

**EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING  
OCTOBER 16, 2018**

**Adopted November 13, 2018**

In attendance: Kevin McCann – Vice President  
Bob West – Treasurer  
Jim Lansing – Secretary  
Jill Dugas Hughes – Library Director  
Elizabeth Giugno  
Shay Harrison  
Mandy McCord  
Liz Reyner – Friends of the East Greenbush Library  
Eileen Riley – Recording Secretary

Michael Poost – President - excused

Meeting called to order @ 7:40 pm.

**PUBLIC COMMENT:** None.

**MINUTES:** The following corrections were made to the September 18, 2018 minutes:  
Add Ms. McCord to the attendance list; add Meeting adjourned 9:50 pm.

**MOTION:** Mr. West made a motion to accept the minutes of the September 18, 2018 meeting as corrected. 2<sup>nd</sup> Mr. Harrison. All in favor. None opposed. The motion carried.

**TREASURER'S REPORT:**

**MOTION:** Ms. Giugno made a motion to accept the Off-Warrant dated October 9, 2018 in the amount of \$136,930.61 as presented. 2<sup>nd</sup>Ms. McCord. All in favor. None opposed. The motion carried.

**MOTION:** Mr. Lansing made a motion to authorize the signing of the Warrant dated October 9, 2018, in the amount of \$32,158.17 as presented. 2<sup>nd</sup>. Mr. Lansing. All in favor. None opposed. The motion carried.

**MOTION:** With 77% of the year completed Mr. Lansing made a motion to accept the September Balance Sheet & P & L as presented. 2<sup>nd</sup>Ms. Giugno. All in favor. None opposed. The motion carried.

**ADMINISTRATION COMMITTEE:** No report.

**SERVICE COMMITTEE:** No report.

**TEEN SPACE POLICY AND INTERNET USE POLICY:**

**MOTION:** Ms. McCord made a motion to accept to approve the Teen Space Policy and the Internet Use Policy as presented. 2<sup>nd</sup> Ms. Giugno. All in favor. None opposed. The motion carried.

**PERSONNEL MEMO:**

**MOTION:** Mr. Lansing made a motion to accept the Personnel Policy as presented. 2<sup>nd</sup> Mr. West. All in favor. The motion passed.

**DIRECTOR'S REPORT:** Thanks go to the following

Linda Murphy as chairperson of both the Adult Book Sale & the Children's Book Sale.

Mr. McCann & Ms. Chatt for the idea of a Children's Book Sale.

Ms. Giugno for refreshments.

Michael & Denise Poost for the activities tent.

The Town Festival was a success & the new building is an asset to the community. WIFI is being added & the next Library staff retreat will be held there.

Technology use continues to grow with the new computers.

Reference and research has increased & is in more in-depth and technology based.

The Library continues to draw significantly from outside of East Greenbush.

The next Strategic Plan will take into account the local demographics because of the increased cultural shift and so many different languages.

**FRIENDS OF THE EAST GREENBUSH COMMUNITY LIBRARY**

The Friends will pay for 3 staff members to attend the NYLA meeting.

The adult Book Sale will take place October 25-28, 2018

The Volunteer Reception will be held Friday, November 2, 2018 @ 6:30.

**TOWN OF EAST GREENBUSH:** No report.

**RENSSELAER COUNTY:** No report.

**UHLS:** The Library received 80% of the original 50% request or the construction grant.

**OLD BUSINESS:** Mr. Harrison made a motion to proceed with renaming the EERC Room to the Hurr Education Center; in partnership with the Education Foundation. There will be a small naming ceremony and a plaque; to be installed at the entrance to the room with the following wording to be engraved:

"The Hurr education Research center is dedicated in the memory of long-term East Greenbush School District Teacher RUTH HURR  
In gratitude for her generous bequests to the East Greenbush Community Library  
and  
the East Greenbush Education Foundation  
Miss Hurr's generosity will be used by both organizations to  
Strengthen and support their commitment to expand educational  
Opportunities for the respective communities they serve."

2<sup>nd</sup> Mr. Lansing. All in favor. None opposed. The motion carried

**NEW BUSINESS:**

**MOTION:** Mr. Lansing made a motion to accept the Library's commitment to the Sexual Harassment Policy for All Employers in NYS and the Model Complaint Form to be used for reporting incidents. 2<sup>nd</sup> Ms. McCord. All in favor. None opposed. The motion carried.

**MOTION:** Ms. McCord made a motion to adjourn @b 8:45 pm. 2<sup>nd</sup> Mr. Lansing.

Respectfully Submitted,  
Eileen Riley, Recording Secretary