

**EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING  
January 17, 2017**

**Approved 2/21/2017**

In attendance: Michael Poost – President  
Mandy McCord– Vice President  
Kevin McCann – Treasurer  
Jim Lansing – Secretary  
Lisa Fox  
Elizabeth Giugno  
Robert West  
Jill Dugas Hughes – Library Director

Meeting called to order at 7:35 p.m.

**PUBLIC COMMENT:** None.

**OATH OF OFFICE, and associated yearly board paperwork:** Mr. West was sworn into his 5 year term by Mr. Poost. The Conflict of Interest, Board of Trustee Code of Ethics, and Whistle Blower Policy documents distributed and signed by the board members and returned to Ms. Dugas Hughes.

The unopposed candidates for the current term's positions were as follows:

Michael Poost – President  
Mandy McCord – Vice President  
Kevin McCann – Treasurer  
Jim Lansing – Secretary

The following committee structure was accepted for the upcoming year with the President being an ad hoc member of all.

- Service: Ms. McCord (chair), Ms. Giugno, Mr. McCann. Meeting time 6pm, 2<sup>nd</sup> Thursday
- Administration: Ms. Fox (chair), Mr. Lansing, Mr. West. Meeting time 6pm, 2<sup>nd</sup> Tuesday

**MOTION:** Accept the slate of candidates for 2017 officers; Ms. Fox. 2<sup>nd</sup> Ms. Giugno. Passed unanimously.

**APPROVAL OF PRIOR MEETING MINUTES:**

**MOTION:** Approve December 20, 2016 Board Meeting Minutes. Mr. McCann. 2<sup>nd</sup> Ms. Fox. Motion passed unanimously.

**TREASURER'S REPORTS**

**MOTION:** Ms. Fox made a motion to authorize the signing of the 12/31/2016 Warrant in the amount of \$15,367.27. 2<sup>nd</sup> Ms. Guigno. All questions were answered to the satisfaction of the Board. All in favor. None opposed. The motion carried.

**MOTION:** Ms. Fox made a motion to accept the Off-Warrant dated December 14-December 31, 2016 in the amount of \$75,849.62. 2<sup>nd</sup> Mr. Lansing. All in favor. None opposed. The motion passed.

**MOTION:** With 100% of the year completed, Ms. Fox made a motion to accept the 2016 P & L and Balance Sheet as presented. 2<sup>nd</sup> Ms. Guigno. All in favor. None opposed. The motion passed.

**MOTION:** Ms. Fox made a motion to accept the Warrant dated January 11, 2017 in the amount of \$153,968.92. 2<sup>nd</sup> Mr. Lansing. All in favor. None opposed. The motion passed.

**MOTION:** With 3% of the year completed, Ms. McCord made a motion to accept the 2016 P & L and Balance Sheet as presented. 2<sup>nd</sup> Ms. Fox. All in favor. None opposed. The motion passed.

**MOTION:** Ms. McCord made a motion to accept the Off-Warrant dated January 1-11, 2017 in the amount of \$8,680.80. 2<sup>nd</sup> Ms. Giugno. All in favor. None opposed. The motion passed.

**MOTION:** Ms. Fox made a motion to accept the 2017 contract with the Town of Schodack in the amount of \$272,415. 2<sup>nd</sup> Mr. Lansing. All in favor. None opposed. The motion passed.

**MOTION:** Ms. McCord made a motion to accept the 2016 Gift and Grant Report as presented. All questions were answered to the satisfaction of the board. 2<sup>nd</sup> Mr. Lansing. All in favor. None opposed. The motion passed.

**DIRECTOR'S REPORT:** Written report attached.

**OLD BUSINESS:**

**Sidewalk Project:** Mr. Poost and Ms. Fox will review and sign the amended sidewalk proposal contract.

Strategic Plan: The Draft document was discussed. The Board will email Ms. Dugas Hughes all suggestions prior to the next meeting, for final approval.

**LED Lighting Project:** Mr. Poost and Ms. Dugas Hughes are meeting with the lighting vendor to discuss the project timeline and choose bulbs.

**EXECUTIVE SESSION re: Personnel/Contract**

**MOTION:** Mr. Poost made a motion to move into executive session to discuss a personnel/contract matter. Second Mr. McCann. No questions. All in favor. None opposed. The motion carried.

Respectfully submitted,  
Jill Dugas Hughes, Director