Poost and Ms. Dugas Hughes reported in Mr. West's absence.

### Staffing:

Committee discussed hiring a replacement for bookkeeper, adding responsibilities, and upgrading the position. Upgraded position has been posted and recruitment is underway. Discussed addition of a part-time Assistant Director position. **Concept to be presented to Budget committee for further consideration.**

### QuickBooks:

Ms. Dugas Hughes working with consultant to transition desktop version to online. Transition will take place under new bookkeeper, estimating a September 2021 system changeover, at the earliest.

### Schodack:

Board will negotiate the contract with Schodack for the 2022 budget year and plans to have a formula in place for the 2023 budget drafting and beyond.

**Services:** Mr. Harrison reported.

### Staff Policies:

Reviewing PTO and Paid Family Leave for library staff. Committee to provide comments to Ms. Dugas Hughes before June meeting. **Ms. Dugas Hughes to pursue part-time staff feedback on Paid Family Leave Act survey that was conducted earlier this year.**

### Advocacy:

**Ms. Engel to continue communications with Goff Middle School re: library providing books for student participants in 2021-22 school year Backpack Program.**

Reviewing community organizations listing/ranking for advocacy opportunities. Recognized strong relationships with both Kiwanis Club and YMCA. **Identify top 3-5 organizations with best potential for building stronger relationships to benefit library community, then identify next steps.**



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COVID Policy and Procedure/Reopening:

Discussed working toward consistent opening and closing times. To do this, need to enhance staffing, e.g., hire substitutes.

## **DIRECTOR'S REPORT:**

Ms. Dugas Hughes reported on highlights from Director's report:

Successful transition to two locations for hold pick-ups: enhancing patron notification process to allow choice of pick up location preference.

Adult volunteers have returned!

"Pen to Pandemic" contest a successful event, in collaboration with the Town and Hart-Cluett Museum. Two winners and two runners-up to be honored at library reception in June. The number and quality of short stories submitted demonstrated significant community interest and talent. Plans underway to share digital collection of submissions with library community. **Ms. Dugas Hughes to invite Town Board members to celebration reception.**

Overload of library card expirations due to discontinuance of UHLS automatic extensions during the pandemic. Staff will use renewal opportunity for outreach to patrons to expedite their return to pre-pandemic library interests and to inform them of new library undertakings.

Summer reading programs–Youth Services to offer a full-day program where patrons can drop in, e.g., no pre-registration.



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## PERSONNEL MATTERS:

Ms. Dugas Hughes presented memo re: resignation of part-time librarian, effective 5/17/21. Discussion concerning staffing needs resulted in agreement that substitutes should be brought back until position vacancies can be filled, with vacant librarian positions being priority.

**MOTION #2021-05-43:** Ms. Oudekerk made a motion to approve both the Personnel Memorandum, dated 5/16/21, from Ms. Dugas Hughes and to authorize filling of substitute positions left vacant during the COVID-19 pandemic, as deemed necessary. 2<sup>nd</sup> by Mr. Harrison. None opposed. All in favor.

## OLD BUSINESS:

Ms. Dugas Hughes provided 5/7/21 memorandum to Board re: "Adopt COVID Services/Hours/Capacity Changes." Many of the changes had been discussed at May committee meetings. To effectuate proposed changes, filling of vacant staffing positions, and some substitute librarian positions will be critical. These positions directly impact summer programming success.

Discussion regarding restoration of late fees and fines, per memo, resulted in agreement that fees and fines must be reinstated for 2021 as they are part of approved budget. Fines will likely be included in 2022 budget proposal unless replacement income source is identified. **Upcoming strategic planning will include discussion on future of fines.**

**MOTION #2021-05-44:** Ms. Oudekerk made a motion to approve both the expansion of capacity/hours/services as listed in the 5/7/21 Memorandum from the Director re: "Adopt COVID Services/Hours/Capacity Changes" and hiring of those positions deemed critical to the changes being made. 2<sup>nd</sup> by Ms. Harris. None opposed. All in favor. The motion carries.

Discussion regarding location of future meetings resulted in agreement that in-person committee and board meetings can resume in June.



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## LIAISON REPORTS:

**Friends of East Greenbush Community Library:** Mr. Pensabene reported that there will be another Grab-N-Go book sale this Saturday. FOEGCL will hold June meeting outdoors at library.

**Town of East Greenbush:** Ms. Kennedy reported that Town Hall has fully reopened: no masking for fully vaccinated. Temperature checking at door for visitors. Memorial Day Parade will be held this year 5/29/21 at 10 am. Town Comprehensive Plan will be adopted at the 5/19/21 Town board meeting. Future Town board meetings will be in-person.

**Rensselaer County:** None

**Upper Hudson Library System:** Mr. Poost reported that Ms. Engel's nomination to UHLS Board was announced: she will be officially appointed at the UHLS annual meeting, to be held virtually 6/9/21.

## NEW BUSINESS:

In consideration of new CDC mask requirements, discussed library's plan of action. Consideration for decision included: percentage of vaccinations in community not yet at target level; unknown vaccination status of patrons visiting library; children not eligible for vaccine; NYS library continues to require masks; science of spread without masks remains transitory; members of UHLS library directors' consensus that indoor mask mandate should remain for libraries. Agreement by board that we will continue with mask mandate and social distancing outside with no mask. **Board to revisit mask mandate at June Board meeting when NYS mask mandate will be lifted, and more data is available.**

Next Budget Committee Meeting will be 5/25/21 at 8 am.

## ADJOURN:

**MOTION #2021-05-45:** Motion to adjourn the May 2021 Board meeting was made by Mr. Harrison at 9:30 pm. 2nd by Mr. Poost. None opposed. All in favor. The motion carries.

Respectfully submitted

Mari Harris, Secretary