

EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING
by videoconference
July 21, 2020

FINAL

In attendance: Michael Poost, President
Kevin McCann, Vice President
Bob West, Treasurer
Lynne Oudekerk, Secretary
Jill Dugas Hughes, Library Director
Elizabeth Giugno
Mari Harris
Shay Harrison
Hollie Kennedy, Town of East Greenbush

CALL TO ORDER: The meeting was called to order at 7:02 pm.

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

MOTION: Ms. Harris made a motion to approve the minutes of the June 16, 2020 board meeting as corrected. 2nd Mr. Harrison. All in favor. None opposed. The motion carried.

MOTION: Ms. Harris made a motion to approve the minutes of the June 27, 2020 COVID-19 board meeting as presented. 2nd Ms. Giugno. All in favor. None opposed. The motion carried.

TREASURER'S REPORT: The coronavirus pandemic has resulted in a significant drop in library income along with reductions in library expenses. At this point, the library is on track to finish the fiscal year under budget, although the exact amount is not yet clear.

MOTION: Ms. Oudekerk made a motion to accept the Off Warrant dated July 17, 2020 in the amount of \$96,027.13. 2nd Ms. Harris. All in favor. None opposed. The motion carried.

MOTION: Mr. Harrison made a motion to authorize the signing of the Warrant dated July 16, 2020 in the amount of \$33,776.01. 2nd Mr. McCann. All in favor. None opposed. The motion carried.

MOTION: Mr. McCann made a motion to accept the P & L and Balance Sheet as presented, based on 54% of the year completed. 2nd Ms. Harris. All in favor. None opposed. The motion carried.

MOTION: Mr. McCann made a motion to approve the 2021 preliminary proposed budget that will be presented to the public at a virtual public hearing at 7:00 pm on Tuesday, August 4th. 2nd Mr. Harrison. All in favor. None opposed. The motion carried.

COVID-19 REOPENING: The library's original Reopening Safety Plan was originally approved by the board on June 16th. The June 27th update to the plan was approved at the June 27th COVID-19 board meeting. It is presented to the entire board today for retroactive approval.

MOTION: Ms. Oudekerk made a motion to retroactively approve the library's updated COVID-19 Reopening Safety Plan (6/27/2020). 2nd Ms. Harris. All in favor. None opposed. The motion carried.

Ms. Dugas Hughes drew our attention to a July 20, 2020 report of REALM (Reopening Archives, Libraries, and Museums: A COVID-19 Research Project). Their most recent study evaluated COVID-19 virus survival on *stacked* library materials. They found that, while viral load on stacked library materials dropped considerably in the first hours after infection, small amounts of virus remained on some materials for up to four days. UHLS announced that they would be extending the hold on all circulated materials to 96 hours effective immediately. Ms. Dugas Hughes proposed an update to the library's *Reopening Plan - Appendix A: Materials Quarantine Procedures* to do the same.

MOTION: Mr. McCann made a motion to approve the 7/21/2020 update to the Library Reopening Plan – Appendix A: Materials Quarantine Procedures. The updated procedure extends the quarantine of returned books and materials from three days (72 hours) to four days (96 hours). 2nd Ms. Harris. All in favor. None opposed. The motion carried.

COMMITTEE REPORTS

ADMINISTRATIVE COMMITTEE: The committee did not meet in July.

SERVICE COMMITTEE: The committee did not meet in July.

DIRECTOR'S REPORT: Ms. Dugas Hughes thanked the East Greenbush Garden Club for beautifying the entrance and patio area of the library and agreeing to maintain the flower gardens. The flowers greatly enhance the library and are appreciated by staff and visitors alike.

The library's Summer Reading Challenge has been very successful, with 469 children, youth, and adults participating as of June 30. The demand for virtual activities and events has been excellent, library card requests are at an all-time high, and the library hosted its first in-person event, a socially distanced outdoor book club meeting.

On July 1, the library entered Level 4 of the phased reopening. This level allowed for limited opening of the library for a small number of patrons. This allowed the library to start its Grab and Go service, which permitted up to 10 (now 15) patrons to come into the library at any one time to browse and check out books. In person transactional services such as faxing, copying, printing, scanning, and notarizing are also permitted as are in-person reference requests. The

drive through book pickup continues to be popular and patrons are appreciative of the Book Bundle/ Staff Picks service in which library staff select a group of books based on patron interests. At the same time, staff continue to offer enhanced virtual programming, which has been extremely popular with patrons.

APPROVE PUBLIC HEARING DATE FOR 2021 BUDGET: The board bylaws stipulate that the board conduct a public hearing on the following year's budget in July of each year. This year the budget preparation was delayed due to uncertainties posed by the Coronavirus pandemic. As a result, we plan to hold the public hearing on the 2021 budget in August. This will require board approval.

MOTION: Ms. Harris made a motion to amend the bylaws of the East Greenbush Community Library *for the current year only*: **ARTICLE V: Fiscal Year** The fiscal year of the library shall be the calendar year from January to December and the annual budget shall be presented to the public for review and discussion at the Annual Meeting on August 4th. 2nd 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 park is running a summer youth program at the park three mornings per week. A public hearing on traffic flow at the intersection of route 4 and 1-90 will be held at 6:30 pm on August 12. Music at the Park will resume on August 4.

RENSSELAER COUNTY: No report.

UHLS: UHLS's board recently endorsed a statement condemning racism. UHLS has established a steering committee which will explore means by which they can promote and elevate racial justice and social justice issues within the library system.

PERSONNEL: No report.

NEW BUSINESS: None.

MOTION: Mr. McCann made a motion to adjourn the meeting at 8:31 pm. 2nd Ms. Oudekerk. All approved and the meeting was adjourned.

Respectfully Submitted,
Lynne Oudekerk, Secretary

