

**EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING
NOVEMBER 15, 2016**

Adopted 12/20/2017

In attendance: Michael Poost – President
Mandy McCord – Vice President
Kevin McCann – Treasurer
Jim Lansing – Secretary
Jill Dugas Hughes – Library Director
Elizabeth Giugno
Lisa Fox
Jennifer O’Brien
Bob West – Incoming Board Member
Lynne Oudekerk – Friends of the Library
Tom Grant – Town of East Greenbush
Eileen Riley – Recording Secretary

Meeting called to order @ 7:30.

PUBLIC COMMENT: None.

MINUTES: Ms. O’Brien made a motion to accept the minutes as presented. 2nd Ms. Fox. 6 in favor. 1 opposed. The motion passed.

TREASURER’S REPORT:

MOTION: Ms. Fox made a motion to authorize the signing of the November 9, 2016 Warrant in the amount of \$29,186.05. 2nd Mr. Lansing. All questions were answered to the satisfaction of the Board. All in favor. None opposed. The motion carried.

MOTION: With 86% of the year completed, Ms. O’Brien made a motion to accept the P & L and Balance Sheet as presented. 2nd Mr. Lansing. All in favor. None opposed. The motion passed.

MOTION: Mr. Lansing made a motion to accept the Off-Warrant dated November 9, 2016 in the amount of \$74,926.04. 2nd Ms. Giugno. All in favor. None opposed. The motion passed.

PERSONNEL: Ms. O’Brien made a motion to accept the Personnel Memo as presented. 2nd Mr. McCann. All in favor. None opposed. The motion carried.

DIRECTOR’S REPORT:

Circulation is up.

More families with young children are coming to the Library so additional story hours have been added.

In January, Columbia High School students will work @ the Library with older members on the Grandparents Digital program. This opportunity resulted from a meeting with the new School Superintendent.

Ms. Dugas Hughes attended a Department Head Retreat during where Librarians received DISC training, similar to Myers-Briggs, and worked on Strategic Planning.

FRIENDS: The Library has received the donations for the following:
the film festival;
a copy of the World Book Encyclopedia;
the winter concerts.

NEW BUSINESS: The following members were selected for the Nominating Committee:
Ms. McCord – Chairperson
Mr. Lansing
Ms. Giugno.

OLD BUSINESS:

MOTION: Ms. Fox made a motion to accept the Credit Card Transaction Policy as presented. 2nd Ms. O'Brien. All questions were answered. 6 in favor. 1 abstention. The motion passed.

The heat pump has been ordered for replacement.

The Strategic Planning draft will be reviewed by the Board at a combined meeting of the Service and Administration Committees on December 6, 2016 @ 6:00PM.

FRIENDS:

The Book Sale netted \$14,000.00.
The Conflict of Interest agreement has been approved for officers to sign.
The slate of officers has been approved for 2017.

TOWN OF EAST GREENBUSH:

The Budget is scheduled to be passed November 16, 2016.
The dispatchers unit will be under contract by the end of the year.

Ms. Fox made a motion to adjourn @ 9:10. 2nd Ms. McCord.

Respectfully submitted,
Eileen Riley, Recording Secretary