

**EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING
JANUARY 15, 2018**

Approved 3/9/2018

In attendance: Michael Poost – President
Kevin McCann – Vice President
Bob West – Treasurer
Jim Lansing – Secretary
Jill Dugas Hughes – Library Director
Elizabeth Giugno
Mandy McCord
Shay Harrison
Liz Reyner – Friends of the East Greenbush Library
Tom Grant – Rensselaer County Legislature
Eileen Riley – Recording Secretary

Meeting called to order @ 7:30.

Oath of Office was administered to Mr. Harrison by Mr. Lansing.

PUBLIC COMMENT: None.

The following members have been nominated as officers to the Board for 2019:

Michael Poost – President
Kevin McCann – Vice President
Bob West – Treasurer
Jim Lansing – Secretary

No additional nominations from the floor.

MOTION: Mr. Lansing cast the vote to confirm the officers for the Board effective immediately.

The following committee appointments were made:

Administration: Mr. McCann – Chairperson
Mr. West
Mr. Harrison

Service: Mr. Lansing – Chairperson
Ms. Giugno
Ms. McCord

Mr. Poost will participate on both committees.

Mr. Poost proposed both committees meet the 1st Tuesday of the month except in February when the meeting will be held on the 1st Monday to accommodate an agreement with Mr. Harrison. In May, June & July the meetings will be held on the 1st Wednesday to accommodate Ms. McCord's schedule.

Administration will meet @ 6:00 – 7:00 pm.

Service will follow @ 7:15 – 8:15.

MOTION: Mr. McCann made a motion to accept the minutes of the December 19, 2017 meeting as presented. 2nd Ms. McCord. All in favor. None opposed. The motion carried.

MOTION: Ms. Giugno made a motion to authorize the signing of the Warrant dated December 13, 2017 in the amount of \$7,898.32. 2nd Mr. Lansing. All in favor. None opposed. The motion carried.

MOTION: Mr. Harrison made a motion to accept the P & L & Balance Sheet dated December 31, 2017 as presented. 2nd Mr. West. All in favor. None opposed. The motion carried.

MOTION: Mr. Lansing made a motion to accept the Off Warrant dated December 13-31, 2017 in the amount of \$ 76,376.12. The motion included acceptance of the report of the expense drawn from the Operational Budget during 2017 to cover the non-budgeted expense for the Led & Heat Pump for the Library share of \$46,791.9. Grant money received for the project was deposited in the Operational Reserve. 2nd Ms. Giugno. All in favor. None opposed. The motion carried.

MOTION: Ms. McCord made a motion to accept the Gifts & Grants Report as presented. 2nd Mr. Lansing. All in favor. None opposed. The motion carried.

The Service Committee will discuss an appropriate way to publicly recognizing gifts.

MOTION: Ms. Giugno made a motion to authorize the signing of the Warrant dated January 11, 2018 in the amount of \$144,203.06. 2nd Mr. West. All questions were answered to the satisfaction of the Board. All in favor. None opposed. The motion carried.

MOTION: Mr. Lansing made a motion to accept the P & L & Balance sheet dated January 11, 2018 as presented. 2nd Mr. Lansing. All in favor. None opposed. The motion carried.

MOTION: Ms. McCord made a motion to accept the Off Warrant date January 11, 2018 in the amount of \$36,095.41. 2nd Mr. Lansing. All in favor. None opposed. The motion carried.

Mr. McCann acknowledged the assistance of Vicki Bucciantini & Ms. Dugas Hughes in the preparation of the financial reports.

Mr. Poost thanked Mr. McCann for his years of service to the Board as Treasurer.

COMMITTEE REPORTS: None.

FRIENDS: An organizational meeting will be held Tuesday January 16, 2018.

Book sales will be held in April & October.

The Children's book sale will also be held.

Funds available to the Library will be discussed in accordance with the MOU.

TOWN OF EAST GREENBUSH: Mr. Grant reported that Guy Warner is the newest member of the Town Board until the end of the year. Mr. Grant is now a County Legislator and will serve on the Education Committee, which includes libraries.

UHLS: Met last week & created a calendar for the year.

PERSONNEL MEMORANDUM:

MOTION: Mr. McCann made a motion to accept the personnel memorandum as presented. 2nd Mr. Harrison. All in favor. None opposed. The motion carried.

MOTION: Mr. McCann made a motion to accept the proposal to hire a Community Relations Coordinator/assistant to the Director. 2nd Mr. Harrison. All questions were answered. 6 approve. 1 oppose. The motion carried.

MOTION: Mr. McCann made a motion to accept the recommendation to enhance the proposed salary for a Part Time Building Maintenance Mechanic within the limit of \$2,700.00. 2nd Mr. West. All questions were answered to the satisfaction of the Board. All in favor. None opposed. The motion carried.

DIRECTOR'S REPORT: A visual snapshot of 2017 was presented. Library usage continues to grow.

OLD BUSINESS: The materials for the heat pump project have to be ordered by June so that has been done.

Mr. Harrison made a motion to adjourn @ 9:30. 2nd Mr. Lansing. All in favor. None opposed. The motion carried.

Respectfully submitted,
Eileen Riley
Secretary to the Board of Trustees