

**EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING** **Approved 2/18/2020**

**JANUARY 21, 2020**

In attendance: Michael Poost – President  
Kevin McCann – Vice President  
Lynne Oudekerk – Secretary  
Elizabeth Giugno- Trustee  
Mari Harris- Trustee  
Eileen Riley – Recording Secretary  
Jill Dugas Hughes – Library Director  
Tom Grant – Rensselaer County  
Liz Reyner – Friends of the East Greenbush Library  
Hollie Kennedy – Town of East Greenbush

Meeting called to order @ 7:30 pm.

**PUBLIC COMMENT:** None.

**NOMINATIONS FOR OFFICER:**

Michael Poost – President  
Kevin McCann – Vice President  
Bob West –Treasurer  
Lynne Oudekerk – Secretary

**MOTION:** Ms. Oudekerk cast the vote to elect the officers.

**COMMITTEE ASSIGNMENTS:** Appointed by the President who serves Ad Hoc on all committees

Service Committee  
Ms. Harris – Chair  
Mr. Harrison  
Ms. Guigno

Administration Committee  
Ms. Oudekerk – Chair  
Mr. West  
Mr. McCann

**MEETING SCHEDULE & LIBRARY CALENDAR:** Board approved.

Board of Trustees: Change of address for Mr. McCann to #110.

Holidays & Days Closed: Correction for Memorial Day to May 25.

**CODE OF ETHICS:** Signed by all board members.

**CONFLICT OF INTEREST & BYLAWS POLICY:** Reviewed by the board.

**MINUTES:**

**MOTION:** Mr. McCann made a motion to accept the minutes of the December 17, 2019 Library Board meeting as presented. 2<sup>nd</sup> Ms. Oudekerk. All in favor. None opposed. The motion carried.

**TREASURER'S REPORT:**

**MOTION:** Mr. McCann made a motion to accept the Off-Warrant dated December 31, 2019 in the amount of \$46,669.24. 2<sup>nd</sup> Ms. Oudekerk. All in favor. None opposed. The motion carried.

**MOTION:** Mr. McCann made a motion to accept the Off Warrant dated January 15, 2020 in the amount of \$66,507.35. 2<sup>nd</sup> Ms. Oudekerk. All in favor. None opposed. The motion carried.

**MOTION:** Mr. McCann made a motion to accept the Warrant dated December 31, 2019 in the amount of \$13,724.96. 2<sup>nd</sup> Ms. Giugno. All in favor. None opposed. The motion carried.

**MOTION:** Ms. Oudekerk made a motion to authorize the signing of the Warrant dated January 15, 2020 in the amount of \$154,798.16. 2<sup>nd</sup> Mr. McCann. All in favor. The motion carried.

**MOTION:** With 100% of the year completed, Mr. McCann made a motion to approve the P & L and Balance Sheet dated December 31 2019. 2<sup>nd</sup> Ms. Giugno. All in favor. None opposed. The motion carried.

**MOTION:** With 4% of the year complete, Ms. Oudekerk made a motion to accept the P & L and Balance Sheet as presented. 2<sup>nd</sup> Mr. McCann. All in favor. None opposed. The motion carried.

**MOTION:** Mr. McCann made a motion to accept the Gift and Grant Statement as presented. 2<sup>nd</sup> Ms. Oudekerk. All in favor. None opposed. The motion carried.

Ms. Harris entered the meeting @ 8:00pm. At that time Ms. Harris took the Oath of Office. Ms. Harris & Mr. Poost signed the document and it was notarized.

**DIRECTOR'S REPORT:**

- Programming & attendance increasing – 847 programs, 22,229 attending, 999 outside meetings.
- Adult Fiction- “Hot Off The Press” and digital audiobook circulation increasing; physical audio book circulation down.
- Film Festival scheduled for February 8, 2020. Jackson Murphy will be behind the scenes. Jim Dickson & his wife Susan will emcee. Only 4 movies this year – Judy, Harriet and Parasite. Rensselaer will show Maleficent.
- New Library cards are in. There are 3 choices available. Replacements will cost \$1.00 at the desk.

Ad Hoc committee: No report.

**FRIENDS OF THE EAST GREENBUSH LIBRARY:**

- The end of the year annual appeal has netted \$2,200.00 to date.

- The Popup book sales have netted \$360.00 to date.
- The Winterfest sale of children's books realized \$150.00. The Book Sale does not have a Chairperson so there will be no Spring Book Sale. The possibility of a tent sale was discussed.
- There will be a Children's book sale in the Fall.
- The possibility of converting a storage room into a bookstore operated by the Friends is being discussed.

**TOWN OF EAST GREENBUSH:**

- A National Resources Project is being formed. 5 -7 people with skills and training are being sought for a 2-year appointment.
- Interviews are under way for a Town Planner.
- Recruiting is under way for a Community Services Coordinator.

**RENSELAER COUNTY:**

- The budget is being issued today & a report will be ready for the next meeting.

**UHLS:** There is a movement to make Libraries fine free – partially or full.

Mr. McCann left the meeting @ 9:00pm.

**PERSONNEL MEMO:**

**MOTION:** Ms. Oudekerk made a motion to accept the Personnel Memo as presented. 2<sup>nd</sup> Ms. Harris. All in favor. None opposed. The motion carried.

**NEW BUSINESS: Emergency Closing Policy.**

Director determines after a discussion with Mr. Poost.  
Service Committee will review the policy.

**MOTION:** Ms. Giugno made a motion to adjourn at 9:35pm. 2<sup>nd</sup> Ms. Harris.

Respectfully submitted,  
Eileen Riley, Recording Secretary