

**EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING
JANUARY 19, 2016**

Approved 2/9/16

In attendance: Michael Poost – President
Lisa Fox – Vice President
Kevin McCann – Treasurer
Mandy McCord – Secretary
Jill Dugas Hughes – Library Director
Elizabeth Giugno
Jim Lansing
Jennifer O’Brien - excused
Eileen Riley – excused

Meeting called to order at 7:31 p.m.

PUBLIC COMMENT: None.

OATH OF OFFICE, CONFLICT OF INTEREST, BANKING FORMS: Ms. Giugno, Mr. McCann and Mr. Lansing were sworn in to their new office terms.

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.

ELECTION OF OFFICERS AND COMMITTEES: 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

Ms. McCord (former secretary) made a motion to accept the candidates for the positions. Mr. McCann so moved.

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

- Service: Ms. McCord (lead), Ms. Giugno, Mr. McCann. Meeting time 6pm.
- Administration: Ms. Fox (lead), Mr. Lansing, Ms. O’Brien. Meeting time 7pm.
- Task Force: Participation as needed. Meeting time 8pm.

CONTRACT FOR LIBRARY SERVICES – TOWN OF SCHODACK: The contract was received and signed by Mr. Poost with the year being changed from 2015 to 2016, and initialed. Schodack will need to cross sign the change.

MOTION: The December 15, 2015 minutes statement “With 94% of the year completed, the Board agreed to pay the full balance of the Worker’ Compensation Bill by the end of the year..” needs to be changed to “With 94% of the year completed, the Board agreed to pay the full balance of the Umbrella Policy bill by the end of the year..” Ms. Dugas Hughes will make the change.

Mr. McCann made a motion to accept the minutes as amended. 2nd Ms. Giugno. No questions. All in favor. None opposed. The motion carried.

TREASURER'S REPORTS:

MOTION: Ms. Fox made a motion to authorize the signing of the Warrant of December 31, 2015 in the amount of \$6,766.09. 2nd Ms. Giugno. All questions were answered to the satisfaction of the Board. All in favor. None opposed. The motion carried.

MOTION: Ms. Giugno made a motion to accept the end of year financial as presented. 2nd Ms. Fox. All questions were answered to the satisfaction of the Board. All in favor. None opposed. The motion carried.

MOTION: Ms. Giugno made a motion to accept the December 9-31, 2015 Off Warrant in the amount of \$56,593.30. 2nd Mr. Lansing. No questions. All in favor. None opposed. The motion carried.

MOTION: Ms. Fox made a motion to authorize the signing of the Warrant of January 13, 2016 in the amount of \$191,602.46. 2nd Mr. Lansing. 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, and Balance Sheet as presented. 2nd Ms. Fox. 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 January 1-13, 2016 Off Warrant in the amount of \$52,608.98. 2nd Ms. McCord. No questions. All in favor. None opposed. The motion carried.

MOTION: Ms. Fox made a motion to approve the proposed budget as amended to account for updated NYSLRS and health insurance figures. 2nd Mr. Lansing. No questions. All in favor. None opposed. The motion carried.

MOTION: Mr. McCann made a motion to approve the Personnel Memorandum as presented for the permanent appointments of Ms. Bugbee, and Ms. Dugas Hughes, and the provisional appointment of Ms. Mullen. 2nd Mr. Lansing. No questions. All in favor. None opposed. The motion carried.

DIRECTOR'S REPORT:

Ms. Dugas Hughes reviewed the library usage trends by category for 2014 and 2015.

She is also working on a final 2015 annual report which will be presented to the board soon.

OLD BUSINESS:

Mr. Poost gave an update on the DCC Controls Project. Esco was the low bidder and has been sent a contract to sign. An additional heat pump is needed by the offices which has been quoted at \$4200. Mr. Poost will discuss this possible change order to the contract with Esco.

Ms. Dugas Hughes gave an update on the Strategic Plan Project. The draft letter and a list of the community participant invitees was distributed for review. She and Mr. Poost will send the invitations out and keep the Board updated on her feedback and progress.

NEW BUSINESS: None.

BOARD COMMENTS: None.

MOTION: Mr. McCann made a motion to adjourn at 10:02p.m. 2nd Ms. Giugno.

Respectfully submitted,
Mandy McCord, Secretary