

**EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING  
December 20, 2016**

**Approved 1/17/2017**

In attendance:

Mandy McCord – Vice President  
Kevin McCann – Treasurer  
Lisa Fox  
Elizabeth Giugno  
Jennifer O’Brien  
Bob West – Incoming Board Member  
Lynne Oudekerk – Friends of the Library  
Jill Dugas Hughes – Library Director

Absent, Excused: Michael Poost, Jim Lansing

Meeting called to order @ 7:35.

**PUBLIC COMMENT:** None.

**Recognition of Outgoing Board Member:** Ms. Dugas Hughes presented a card, plaque, and gold library card, absolving Ms. O’Brien of fines for life, and thanking her for her service 2012-2016.

**MINUTES:** Mr. McCann made a motion to accept the minutes as amended. 2<sup>nd</sup> Ms. O’Brien. 5 in favor. None opposed. The motion passed.

**TREASURER’S REPORT:**

**MOTION:** Ms. Guigno made a motion to authorize the signing of the December 14, 2016 Warrant in the amount of \$30,451.39. 2<sup>nd</sup> Ms. O’Brien. All questions were answered to the satisfaction of the Board. All in favor. None opposed. The motion carried.

**MOTION:** With 96% of the year completed, Ms. O’Brien made a motion to accept the 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 Off-Warrant dated December 14, 2016 in the amount of \$75,434.67. 2<sup>nd</sup> Ms. Guigno. All in favor. None opposed. The motion passed.

**PERSONNEL MEMO:**

**MOTION:** Mr. McCann made a motion to approve the 2017 salary schedule included in the 2017 budget (scheduled attached). 2<sup>nd</sup> Ms. O’Brien. All in favor. None opposed. The motion carried.

**DIRECTOR’S REPORT:**

Circulation and attendance were slightly down for November, although overall figures are up. Volunteers are needed for the 3<sup>rd</sup> Annual Day Before the Awards Film Festival (written report attached).

**FRIENDS:**

The Friends of the Library will host the yearly planning meeting on January 17, 5:30-7:30 pm. They are supportive and plan to assist with the Film Festival. The Friends are struggling to keep up with the number of volunteers needed for the yearly book sales, and daily sorting.

**OLD BUSINESS:**

**MOTION:** Mr. McCann made a motion to authorize the Director to advance the timeline for the LED portion of the Energy Efficiency Lighting and Heat Pump Construction Project in order to secure the 15% National Grid Discount Incentive which would otherwise be reduced to 5%. Ms. Fox seconded. All in favor. None opposed. The motion passed.

**MOTION:** Mr. McCann made a motion to amend the Credit Card Transaction return policy to refund via credit card instead of check, as a best practice recommended by Square, Inc. "Refunds will be issued to the original credit card." The motion was seconded by Ms. Fox. All in favor. None opposed. The motion passed.

**NEW BUSINESS:**

**MOTION:** Mr. McCann made a motion to authorize the Director to contract with Capital Employee Assistance Program for 2017. Ms. Fox seconded. All in favor. None opposed. The motion passed.

**MOTION:** Mr. McCann made a motion to authorize the Director to renew the Worker's Compensation Policy with Utica National, 1/1/17-1/1/18. 2<sup>nd</sup> Ms. O'Brien. All in favor. None opposed. The motion passed.

Ms. O'Brien made a motion to adjourn @ 8:25 pm. 2<sup>nd</sup> Ms. Fox. All in favor. None opposed. The motion passed.

Respectfully submitted,  
Jill Dugas Hughes, Director