

Board of Trustees October 20, 2020 Doc. #2

EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING  
by videoconference

September 22, 2020

DRAFT

In attendance: Michael Poost, President  
Bob West, Treasurer  
Lynne Oudekerk, Secretary  
Jill Dugas Hughes, Library Director  
Elizabeth Giugno  
Mari Harris  
Shay Harrison  
Hollie Kennedy, Town of East Greenbush  
Tom Grant, Rensselaer County Legislature

**CALL TO ORDER:** The meeting was called to order at 7:30 pm.

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES:**

**MOTION:** Mr. Harrison made a motion to approve the minutes of the August 4, 2020 board meeting and budget public hearing as presented. 2<sup>nd</sup> Mr. West. All in favor. None opposed. The motion carried.

**TREASURER'S REPORTS:** The library continues to control spending as it adapts to the many changes brought on by the coronavirus pandemic. At this point, while total spending is under budget spending by category has changed significantly as the year has unfolded.

**MOTION:** Ms. Oudekerk made a motion to accept the Off Warrant for the period August 12 – September 9 (dated 9/9/2020) in the amount of \$106,267.67. 2<sup>nd</sup> Mr. Harrison. All in favor. None opposed. The motion carried.

**MOTION:** Ms. Oudekerk made a motion to accept the Off Warrant dated August 13, 2020 (for the period July 18 – August 13, 2020) in the amount of \$102,286.73. 2<sup>nd</sup> Mr. West. All in favor. None opposed. The motion carried.

**MOTION:** Mr. West made a motion to accept the Off Warrant dated August 13, 2020 in the amount of \$15,533.03. 2<sup>nd</sup> Ms. Oudekerk. All in favor. None opposed. The motion carried.

**MOTION:** Ms. Oudekerk made a motion to authorize the signing of the Warrant dated September 8, 2020 in the amount of \$20,054.29. 2<sup>nd</sup> Ms. Giugno. All in favor. None opposed. The motion carried.

**MOTION:** Mr. West made a motion to accept the P & L and Balance Sheet as presented, based on 69% of the year completed. 2<sup>nd</sup> Ms. Giugno. All in favor. None opposed. The motion carried.

## **COMMITTEE REPORTS**

### **ADMINISTRATIVE COMMITTEE:**

- The committee met in September to prepare for the September 3rd virtual Candidates' Night and to review plans for the September 15<sup>th</sup> budget vote and trustee election.
- Our accounting firm expects to complete the library's 2019 audit during September and the committee will invite our accountant to present his findings to the entire board at our October board meeting.
- The service committee will take on the board's bylaws revision.

### **SERVICE COMMITTEE:**

- The service committee did not meet in July, but will begin work on the bylaws update for presentation to the board in October.

**DIRECTOR'S REPORT:** Ms. Dugas Hughes reported on the results of the September 15 budget vote and trustee election. Turnout for this election was up 33% over last year, and the budget passed with a 6:1 ratio of yes: no votes. Four community residents ran for two vacant positions on the board: Lewis Dubuque, Camille Engel, Charlie Pensabene, and Michael Thoma. Ms. Dugas Hughes congratulated the elected Trustees, Camille and Lewis, and thanked Charlie and Michael for their interest in serving on the library board. The election was widely covered by local media.

Library patrons and the Greenbush Garden Club have generously donated their time and plants to beautify library gardens near the drive-thru window and by the flagpole.

Painting of the library, which is part of the UHLS construction grant, is underway.

Staff continue to support our library community through in-person and virtual efforts. The library continues to offer the very popular curated "Book Bundles" for children and adults. Patrons are supportive of the library's "Grab and Go" browsing service and appreciate the drive-thru book check out as well. The virtual summer reading programs were very successful, and the library has issued 132 new library cards since they reopened.

**COVID-19 REOPENING:** Ms. Dugas Hughes proposes that the library move to service level 5 on September 29, 2020. Service level 5 offers these additional services to our community:

- Library services will be available four more hours per week (returns will be accepted from 11 am – 2 pm on Monday and the library will be open until 7 pm on Wednesday). Saturday hours will change to 10am-2pm. The new hours will start on October 5, 2020.
- The library capacity will be increased to 20 and re-evaluated monthly.

- Library visits will be limited to 30 minutes (except for some on-site public computer appointments, which will be 60-minutes in length).
- Six public computers will be available for on-site use with preference given to those who make an appointment.
- The library will accept payment for print/ copy/ scan and fax services. The collection of fees will begin. Overdue fines will continue to be waived.
- Limited seating (one seat per table) will be gradually introduced.
- Notary Services will be available by appointment.
- In-person library board meetings will resume.
- The library will begin to work with community partners to determine how to manage in-person programming during service level 6.

**MOTION:** Ms. Harris made a motion to approve the library's transition to service level 5 on September 29, 2020. 2<sup>nd</sup> Mr. Harrison. All in favor. None opposed. The motion carried.

**MOTION:** Mr. Harrison moved to approve the library's COVID-19 Reopening Safety Plan (rev. 9/22/2020) as modified. 2<sup>nd</sup> Ms. Harris. All in favor. None opposed. The motion carried.

**PERSONNEL:** Ms. Dugas Hughes updated the board on personnel changes, which included a resignation, termination, and classification change.

**MOTION:** Ms. Oudekerk moved to accept the September 22, 2020 Personnel Memo as presented. 2<sup>nd</sup> Ms. Giugno. All in favor. None opposed. The motion carried.

## **LIAISON REPORTS**

**FRIENDS OF THE LIBRARY:** No report.

## **TOWN OF EAST GREENBUSH:**

- Ms. Kennedy reported that the town's Spotlight on Youth program is back. Nominations are being accepted for community youth (ages 11 – 18 years) that have positively contributed to East Greenbush life.
- The Town Board will install an Assistant Police Chief at their October 1<sup>st</sup> meeting. This is a new position.
- Work continues on the Empire State Trail, a biking and walking trail that crosses East Greenbush. It is on target to open in November, 2020.

## **RENSELAER COUNTY:**

- While the county budget is weathering the pandemic for now, sales tax revenues are down and it is not clear how the county budget will be impacted by state and federal funding cuts.
- The Sherwood Avenue construction project has been completed.

**UHLS:** The UHLS continues to work with member libraries as they plan their re-openings during the pandemic. The East Greenbush Community Library has instituted one of the most aggressive re-opening plans in the region.

**NEW BUSINESS:** None.

**MOTION:** Mr. West made a motion to adjourn the meeting at 9:25 pm. 2<sup>nd</sup> Ms. Harris. All approved and the meeting was adjourned.

Respectfully Submitted,  
Lynne Oudekerk, Secretary