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.
2nd 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.
2nd 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