

**EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING
SEPTEMBER 19, 2017**

In attendance: Michael Poost - President
Mandy McCord – Vice President
Kevin McCann -Treasurer
Jill Dugas Hughes - Library Director
Lisa Fox
Elizabeth Giugno
Bob West
Shay Harrison-To be seated on Board 1/1/2018
Liz Reyner - Friends of the Library
Eileen Riley - Secretary to the Board of Trustees

Jim Lansing- excused

Meeting called to order at 7:35 pm.

- Mr. Poost introduced Shay Harrison, newly elected Board member effective 1/1/2018.

PUBLIC COMMENT: None

MINUTES: The minutes were corrected as follows:

- Eliminate the sentence under Service Committee and add “No Report”
- Capitalize the first letter in each of the sentences under Old Business & New Business

- **MOTION:** *Ms. Fox made a motion to accept the minutes as corrected.*
2n d Ms. McCord. All in favor. None opposed. The motion carried.

TREASURER'S REPORT:

- **MOTION:** Ms. Fox made a motion to:
Accept the Off-Warrant dated 7/12-8/ 1/ 2017 in the amount of \$80,279.22; and to accept the 8/10/2017 Warrant in the amount of \$28,125.69 plus \$5,062.50 for the engineering expense to put the next project out to bid for Phase 1 & 2.
2n d Mr. West. All in favor. None opposed. The motion carried.

- **MOTION:** Ms. Fox made a motion to:
Authorize the signing of the Warrant dated 9/13/2017 in the amount of \$29,118.85.
2nd Ms. Giugno. All in favor. The motion carried.
- **MOTION:** With 71% of the year completed, Ms. Giugno made a motion to:
Accept the P & L & Balance Sheet as presented.
2nd Mr. West. All in favor. None opposed. The motion carried.
- **MOTION:** Ms. Giugno made a motion to:
Accept the Off-Warrant dated 8/11-9/14/2017 in the amount of \$140,276.19 plus \$31.50 for the Times Union plus \$18,285.34 for Integra LED for a total of \$158,593.03.
2nd Ms. Fox. All questions were answered to the satisfaction of the Board. All in favor. None opposed. The motion carried.

ADMINISTRATION COMMITTEE:

- Received the audit report determined it is not necessary to have a representative of Stark and Basila report to the Board.
- Information for general liability insurance will be put out to market for 2018.
- Regarding the status of Schodack 2018 contract for service, Ms. Dugas Hughes met with the Town Administrator, Dennis Dowds, and the Schodack Board to discuss a multi-year contract to provide consistency in budgeting. An increase in the amount of 11.5% for 2018 was requested, with a 2% increase for years 2019 and 2020.
- UHLS has received significantly more applications than available funds. They are currently reviewing our construction grant application in the amount of \$58,789 of which \$6,775 is for LED lighting phase 2, and \$52,014 is for Heat Pump/Space Conditioning phase 2.
- Bids have been received for phase 1 and 2 of the heat pump project. We have already received grant funds in the amount of \$22,750 for phase 1. The lowest bid for the heat pump project was \$139,600, which is well within the most recent total project budget. Michael will review the bids with the Engineer and Director. No awards will be made until the grant is determined.

SERVICE COMMITTEE:

- The Director worked with Department Heads to evaluate the importance and difficulty levels of the various tasks and developed a recommended staffing plan, which includes slight restructuring of job duties, and more cross-training between departments.
- The date for a professional development day would require closing a full

day, a ½ day or a school holiday. A meeting for the full staff will be delayed until next year and smaller meetings will be held this year.

- Technology proposal will be based on consultant time and price.

FRIENDS OF THE EAST GREENBUSH LIBRARY:

- Two grant requests have been approved for fiction & non-fiction.
- The Fall Book Sale will take place November 2-5.
- A member will be attending the New York Library Association meetings.
- The Children's Book Sale is being held this Saturday.

TOWN OF EAST GREENBUSH: No report.

UHLS:

- Mr. Poost has joined the Upper Hudson Library System Board representing medium sized libraries in Rensselaer County.

DIRECTORS' REPORT:

- The budget passed by 78%. With 205 votes cast; 160 voted yes and 45 voted no.
- Attendance at adult programs has increased.
- The Farmer's Market and other outside functions are not counted in the statistics.
- The Library's segment of the Town sidewalk project will be completed last.

PERSONNEL MEMO:

- **MOTION:** Ms. Fox made a motion to:
Accept the personnel Memo as presented.
2nd Ms. McCord. All in favor. The motion carried.

OLD BUSINESS:

- The heat pump project update was already covered in the admin committee report.

NEW BUSINESS:

- The Board of Trustees notes with sorrow the passing of Nancy Bell, former and long-time volunteer with the Friends of the East Greenbush Community Library. The Board extends its sympathy to

Malcolm Bell, long-term president of the Friends and to the entire Bell family.

- **MOTION:** Ms. Fox made a motion to:
Approve the audit.
2nd Mr. West. All in favor. None opposed. The motion carried.

- **MOTION:** Ms. McCord made a motion to:
Accept the construction grant application and any such funds received.
2nd Ms. Giugno. All in favor. None opposed. The motion carried.

- **MOTION:** Mr. McCann made a motion to:
Approve the new staffing plan, as presented by the Director, not exceeding \$15,000.00 and within the confines of the 2018 Budget.
2nd Ms. Giugno. 5 approve. 1 abstention. The motion carried.

- **MOTION:** Ms. McCord made a motion to:
Adjourn at 9:15 pm.
2nd Ms. Fox. All in favor. None opposed. The motion carried.

Respectfully submitted, Eileen Riley
Secretary to the Board of Trustees