

**EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING
May 21, 2019**

APPROVED June 18, 2019

In attendance:

Michael Poost – President

Kevin McCann – Vice President

Bob West – Treasurer

Lynne Oudekerk – Secretary

Jill Dugas Hughes – Library Director

Elizabeth Giugno

Mari Harris

Shay Harrison

Meeting called to order at 7:35 pm.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

MOTION: Mr. McCann made a motion to accept the minutes of the April 16, 2019 meeting as presented. 2nd Ms. Harris. All voted in favor, none opposed. The motion carried.

TREASURER'S REPORTS

MOTION: Mr. McCann moved to accept the Off-Warrant Expenses dated April 9 – May 14, 2019 in the amount of \$101,398.47. 2nd Ms. Giugno. All voted in favor, none opposed. The motion carried.

MOTION: Ms. Oudekerk moved to authorize the signing of the Warrant of Bills dated May 16, 2019 in the amount of \$28,926.33. 2nd Mr. McCann. All voted in favor, none opposed. The motion carried.

MOTION: With 37% of the 2019 year completed, Mr. McCann moved to accept the Profit and Loss and Balance Sheet dated May 16, 2019 as presented. 2nd Mr. Poost. All voted in favor, none opposed. The motion carried.

COMMITTEE REPORTS

ADMINISTRATION COMMITTEE

The following issues were presented:

- Members of the working budget committee (Mr. Poost, Mr. West, Ms. Oudekerk) have begun work on the library's 2020 budget. Issues that will factor into this budget include the library's contribution to employee health insurance premiums and the director's salary, as both three-year contracts end in 2019. The working budget committee will present a preliminary budget to the board at 6:00 pm on June 4, 2019. The final draft

budget will be presented to the board on June 18, 2019. We will welcome public input on the proposed budget on July 16, 2019.

- The committee acknowledged the significant efforts of Mr. McCann, Mr. Harrison, and Ms. Dugas Hughes in planning and organizing the dedication of the Hurr Education Center on May 14, 2019. The event was well-attended and acknowledged as a fitting tribute to Ms. Hurr, a long-time educator in the East Greenbush Central School system. The entire board joined representatives of the East Greenbush Education Foundation, teaching and administrative staff of the East Greenbush Central School system, and the Town of East Greenbush in the dedication of the Hurr Education Center and the reception following.

SERVICE COMMITTEE

The service committee did not meet in May, 2019.

LIAISON REPORTS

FRIENDS OF THE LIBRARY

Ms. Harris, as the BOD Liaison to the Friends, presented a brief report on recent Friends activities.

- The Friends conducted a successful book sale on May 2 – 5, 2019, raising approximately \$14,000.
- Past and present leaders of the Friends met with Ms. Dugas Hughes on May 20, 2019 to discuss leadership needs in the organization and strategize steps moving forward. At this time, the organization is seeking the fill vacant Vice President and Treasurer positions. They anticipate a vacancy in the Secretary position as well.

TOWN OF EAST GREENBUSH

None.

RENSSELAER COUNTY

None.

UPPER HUDSON LIBRARY SYSTEM (UHLS)

Ms. Dugas Hughes, a member of the UHLS board, presented an update.

- UHLS will host their annual dinner meeting on June 12, 2019 at the Holiday Inn Express in Latham. Board members are invited to attend.

DIRECTOR'S REPORT

Ms. Dugas Hughes presented a report on library activities.

- The number of visits to the library is down 15% year-to-date and the number of items circulating is down 6%. AV lending dropped 12%, while digital lending continues to grow (21% more than 2018, YTD). At the same time, the number and attendance at events is increasing, with the library hosting 10% more educational programs with a 14% increase in attendance. Teen collection usage also continues to grow. Declining circulation trends are being seen in libraries throughout the UHLS system. There was discussion about how

we can be sure that we continue to meet the changing needs and interests of our community.

- The summer issue of the *Greenbush Bookmark* newsletter will be mailed this week. It contains information on summer programming as well as a notice of the upcoming 2020 budget vote.
- The 2020 budget vote is scheduled for Tuesday, September 5, 2019 from 9:00 am – 9:00 pm.
- Thanked board and friends for supporting annual staff development day, held at the Red Barn (East Greenbush Town Park) on April 30.

PERSONNEL

None.

OLD BUSINESS

Three matters were discussed – the library’s 2018 audit/ review, the building’s Mechanical Services contract, and the library’s contract with the Town of Schodack.

- When we contacted our accounting firm, Stark & Basilla, to schedule the audit of our 2018 financials, they informed us that they no longer conduct audits, only reviews. The Administration suggested that we retain our current firm to conduct a review of our 2018 records and explore available options in future years. The board agreed.
- Mr. Poost suggested that the Administration Committee look into updating the library building’s Mechanical Services contract, as the current contract has been in place for several years. All agreed that the time is right to consider options.
- Members of the Administration Committee will meet with members of the Schodack Town Board to discuss the library’s contract with the town. This meeting is scheduled for 2:00 pm on Thursday, June 6th. The purpose of this meeting is to discuss the financial formula that underpins the town’s annual payment to the library to provide library services to Schodack residents.

Mr. McCann made a motion to adjourn at 8:50 p.m. 2nd Mr. Harrison.

Respectfully Submitted,
Lynne Oudekerk, Secretary

Upcoming meetings:

Budget Committee meeting	Tuesday, June 4 @ 6:00 p.m.
Service Committee meeting	Tuesday, June 4 @ 7:15 p.m.
Board Meeting/ 2020 budget presentation	Tuesday, June 18, 2019 @ 7:30 p.m.
Public Hearing/ 2020 budget	Tuesday, July 16 @ 7:00 p.m.
Board Meeting/ 2020 budget adoption	Tuesday, July 16 @ 7:30 p.m.
No meetings in August	