EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING

OCTOBER 20, 2015

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

Meeting called to order at 7:30.

Mr. Poost welcomed Jim Lansing to the Board. Mr. Lansing took the Oath of Office, which was notarized by Marion Pierson.

PUBLIC COMMENT: None.

MINUTES: The September minutes under Task Force were corrected as follows:
St. Peter’s Patrons was corrected to read St. Peter’s Partners;
“letter denying access by the YMCA has been requested” to “a letter from the YMCA has been requested”.

MOTION: Ms. O’Brien made a motion to accept the minutes as corrected. 2nd Ms. McCord. All in favor. None opposed. The motion passed.

PERSONNEL MEMORANDUM:

MOTION: Mr. McCann made a motion to accept the Personnel Memorandum as presented. 2nd Ms. Fox. All in favor. None opposed. The motion carried.

TREASURER’S REPORT:

MOTION: Ms. O’Brien made a motion to authorize the signing of the October 15 Warrant in the amount of $35,132.32. 2nd Ms. McCord. At Ms. Cord’s request, in the future the full warrant will be issued with all charges itemized. All in favor. None opposed. The motion carried.

MOTION: With 78% of the year completed, Ms. O’Brien made a motion to accept the P & L and Balance Sheet as presented. 2nd Ms. Fox. Mr. McCann explained that a $2,000.00 legislative, education grant
has been deposited in the Gifts and Grants Fund; and the $13,729.00 construction grant for the control system has been deposited in the Operation and Contingency Fund. All in favor. None opposed. The motion carried.

**MOTION:** Ms. McCor made a motion to accept the Off-Warrant dated October 15 in the amount of $114,547.11 as presented. 2nd Ms. Fox. All in favor. None opposed. The motion carried.

**MOTION:** Ms. McCord made a motion to authorize the payment of $4,730.00 to Excel Engineering, PC as part of the payment for temperature control project. 2nd Mr. Lansing. None opposed. 1 abstention.

**SERVICE COMMITTEE:** A general meeting was held on 10/6/15 to discuss the committee structure and goals with Ms. Dugas Hughes. She has been meeting individually with staff.
- A $2,500.00 grant has been submitted to UHLA for the Adult Literacy Program.
- On 11/11/15 there will be a meeting for all the staff.
- The carpet is going to be cleaned and the old copier removed.

**ADMINISTRATION COMMITTEE:**
- Discussions continue regarding insurance plans to be offered for next year.
- The bill for the IT support issue will be paid to Upper Hudson; however conversations with the consortium will continue regarding implementing service metrics into the next membership agreement.
- Discussions about future fundraising/annual appeal possibilities occurred.

**TASK FORCE:**
- No further contact with North Greenbush
- National Grid is conducting an energy review of the building.

**DIRECTOR’S REPORT:**
- Impressed with Library operation and with the staff. All members think critically of the big picture.
- Scholarships are being sought for training and enrichment programs for the staff.
- Mr. Lansing and Ms. Dugas Hughes attended trustee training.
- A suggestion that at the end of each meeting each member mention a positive thing about the Library, it’s organization and/or activities, the staff, etc. to share with the community the following month.

**ULAN:** No report.

**OLD BUSINESS:** See Administration Committee report.

**BOARD COMMENTS:**
- The Children’s Festival was most successful.
- Particular thanks to Molly Chatt, Ann Caldwell, and the rest of the Youth Services Staff for their work arranging and implementing the festival.

**MOTION:** Mr. McCann made a motion to adjourn at 8:50. 2nd Ms. Fox.

Respectfully Submitted,
Eileen Riley, Recording Secretary