Library Board of Trustees Meeting – APPROVED 12/19/2023
November 21, 2023, via videoconference and in person

ATTENDEES:
Presiding Officers:
   Lynne Oudekerk, President
   Mari Harris, Vice-President
   Amanda Miller, Secretary
   Katie Sheehan, Treasurer
   Camie Engel, Trustee
   Charlie Pensabene, Trustee
   Michael Poost, Trustee

   Library staff, Community Partners & Members of the Public:
   Jenna Schmonsky, Administrative Assistant
   Jill Dugas Hughes, Library Director
   Ed Nestler, Town of East Greenbush

A Library Board of Trustees meeting of the East Greenbush Community Library was held on November 21, 2023, at the East Greenbush Community Library and was livestreamed. It began at 7:02 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 7:02 p.m.

PUBLIC COMMENT: None

REVIEW OF AGENDA:

   Add Motion to Approve Remote Attendance Policy
   Add Motion to Adopt the Partial Real Property Tax Exemptions for Firefighters and Emergency workers.
   Both added under unfinished business.

APPROVAL OF MINUTES:

   MOTION #2023-11-96: Ms. Harris made the motion to approve the minutes from the October 17, 2023 Board meeting. Ms. Engel seconded. The motion was carried with 7 in favor.
TREASURER’S REPORT:
Ms. Sheehan presented financials for the period of October 13, 2023 – November 10, 2023. 86% of the year is complete. The NYSLRS payment is included in both the warrant and off-warrant as both employee and employer contributions are due December 15.

MOTION #2023-11-97: Mr. Poost made a motion to accept the Off-Warrant in the amount of **$104,623.25** for the period October 13, 2023 – November 10, 2023 as presented. Ms. Engel seconded. The motion was carried with 7 in favor.

MOTION #2023-11-98: Ms. Miller made a motion to authorize the President to sign the Warrant dated November 10, 2023, in the amount of **$201,502.97**. Seconded by Mr. Poost. The motion was carried with 7 in favor.

MOTION #2023-11-99 Ms. Sheehan made a motion to approve the November 11, 2023 Financials with 86% of the year complete, as presented. Seconded by Mr. Poost. The motion was carried with 7 in favor.

COMMITTEE REPORTS:
Administrative: (Mr. Poost) November 6
- Facilities Update
  Windows update: minor leak underneath the window. Received a proposal to repair - $12k, and replace for $35k, received proposals from glazing company. Recommend it to send it back to Admin to discuss and recommend which to do.
  HVAC Controller Unit—an update done to the HVAC computer system software has locked staff out of it. It is obsolete and requires replacement. Temporary repair was done; Ms. Dugas Hughes received a proposal in the $20,000 range for replacement. Need to add Computer Server Room HVAC upgrade to the HVAC project. Ms. Dugas Hughes added that the cyber insurance rider requires a locked server room, and this addition will bolster our application for said coverage.

MOTION #2023-11-100 The Administrative Committee made a motion authorizing the Director to proceed with replacing the HVAC controller unit, with a cost up to $25,000. Seconded by Ms. Harris. The motion was carried with 7 in favor.

There was a brief discussion of the Town of Schodack Contract, and negotiations are ongoing. The biggest priority for December for the committee is to update the Financial Reserve Policy.

Services: (Ms. Harris)
The Little Free Libraries are being transitioned into the community instead of being library-run.
Services Committee also reviewed and revised the By-Laws to reflect the Open Meetings Law changes and Remote Attendance Policy, and additionally to change how officers are appointed for the following year.

DIRECTOR’S REPORT:
Ms. Dugas Hughes presented the Director’s November report.

- Library furniture is getting a “facelift.” The tables and chairs in the youth services department and hardscaped chairs on the main floor are being updated.
- A new administrative assistant was hired.
- The Books on Wheels program has been a big hit, it is word of mouth based and some members of the Friends are volunteering to assist with this program.
- The Great Greenbush Quest had great patron feedback, and the Director is planning to reach out to the businesses to see how they felt about the program.

PERSONNEL MEMORANDUM:

There were two resignations and one appointment. At this time the library is looking to hire a Librarian 1 or Library Assistant for Outreach.

MOTION #2023-11-101: Mr. Poost made a motion to approve the November 10, 2023 personnel memorandum as presented. Seconded by Ms. Harris. The motion was carried with 7 in favor.

UNFINISHED BUSINESS:
Remote attendance policy: There were no public comments at the 11/21/23 public hearing on the Remote attendance policy.

MOTION #2023-11-102: Ms. Miller made a motion to approve the Remote Attendance Policy. Seconded by Ms. Engel. The motion was carried with 7 in favor.

The partial Real Property Tax Exemption for emergency workers had one public comment in favor, at the 11/21/23 public hearing on the Real Property Tax Exemption policy. The Library is the last taxing authority in East Greenbush to consider the proposal. The impact to non-firefighter families is 13c per median-priced house.

MOTION #2023-11-103: Ms. Harris made a motion to adopt the real property tax exemption for volunteer firefighters. Seconded by Mr. Poost. The motion was carried with 7 in favor.
LIAISON REPORTS:
Friends of East Greenbush Community Library:
None

Town of East Greenbush:
Mr. Nestler reported that:
• On December 2, the Town will host its 6th annual parade.
• There will be a tree lighting ceremony on December 6. There will also be a gingerbread house showcase that will start on December 6.
• The Town is also doing “Letters to Santa” that will generate a response back to the child.
• Military banners are on pause due to the weather, but 30 are up already and 10-15 more are ready to be placed when the weather improves.
• The Town budget passed, and there will be a 1% tax increase.

Rensselaer County:
None

Upper Hudson Library System:
None

NEW BUSINESS:
None

EXECUTIVE SESSION

MOTION #2023-11-104: Motion to enter into executive session for the purposes of discussing a contract was made by Ms. Harris at 8:12 pm. Seconded by Ms. Sheehan. The motion was carried with 7 in favor.

MOTION #2023-11-105: Motion to exit executive session was made by Mr. Poost at 8:45 pm. Seconded by Ms. Engel. The motion was carried with 7 in favor.

ADJOURN:

MOTION #2023-11-106: Motion to adjourn the November 21, 2023 Board meeting was made by Ms. Miller at 8:45 pm. Seconded by Ms. Engel. The motion was carried with 7 in favor.

Respectfully submitted,

Amanda Miller, Secretary