

**EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING  
April 18, 2017**

**Adopted May 16, 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  
Lynne Oudekerk- President Friends of the Library  
Liz Reyner - Vice President Friends of the Libraty  
Tom Grant - Town of East Greenbush  
Eileen Riley- Recording Secretary

**MINUTES:** Corrected as follows:

Add call to order @ 7:33.  
Jim Lansing's name corrected for spacing

**MOTION:** Mr. Mccann made a motion to accept the minutes as corrected. 2<sup>nd</sup> Ms. Fox. All in favor. None opposed. The motion carried.

**PUBLIC COMMENT:** None

**TREASURER'S REPORT:**

**MOTION:** Ms. Fox made a motion to authorize the signing of the Warrant dated April 13, 2017 in the amount of \$24,368.75. 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:** With 28% of the year completed, Mr. Lansing made a motion to accept the P & L & Balance Sheet as presented. 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 accept the Off-Warrant dated April 13, 2017 in the amount of \$87,188.29. 2<sup>nd</sup> Mr. Lansing. All in favor. None opposed. The motion carried.

**NEW BUSINESS:** Steve Geurds, part time Librarian, explained the role of a Records Management Officer. The Library now has retained documents form 2001- the present. Documents must be legally retained for 6 years, with an annual purge. All items related to the building and the Board minutes should not be purged. Destruction of the purged documents would be done by 3N Document Destruction at a rate of \$.15/lb. The Library would also be eligible for a grant from the local government to assist with the cost.

**MOTION:** Ms. Fox made a motion to adopt the Mil for records retention for the Library. 2<sup>nd</sup> Mr. Mccann. All questions answered to the satisfaction of the Board. All in favor. None opposed. The motion carried.

**MOTION:** Ms. Mccann made a motion to appoint the Library Director as Records Management Officer. 2<sup>nd</sup> Mr. Mccann. All in favor. None opposed. The motion carried

**ADMINISTRATION COMMITTEE:** Met April 4. The following items were discussed:

- the meeting room policy
- the role of the trustees
- heat pump replacement
- lighting project
- contingency staffing for summer.

Lighting Project: diminished light because the 2x2 fixtures will only accommodate 2 bulbs instead of the original 3. The fixtures will be modified to accommodate 3 bulbs at no cost to the Library. The anticipated savings will be recalculated to maintain the amount necessary for the retention of the grant.

Summer Contingency Plan: The total cost to increase a PT Librarian to a FT Librarian with full benefits is \$22,543.31. That is an increase of \$4,438. 21 in the approved 2017 Budget. Most will be covered by NYSLRS savings & Schodack savings. Additional funds will be taken from other sources.

**PERSONNEL MEMO:**

**MOTION:** Mr. Mccann made a motion to accept the Personnel memo as presented. 2<sup>nd</sup> Mr. Lansing. All questions were answered to the satisfaction of the Board. All in favor. None opposed. The motion carried.

**DIRECTOR'S REPORT:**

- attendance down, possibly due to weather
- circulation increased, 10% over 2016 @ the counter
- DVD circulation increased 8%
- Electronic materials increased
- DVD fines done because fines reduced in new fine schedule
- Periodical use down - some no longer on print.

**OLD BUSINESS:**

- sidewalk out to bid with bids due in May
- filter rack installed so heat pump has been replaced
- Friends MOU in NY form - Friends have scheduled a special meeting to discuss it & will vote on it next meeting.

**MOTION:** Mr. Mccann made a motion to accept the 2<sup>nd</sup> reading of the Community Bulletin Board(s) and Literature Rack(s) Policy. 2<sup>nd</sup> Ms. McCord. All questions were answered to the satisfaction of the Board. All in favor. None opposed. The motion carried.

The wireless microphones in the meeting room are not working as intended. The Director is working with the company to determine what is needed & the cost for repair. Further action will be taken at the May meeting. Any information on the issue received before that meeting will be e-mailed to the Board members.

Ms. Oudekerk introduced Liz Reyner, new Vice-President of the Friends to the Board.  
At 9:12 Ms. McCord made a motion to adjourn. 2<sup>nd</sup> Ms. Fox.

Respectfully submitted,  
Eileen Riley  
Recording Secretary