

**EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING  
FEBRUARY 21, 2017**

**Approved 3/21/2017**

In attendance: Michael Poost – President  
Mandy McCord – Vice President  
Kevin McCann – Treasurer  
Jim Lansing – Secretary  
Jill Dugas-Hughes – Library Director  
Lisa Fox  
Elizabeth Giugno  
Bob West  
Suzanne Aiardo - Friends of the Library  
Tom Grant – Town of East Greenbush

Meeting called to order @ 7:35.

**Minutes:** Corrected to add Ms. Fox to the Attendance list.

**MOTION:** Ms. Giugno made a motion to accept the minutes as corrected. 2<sup>nd</sup> Ms. Fox. No further discussion. All in favor. No objections. The motion carried.

**Public Comment:** None.

Karrie McLellan, Head of Digital Service, gave the Board a demonstration of the new website.

**Friends:** Donations from the end of the year letter are at \$3,000.00 to date.

There will be no Fall 2017 Book Sale without an adequate # of volunteers.

**Town of East Greenbush:** The final approval for the sidewalk is in process.

**Treasurer's Report:**

**MOTION:** Mr. Lansing made a motion to accept the 2/17/17 Warrant in the amount of \$46,776.61. 2<sup>nd</sup> Mr. West. 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 P & L & Balance Sheet as presented. 2<sup>nd</sup> Ms. Giugno. 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 authorize the signing of the Off Warrant dated 2/17/17 in the amount of \$115,127.95. 2<sup>nd</sup> Ms. McCord. 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 authorize the initial payment of \$6,095.12, for the LED project. 2<sup>nd</sup> Mr. West. National Grid & Construction grants will cover most of the costs of the work. All questions were answered to the satisfaction of the Board. All in favor. None opposed. The motion carried.

**PERSONNEL MEMORANDUM:**

**MOTION:** Mr. McCann made a motion to accept the Personnel Memorandum as presented. 2<sup>nd</sup> Ms. Giugno. No questions. All in favor. None opposed.

**DIRECTOR'S REPORT**

Volunteers are still needed for the film festival Saturday & Sunday.

A large farm is needed for the Farmer's Market.

The suggestion of food in the Library will be discussed @ the appropriate committee meeting.

10 new laptops are available for members.

A new partnership has been established with the Legal Project for 4 sessions of free consultations by appointment.

Advocacy Day is 3/1/17. Participants will leave the Library @ 8:00am.

**ADMINISTRATION COMMITTEE:**

A proposal to address long term needs was presented.

The Library will remain with Nat'l Grid for energy supplies.

The Library Board of Trustees is in compliance with NYS Library Trustees requirements.

**SERVICE COMMITTEE:** Reviewed several policies:

**Draft Bulletin Board Policy:** In the past library activities only were posted; now proposing a separate true community board.

**Draft Circulation Policy:** Children in 6<sup>th</sup> Grade & above may be issued Adult card; parent/guardian needs to provide written consent for children in 5<sup>th</sup> Grade & lower. The question of issuing library cards to children has been referred to Committee.

In Schedule II Fine/Day specialty items will be \$1.00; all other items \$.25.

**MOTION:** Mr. McCann made a motion to accept the Circulation Policy, Schedule II, as modified. 2<sup>nd</sup> Mr. Lansing. No further questions. All in favor. None opposed. The motion carried.

**Draft Internet & Computer Policy:** The restriction for parent/guardian permission is removed.

**OLD BUSINESS:**

The sidewalk is ready to be put out for bids. There will be no High School portion.

The installation of LED lighting is in process.

Heat pump #1 has been completed. The 2<sup>nd</sup> heat pump will be replaced in the next grant cycle.

**MOTION:** Mr. McCann made a motion to accept the Strategic Plan with the typographical corrections. 2<sup>nd</sup> Mr. West. No further discussion. All in favor. None opposed. The motion carried.

**NEW BUSINESS:** Mr. Poost made a motion to approve for submission the completed Annual report subject to the final sign-off by the accountant. 2<sup>nd</sup> Ms. Giugno. No further questions. All in favor. None opposed. The motion carried.

**BOARD COMMENTS:** None.

Ms. McCord made a motion to adjourn at 9:45. 2<sup>nd</sup> Ms. Giugno

Respectfully Submitted,

Eileen Riley

Secretary to the Board of Trustees