

EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING
March 20, 2018

APPROVED 4/17/18

In attendance: Michael Poost – President
Kevin McCann – Vice President
Bob West – Treasurer
Jim Lansing - Secretary
Jill Dugas Hughes – Library director
Elizabeth Giugno
Mandy McCord
Shay Harrison
Lynne Oudekerk – Friends of the Library
Tom Grant – Rensselaer County Legislature
Holly Kennedy – Town of East Greenbush
Eileen Riley – Recording Secretary

PUBLIC COMMENT: None.

MINUTES: The minutes of the February 19, 2018 meeting were corrected to include Shay Harrison in attendance.

MOTION: Mr. McCann made a motion to accept the minutes of the February 19, 2018 meeting as corrected. 2nd Mr. West. All in favor. None opposed. The motion carried.

TREASURER’S REPORT:

MOTION: With 20% of the year completed, Ms. McCord made a motion to accept the P & L and Balance Sheet as presented. 2nd Mr. McCann. All questions were answered to the satisfaction of the Board. All in favor. None opposed. The motion carried.

MOTION: Ms. Giugno made a motion to authorize the signing of the Warrant dated March 14, 2018 in the amount of \$31,447.37. 2nd Ms. McCord. All questions were answered to the satisfaction of the Board. All in favor. None opposed. The motion carried.

MOTION: Mr. McCann made a motion to accept the Off Warrant dated March 14, 2018 as presented in the amount of \$92,021.23. 2nd Mr. Lansing. All in favor. None opposed. The motion carried.

ADMINISTRATION COMMITTEE:

The audit has been completed.

The new hires are satisfactory.

The new facilities hire is more accomplished than anticipated therefore a change in his contract is possible.

Utica Mutual will continue to be the Library’s insurance carrier.

The May meeting will be for the budget meeting.

SERVICE COMMITTEE:

The updated work chart was reviewed.

Policy review will be done by different committees.

The use of rooms is being reviewed – fees, alcohol use, user, etc.

FRIENDS:

The Book Sale will be held April 19-22, set up beginning April 12.

A \$15,000.00 grant was paid to support 2017.

A grant in the amount of \$30,839.00 was given to the Library upfront.

Membership renewal has begun.

The end-of-year donation appeal netted \$2,780.00.

TOWN OF EAST GREENBUSH:

For National Library Week the Town would like the Library to set up a table in Town Hall which could include a request for volunteers, advertise the book sale, etc.

The Town has also suggested a link be established from the Town to the Library home page and vice versa.

UHLS:

There will be a change in how credit cards payments on line are assigned.

The Senate and Legislature has released a budget that will increase the Governor's budget to education. That will in turn affect monies to Libraries.

RENSSELAER COUNTY:

The purchasing and planning policy is being revamped.

The 911 emergency communication system is under review. A suggestion was made to add the Library to the system.

DIRECTOR'S REPORT: In comparison to other Libraries in our system:

In total circulation we are #1 per capita.

In hours open we are #2.

In square footage we are the 2nd smallest.

In program offerings we are #5.

In attendance we are #4.

OLD BUSINESS: None.**NEW BUSINESS:**

MOTION: Ms. McCord made a motion to approve the Content and Issuance of Policies policy as presented. 2nd Mr. Lansing. All in favor. None opposed. The motion carried.

The 2017 audit has been completed with no suggestions for changes or improvements.

MOTION: Mr. McCann made a motion to adjourn @ 9:05. 2nd. Mr. Harrison. All in favor. None opposed. The motion carried.

Respectfully submitted,

Eileen Riley, Recording Secretary