



Library Board of Trustees Meeting – APPROVED 10/17/23
September 19, 2023, via videoconference and in person

ATTENDEES:

Presiding Officers:

- Lynne Oudekerk, President
- Mari Harris, Vice-President
- Amanda Miller, Secretary
- Katie Sheehan, Treasurer* *arrived late*
- 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 September 19, 2023, at the East Greenbush Community Library and virtually, via videoconference. It began at 7:03 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 7:03 p.m.

PUBLIC COMMENT: None

REVIEW OF AGENDA:

Schodack Town Board Meeting is 9/28 at 7:00pm.

APPROVAL OF MINUTES:

MOTION #2023-09-65: Mr. Poost made the motion to approve the minutes from the July 18, 2023 Board meeting. Ms. Engel seconded. The motion was carried with 6 in favor, one absent.

COMMITTEE REPORTS:

Administrative: (Mr. Poost)

On August 7, the Administrative Committee met and discussed the following:



An IT Service Agreement, with a cost of \$30,276 annually (within the proposed IT Services Budget line in the 2024 budget but outside the 2023 IT services budget) was reached with TAG Solutions. This agreement would start October 1, 2023.

MOTION #2023-09-66: The Administrative Committee made a motion to authorize the Director to sign the agreement with TAG solutions for a “core managed IT service”, effective 10/1/2023 through 9/30/2026. Discussion ensued about the cost for the 2023 line. Ms. Engel seconded the motion. The motion was carried with 6 in favor, one absent.

Umbrella and Commercial Insurance packages with Utica National are up for renewal. The cost for these premiums is \$31,858.79 but does not include cybersecurity insurance. With the upgraded IT services, the Library would be eligible for cyber coverage in the future.

MOTION #2023-09-67: The Administrative Committee made a motion to approve the renewal of the Umbrella and Commercial Insurance Packages with Utica National, effective 9/1/2023 through 9/1/2024. Ms. Harris seconded the motion. The motion was carried with 6 in favor, one absent.

The Volunteer Firefighter and Ambulance Service Workers property tax exemption would have no cost impact to the library, as it would cost a homeowner in East Greenbush about \$0.14/per year. The Board will need to have a public hearing in advance of the November board meeting to pass a resolution agreeing to commit.

It was noted that the public hearing will also include the Library’s proposed videoconferencing policy.

MOTION #2023-09-68: The Administrative Committee made a motion to conduct a Public Hearing on the proposal to provide a partial real property tax exemption for qualifying volunteer firefighters and volunteer ambulance service workers. Ms. Harris seconded the motion. The motion was carried with 6 in favor, one absent.

The library was approached with a potential land donation. It is a separate parcel that would be tax exempt, so there is no cost impact to the Library. Discussion ensued regarding the usability and risks associated with ownership of the property.

MOTION #2023-09-69: The Administrative Committee made a motion to decline the land donation to the Library. Mr. Pensabene seconded the motion. The motion was carried with 6 in favor, one absent.

The Director will contact the attorney involved in the land transaction and let them know the Library will not be accepting the donation.



Services: (Ms. Harris)

Strategic Plan update: The Strategic Plan was presented on September 11, 2023 to the Board.

MOTION #2023-09-70: The Services Committee made a motion to adopt the Library's updated Vision and Mission Statements. Ms. Engel seconded the motion. The motion was carried with 6 in favor, one absent.

MOTION #2023-09-71: The Services Committee made a motion to adopt the Library's Strategic Plan (2023-2028). Ms. Miller seconded the motion. The motion was carried with 6 in favor, one absent.

Ms. Oudekerk stated that "I think they [the consultants] and you [Jill] and your staff did a great job" and it is a terrific plan and I think it will really be helpful for the library."

Ms. Engels added that "UHLS is giving kudos to getting an outside consultant and taking the steps to enact / do what is recommended for the library."

Ms. Harris discussed the Service Committee's work on policies. Discussion took place regarding uniform UHLS-wide policies, but there is too much diversity in the library types to make it impactful and useful.

MOTION #2023-09-72: The Services Committee made a motion to adopt the updated Meeting Room Policy, which will allow non-cardholders the ability use the meeting rooms through same-day request. This aligns with where strategic plan is headed and is more equitable. Mr. Pensabene seconded the motion. The motion was carried with 6 in favor, one absent.

MOTION #2023-09-73: The Services Committee made a motion to adopt the revised Programming Policy which aligns with ALA guidelines for programming, further defines the Library's role in intellectual freedom, and reflects our Library mission. Mr. Pensabene seconded the motion. The motion was carried with 6 in favor, one absent.

MOTION #2023-09-74: The Services Committee made a motion to adopt the Library Display Policy regarding internal displays and exhibits created by Library staff. Mr. Pensabene seconded the motion. The motion was carried with 6 in favor, one absent.

MOTION #2023-09-75: The Services Committee made a motion to change the name Exhibit Policy to Public Exhibits Policy. Ms. Oudekerk asked for clarification between this policy and Library Display Policy. The Library Display Policy is for internal use, and the Public Exhibit Policy is for the public displays and exhibits in the library. Mr. Pensabene seconded the motion. The motion was carried with 6 in favor, one absent.



MOTION #2023-09-76: The Services Committee made a motion to adopt the revised Request for Reconsideration Policy which strengthens and clarifies guidelines with regard to freedom of expression, equal access, regardless of individual beliefs, as amended. Mr. Pensabene seconded the motion. The motion was carried with 6 in favor, one absent. Ms. Harris noted that some typos in the document will be corrected prior to publication.

The Services committee will work on three additional policies for next month. New oversight for the Little Free Library program is under discussion. The Committee will look into information regarding the use of consent agendas for Board meetings.

Facilities: (Mr. Pensabene)

Hyman Hayes presented to the joint Administrative/Services Committee meeting. The representative did a walkthrough of major issues, highlighted timeframes, organized solutions, and goals.

Ms. Oudekerk questioned the Heat Exchanger as the document did not include a price. The Director will follow up to update the document with that information. Mr. Pensabene commended Mr. Poost's knowledge of the history of the building and engineering tables, crediting him with making it much more understandable.

MOTION #2023-09-77: The Facilities Committee made a motion to approve the Building Conditions Survey. Mr. Poost seconded the motion. The motion was carried with 6 in favor, one absent.

Mr. Poost noted that UHLS approved the construction grant for the Library. After discussions with Assemblyman MacDonald, Macdonald encouraged the Library to apply for a \$250,000 grant with NYS. This grant cannot be used in conjunction with the Construction grant we are receiving. However, it will take two to three years to be approved for the grant. There is a follow-up meeting with Greco Construction on September 28, 2023.

Ms. Sheehan arrived at 7:48pm.

Ms. Harris asked how we incorporate costs in the Building Conditions Survey that have not been evaluated. Mr. Poost stated that a scope adjustment might be necessary. Next steps include "destructive testing" of the windows to find out the scope of the damage. It could be anything from simple caulking needed to mold abatement. Windows and roof replacement could also be added to the later grant. A few items could be started this fall, but it will mostly be small safety items that can be handled quickly (i.e., sidewalk, tile replacement), and within current budget.

The backflow preventer project is almost complete, as the Town has received the certification. At this point it is just taking care of the punch list.



TREASURER'S REPORT:

Ms. Sheehan presented financials for the period of July 10, 2023 – September 11, 2023. 70% of the year is complete. Some lines are at or above their limits, specifically the tech and communications lines due to the IT services we've engaged, and programming and planning. HR & staff development is at 100%, however the Staff Development Day on October 9 is funded through grants. The Library will likely be under budget for operations, facilities, and personnel, and the Director anticipates that we will finish the year under budget.

MOTION #2023-09-78: Ms. Harris made a motion to accept the Off-Warrant in the amount of **\$309,960.94** for the period July 10, 2023 – September 11, 2023 as presented. Mr. Poost seconded. The motion was carried with 7 in favor, none opposed.

MOTION #2023-09-79: Mr. Poost made a motion to authorize the President to sign the Warrant dated September 11, 2023, in the amount of **\$21,962.39**. Seconded by Ms. Engel. The motion was carried with 7 in favor, none opposed.

MOTION #2023-09-80: Ms. Sheehan made a motion to approve the September 11, 2023 Financials with 70% of the year complete, as presented. Seconded by Mr. Poost. The motion was carried with 7 in favor, none opposed.

DIRECTOR'S REPORT:

Ms. Dugas Hughes presented Director's July report.

- The Library Expedition Final Celebration took place last week at Pruyn House in Loudonville. The East Greenbush Library received the most visits in the UHLS expedition and over 40,000 people took part in the Expedition.
- Ms. Price (on behalf of the Friends of the East Greenbush Library) and Ms. Dugas Hughes represented the Library at the Town Park this weekend for the East Greenbush Family Fun Day. Next year, the plan will be to include some sort of children programming at the table.
- September is Library Card Sign Up Month. Kids who sign up receive a special goody bag.
- The Great Greenbush Quest is coming up next month, details TBD.
- The Library will receive \$328,540 for a Library Construction Grant.
- UHLS increased rates again, with a 5% increase. The Library was one of 9 libraries that received that rate increase. It is still within the budget line.
- The Summer Reading Program exceeded pre-pandemic numbers.
- Physical item circulation dropped from last summer, but the digital circulation increased. This is reflected in the Strategic Plan.
- Post-Labor Day, hours have increased.



- Ms. Dugas Hughes thanked the Friends for making sure that the Summer Programming happened, and also thanked Stewarts Shops for sponsoring the Summer Reading Finale.
- Everyone is excited about the Strategic Plan. Changes and implementation have already begun.
- There will be a staff development day on October 9, 2023. The Library will be closed.
- There will be a Community Advisory Council meeting on October 5, 2023.

PERSONNEL MEMORANDUM:

Items listed in red will no longer appear on the memorandum as those positions will not be filled. There are currently two open positions. Additionally, one staff member is on leave, and there is a need for temporary Librarian (either full or part time).

MOTION #2023-09-81: Ms. Harris made a motion to approve the September 19, 2023 personnel memorandum as presented. Seconded by Ms. Engel. The motion was carried with 7 in favor, none opposed.

Ms. Dugas Hughes stated “Thank you to staff, they’ve done a great job this summer and there was a very tough outage that they have weathered as usual. There’s been a lot of unknowns...Thank you to our team here for being rock solid.

OLD BUSINESS:

The UHLS Grant Application Submitted as it was due at the end of August. The Project ID Is 0386-24-0514.

MOTION #2023-09-82: Ms. Engel made a motion to approve the submission of the Library Construction Grant proposal. Seconded by Mr. Poost. The motion was carried with 7 in favor, none opposed.

LIAISON REPORTS:

Friends of East Greenbush Community Library:

Ms. Price reported that:

- Membership status revisions are now live.
- The Spring Book Sale will have a members-only shopping day to help drive donations.
- The Great Greenbush Quest will start in October and is a community-wide treasure hunt. QR codes are involved and Quest will have information available in Spanish, Urdu, and Chinese. The closing party will be on October 29, 2023.
- Donut Forget to Vote – 41 people voted on the donuts, and Windy Hill Orchards won.
- The Book Sale will be the second weekend in October (13, 14, 15).



- There is discussion taking place regarding a more permanent structure for accepting donated materials in the front lobby .

Town of East Greenbush:

Mr. Nestler reported that:

- The East Greenbush Community Day was a success.
- The Phillips Road Waterline is nearly complete, right now it is down to 1 lane road near the transfer station.
- There is a Town Board Meeting tomorrow night (September 12)
- 11-12 veterans' banners are set to be put up this week.

Rensselaer County:

None

Upper Hudson Library System:

None

NEW BUSINESS:

MOTION #2023-09-83: Ms. Harris made a motion to authorize the Director to pursue the NYS Assembly Capital Grant. It is not a matching grant and must be a capital project. Seconded by Mr. Poost. The motion was carried with 7 in favor, none opposed.

ADJOURN:

MOTION #2023-09-84: Motion to adjourn the September 19, 2023 Board meeting was made by Ms. Miller at 8:37 pm. Seconded by Ms. Engel. The motion was carried with 7 in favor, none opposed.

Respectfully submitted,

Amanda Miller, Secretary