

**EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING
DECEMBER 19, 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
Bob West
Tom Grant – Town of East Greenbush
Lynne Oudekerk- President, Friends of the East Greenbush Library
Eileen Riley – Recording Secretary

Meeting called to order @ 7:35.

Mr. Poost noted it was Ms. Fox's last meeting and thanked her for her service to the board. He presented her with a plaque noting her service and a lifetime fine-free gold library card.

PUBLIC COMMENT: None.

The minutes were corrected to show the date of the February meeting as February 19, 2018.

MOTION: Mr. McCann made a motion to accept the minutes of the November 14, 2017 meeting as corrected. 2nd Mr. West. All in favor. None opposed. The motion carried.

TREASURER'S REPORT:

MOTION: Mr. Lansing made a motion to authorize the signing of the December 12, 2017 Warrant in the amount of \$18,571.98. 2nd Ms. Fox. 6 accept. 1 abstention. The motion carried.

MOTION: With 95% of the year completed, Mr. Lansing made a motion to accept the P & L & Balance Sheet as presented. 2nd Ms. Fox. 6 accept. 1 abstention. The motion carried.

MOTION: Ms. Fox made a motion to accept the Off Warrant dated December 13, 2017 in the amount of \$84,323.43. 2nd Mr. Lansing. 6 accept. 1 abstention. The motion carried.

ADMINISTRATION COMMITTEE:

Disability insurance has been renewed with no increase.
The MOU has been deferred until differences can be reconciled.
Paid Family Leave is not required & is not recommended at this time.

SERVICE COMMITTEE:

Requests for additional staff in youth services, facilities, and community relations were discussed.

The MOU has been deferred for language and refinement.

MyCard for children that would require no fines & a limited number and type of materials is under exploration.

FRIENDS:

\$15,000.00 will go to the Library for materials.
The Friends thanked the staff for the volunteer recognition event.
Discussion continued on reconciling the differences in the MOU.

TOWN OF EAST GREENBUSH:

The 2018 budget has passed.
A verified independent audit was completed for the 2nd year.
The town board has 2 new members beginning 1/1/18.
Mr. Grant was elected to the County legislature.

UHLS:

A financial review for 2016 & 2017 was completed.
The potential outlook for funding is being investigated.
The UHLS fee for 2018 is \$27,227.00

PERSONNEL MEMO:

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

DIRECTOR'S REPORT:

There will be winter reading programs for youths & adults.
The movie festival will be held Saturday, March 3, 2018.
The Library will coordinate with the Rensselaer Library where a movie will be shown Saturday, March 3.
Staffing is needed for Teen Services. The teen room is seeing 12-20 members every day and needs to be staffed 2:30 – 6:30. The current Librarian is only part time & also does programming.
A full report on Gifts & Grants will be available for the January Board meeting.

MOU: The Friends have adopted the original MOU with the revised opening statement.
The revised MOU has been accepted by the Board.

New Business:

The board committee structure will remain as is. Committee chairs will meet with Ms. Dugas Hughes to set the agenda and minutes will be issued for the record. In addition a copy of the By-Laws will be sent to each Board member.

Disability insurance will be renewed January 1, 2018 with no change in the rates.

MOTION: Ms. Fox made a motion to renew the Workers Compensation package with the lowest bidder. 2nd Ms. McCord. All in favor. None opposed.

A full audit will begin February 5, 2018 & end March 16, 2018 @ a cost of \$9,975.00.

MOTION: Ms. Fox made a motion to authorize the Board President to sign the engagement letter for the audit. 2nd Mr. West. All in favor. None opposed. The motion carried.

MOTION: Ms. Fox made a motion to authorize the Board president to sign the extension agreement with UHLS for \$27,227.00 for 2018. 2nd Mr. Lansing. All in favor. None opposed. The motion carried.

MOTION: Mr. McCann made a motion to enter into Executive Session @9:15. 2nd Ms. Giugno.

Respectfully submitted,
Eileen Riley
Secretary to the Board of Trustees