

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

Meeting called to order at 7:40.

**MINUTES:** The minutes of the October 15, 2019 meeting were corrected as follows:  
under Treasurer’s Report, 78% of the year completed;  
under reports, Rensselaer County corrected from Town of Rensselaer;  
under Friends report, \$5,053.82 raised at the Children’s Festival.  
Under UHLS delete item regarding 2 vendors, move under Director’s Report.

**MOTION:** Mr. McCann made a motion to accept the minutes as corrected. 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 November 13, 2019 in the amount of \$113,529.19. 2<sup>nd</sup> Ms. Oudekerk. All in favor. None opposed. The motion carried.

**MOTION:** Mr. McCann made a motion to authorize the signing of the Warrant dated November 13, 2019 in the amount of \$25,535.91. 2<sup>nd</sup> Ms. Giugno. All in favor. Noe opposed. The motion carried.

**MOTION:** With 87% of the year completed, Mr. McCann made a motion to accept the P & L and Balance Sheet as presented. 2<sup>nd</sup> Ms. Harris. All in favor. None opposed. The motion carried.

**DIRECTOR’S REPORT:**

The Kiwanis sponsored Halloween parties/parades during story-times for 300 kids.

We held a volunteer fair with 15 local organizations represented.

The library is a complete count committee for the 2020 census and will provide access to computers for the community to complete the census. The library is also hosting monthly recruitment days for US Census enumerator jobs.

A fine amnesty for 2 weeks in the New Year was proposed with general consensus from the board.

**SMOKE AND TOBACCO POLICY**

Corrected to include in the last line "in accordance."

**MOTION:** Ms. Oudekerk made a motion to accept the SMOKE AND TOBACCO POLICY as corrected. 2<sup>nd</sup> Mr. McCann. All in favor. None opposed. The motion carried.

**ADMINISTRATION COMMITTEE:**

Personnel issue will be covered in Executive Session.

An investigation into the feasibility of changing the name of the library as suggested by Mr. Matters was investigated and absolutely not recommended by the State Education Department. A follow-up letter was sent from the library board to Mr. Matters.

The treasurer is working on year end financials.

Our construction grant proposal has been approved for 53% by the UHLS board. A meeting will be scheduled in January to further explore the grant project.

The proposed UHLAN 3-year agreement was reviewed. A letter was sent to the UHLS board requesting a modification to the arbitrary method for the fee structure.

**SERVICE COMMITTEE:**

3 prototypes of library cards are being considered;

The Children's Room needs new chairs immediately. Library will upgrade chairs and couch with library funds. Friends might be willing to reimburse expense;

McMillan digital lending system will provide 1 copy of a book for the entire system for 8 weeks and then an unlimited amount will be available; NYLA has a petition on their website that includes information;

Fines for vets were suspended for the month of November;

The issue of fundraising is in committee – there are ongoing questions, including a separation of areas of funding and library contingency if no book sale.

**FRIENDS:**

Elections were held at tonight's meeting;

A new treasurer has been sworn in;

Patrick Cronin will continue as Data Base Officer;

\$60,000.00 + in treasury;

Planning for the new year will be done at the January board meeting;

Still seeking a book sale chair.

**TOWN OF EAST GREENBUSH:**

On 11/20/19 there will be a public hearing regarding the transfer station – fees are not covering the cost of operation;

December 9-13 is appliance amnesty week;

The 3<sup>rd</sup> Steering committee meeting will be held on November 25, 2019;

Holiday events, including the gingerbread house competition and tree lighting will take place December 4;

December 7 will be the emergency services parade.

**UHLS:**

The current book delivery company is out of business and the new company will charge more;

UHLS approved a one year member contract with a 2% increase with the stipulation that the fee structure would be evaluated for next year.

**PERSONNEL MEMO:** It was noted there is no civil service list.

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

**NOMINATING COMMITTEE:**

Mr. West chairperson, Ms. Oudekerk and Ms. Harris.

The Board entered Executive Session at 9:25 pm.

The Board exited Executive Session at 9:40 pm.

**MOTION:** Mr. West made a motion to accept the proposed salary adjustment to Building Maintenance Mechanic Position. 2<sup>nd</sup> Mr. Harris. All in favor. None opposed. The motion carried.  
(Note: Mr. McCann was not present for the vote on this motion.)

**MOTION:** At 9:45 Ms. Harris made a motion to adjourn. 2<sup>nd</sup> Ms. Giugno.

Respectfully submitted,  
Eileen Riley, Recording Secretary