



Adopted 10/20/2015

A lifelong connection to learning, enrichment and entertainment

EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING

SEPTEMBER 15, 2015

In attendance: Michael Poost – President
Lisa Fox – Vice President
Kevin McCann – Treasurer
Mandy McCord – Secretary
Lois Papp – Former Acting Library Director
Jill Dugas Hughes – Library Director
Patty Hulihan
Elizabeth Giugno
Jennifer O'Brien
Eileen Riley – Recording Secretary

Meeting called to order @ 7:32.

PUBLIC COMMENT: No public comment.

MINUTES FROM JULY MEETING: The July minutes were corrected as follows:

Michael Poost, Patty Hulihan and Jennifer O'Brien were excused;
Treasurer's Report 2nd paragraph added "2nd Ms. McCord";
Treasurer's Report 3rd paragraph added "2nd Ms. McCord".

MOTION: Ms. O'Brien made a motion to accept the July minutes as corrected. 2nd Ms. McCord. No further questions. All in favor. None opposed. The motion carried.

PERSONNEL MEMORANDUM: The Personnel Memo was corrected as follows:

#7 to show "Open competitive Senior Library Clerk list".

MOTION: Ms. Fox made a motion to accept the Personnel Memo as corrected. No further discussion. All in favor. None opposed. The motion carried.

The Board thanked Ms. Papp for her service to the Library as Acting Director between Ms. Neale's resignation and Ms. Dugas Hughes' appointment.

TREASURER'S REPORT: Kevin presented the Treasurer's report.



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MOTION: Ms. Hulihan made a motion to authorize the signing of the Warrant dated 9-10-15 in the amount of \$24,005.29. 2nd Ms. Fox. No discussion. All in favor. None opposed. The motion carried.

MOTION: With 69% of the year noted as completed, Ms. Hulihan made a motion to accept the P & L and Balance Sheet dated 9-10-15 as presented. 2nd Ms. Fox. No discussion. All in favor. None opposed. The motion passed.

MOTION: Ms. Hulihan made a motion to accept the Off-Warrant dated 8-13-15 to 9-11-05 in the amount of \$81,604.44. 2nd Ms. Giugno. No discussion. All in favor. None opposed. The motion carried.

MOTION: Ms. Hulihan made a motion to accept the Off-Warrant dated 8-13-15 in the amount of \$33,411.92 No discussion. All in favor. None opposed. The motion carried.

MOTION: Ms. O'Brien made a motion to accept the Off-Warrant dated 7-16-15 in the amount of \$88,330.92. 2nd Ms. Giugno. No discussion. All in favor. None opposed. The motion carried.

COMMITTEE REPORTS

Service Committee:

- The Library will close on Veteran's Day evening at 6:00 for a staff meeting.
- The tutor registration worked well last year so revised letters have been mailed for this year.
- This year the Farmer's Market included a community tent with music.
- With the current \$2.00 fine threshold, patrons are unable to reserve books from their home computers. They must come to the Library, pay the fine and reserve material from here. This is a common complaint system wide.

MOTION: Mr. McCann made a motion to raise the fine threshold to \$5.00. Ms. Fox added the caveat to revisit the issue in 4 months. 2nd Ms. McCord. No further discussion. All in favor. None opposed. The motion carried.

- Ms. Papp reported the Disaster Plan is almost complete and she will be attending a session at the forthcoming Annual New York Library Association Conference regarding joining with other community agencies in the event of an area disaster.

Administration Committee:

- A presentation was made by the auditor and the audit was discussed.

Task Force:

- A new security system for materials leaving the Library will be needed in the future. The Director will investigate the possibility of a grant and the loss rate of materials.
- The Control System grants are ready for review.



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- A letter from the North Greenbush Library Board has been forwarded to the Task Force for further consideration.
- St. Peter's Health Partners do not want to extend Community Way through their property. A letter from the YMCA has been requested.

Director's Report: Lois presented the following highlights:

- The insurance contract brokered through R & K has been renewed for 1 year.
- Questar will replace the HS Equivalency classes with English for Speakers of Other Languages classes.
- A new state regulation requires registering the cooling tower and having it tested every 90 days for legionella when the tower is in use.
- Ms. Dugas Hughes thanked Ms. Papp for all the help she has given her.
- Mr. Poost thanked Ms. Papp for her assistance during the period between directors and for her continued assistance to Ms. Dugas Hughes.
- Mr. McCann recognized Ms. Papp for the extraordinary job she did during the transition and and the Board's indebtedness to her for all she has done.

ULAN: Trustee training is scheduled in October and the new Library Director and Board member are registered.

OLD BUSINESS: The Board discussed the UHLS quarterly bill. Ms. Dugas Hughes will set up a meeting with UHLS to discuss.

NEW BUSINESS: The board signed banking paperwork to add Ms. Dugas Hughes as a signer on library banking accounts.

BOARD COMMENTS: None.

FAREWELL TO PATTY HULIHAN:

- Mr. Poost thanked Ms. Hulihan for her service on the Board of Trustees and presented her with a plaque noting this service.
- Ms. Hulihan thanked the Board as a community member for the Library's service to the community under the direction of the Board

Ms. McCord made a motion to adjourn at 9:45. 2nd Ms. Fox.

Respectfully Submitted,
Eileen Riley