

In attendance: Michael Poost, President
Kevin McCann, Vice President
Bob West, Treasurer
Jim Lansing, Secretary
Elizabeth Bellino-Giugno, Trustee
Mandy McCord, Trustee
Eileen Riley, Recording Secretary
Jill Dugas Hughes, Library Director
Lynne Oudekerk, Trustee
Holly Kennedy – Town of East Greenbush

Meeting called to order at 7:40.

The Board thanked Mr. Lansing and Ms. McCord for their service to the Library. Each was presented with a plaque of appreciation and a gold library card.

PUBLIC COMMENT: None.

MINUTES: The minutes were corrected for the spelling of Oudekerk and Greenbush.

MOTION: Mr. McCann made a motion to accept the minutes of the November 13, 2018 meeting as corrected. 2nd Mr. Lansing. All in favor. None opposed. The motion carried.

TREASURER'S REPORT:

MOTION: Mr. Lansing made a motion to accept the Off-Warrant dated November 14, 2018 in the amount of \$136,220.90. 2nd Ms. McCord. All in favor. None opposed. The motion carried.

MOTION: Mr. McCann made a motion to authorize the signing of the Warrant dated December 11, 2018 in the amount of \$34,990.25. 2nd Mr. Lansing. All in favor. None opposed. The motion carried.

MOTION: With 95% of the year complete, Ms. McCord made a motion to accept the P & L and Balance Sheet dated December 11, 2018 as presented. 2nd Mr. McCann. All in favor. None opposed. The motion carried.

ADMINISTRATION COMMITTEE: The following were discussed:

- beginning of the year meeting with Schodack, and
- Board opening – the second person who ran for the Board in the last election has not responded to calls from the President.

MOTION: Mr. McCann made a motion to accept the nomination of Mari Harris for a one-year appointment to fulfill the remainder of Ms. McCord's term; effective January 1, 2019. 2nd Ms. Giugno. All in favor. None opposed. The motion carried.

SERVICE COMMITTEE: The committee discussed the following policy issues:

- the question of parental approval for juveniles taking out videos,
- the Credit Card Transaction Policy, and
- the Laptop Loan Policy.

After discussion, the Video Loans to juveniles was returned to committee for further discussion.

MOTION: Following the second reading of the Credit Card Transaction Policy and the Laptop Loan Policy, Mr. McCann made a motion to accept both as presented. 2nd Ms. McCord. All in favor. None opposed. The motion carried.

FRIENDS OF THE LIBRARY: No report.

TOWN OF EAST GREENBUSH:

- tree lighting December 6
- bids are out for the lighting and paving at the town park
- a one-year term is expiring
- the organizational meeting for 2019 is on January 2

RENSELAER COUNTY: No report.

UHLS: No December meeting.

DIRECTOR'S REPORT:

- circulation, adult books, and digital is up
- children's books, and video is down
- adult reference is up
- the Heritage data base is being replaced with Novelist
- partnering with 211 to make appointments for tax filing at the Library as an AARP site
- the meeting room policy has to be revisited in committee
- the UHLS automated advisory system with My Card is in committee
- Albany Public Library's new fine free policy is being discussed system wide

MOTION: Ms. McCord made a motion authorizing the Board President and the Library Director to sign the ULAN Member Agreement Extension for 2019. 2nd Mr. McCann. All in favor. None opposed. The motion carried.

PERSONNEL MEMO:

MOTION: Mr. McCann made a motion to accept the Personnel Memo as presented. 2nd Mr. Lansing. All in favor. None opposed. The motion carried.

FURNITURE REPLACEMENT:

MOTION: Mr. Lansing made a motion to replace the damaged tables used in the meeting rooms, order 25 additional chairs, move the damaged tables to the main library and purchase smaller, longer tables and café tables with stools for the Teen Room. 2nd Ms. McCord. All in favor. None opposed. The motion carried.

Note: One Board member left before the vote was taken.

Respectfully Submitted,
Eileen Riley, Recording Secretary