



A lifelong connection to learning, enrichment and entertainment

EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING Adopted 11/17/15
OCTOBER 20, 2015

In attendance: Michael Poost – President
Lisa Fox – Vice President
Kevin McCann – Treasurer
Mandy McCord – Secretary
Jill Dugas Hughes – Library Director
Jennifer O’Brien
Jim Lansing
Eileen Riley – Recording Secretary
Elizabeth Giugno – Excused

Meeting called to order at 7:30.

Mr. Poost welcomed Jim Lansing to the Board. Mr. Lansing took the Oath of Office, which was notarized by Marion Pierson.

PUBLIC COMMENT: None.

MINUTES: The September minutes under Task Force were corrected as follows:
St. Peter’s Patrons was corrected to read St. Peter’s Partners;
“letter denying access by the YMCA has been requested” to “a letter from the YMCA has been requested”.

MOTION: Ms. O’Brien made a motion to accept the minutes as corrected. 2nd Ms. McCord. All in favor. None opposed. The motion passed.

PERSONNEL MEMORANDUM:

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

TREASURER’S REPORT:

MOTION: Ms. O’Brien made a motion to authorize the signing of the October 15 Warrant in the amount of \$35,132.32. 2nd Ms. McCord. At Ms. Cord’s request, in the future the full warrant will be issued with all charges itemized. All in favor. None opposed. The motion carried.

MOTION: With 78% of the year completed, Ms. O’Brien made a motion to accept the P & L and Balance Sheet as presented. 2nd Ms. Fox. Mr. McCann explained that a \$2,000.00 legislative, education grant

has been deposited in the Gifts and Grants Fund; and the \$13,729.00 construction grant for the control system has been deposited in the Operation and Contingency Fund. All in favor. None opposed. The motion carried.

MOTION: Ms. McCord made a motion to accept the Off-Warrant dated October 15 in the amount of \$114,547.11 as presented. 2nd Ms. Fox. All in favor. None opposed. The motion carried.

MOTION: Ms. McCord made a motion to authorize the payment of \$4,730.00 to Excel Engineering, PC as part of the payment for temperature control project. 2nd Mr. Lansing. None opposed. 1 abstention.

SERVICE COMMITTEE: A general meeting was held on 10/6/15 to discuss the committee structure and goals with Ms. Dugas Hughes. She has been meeting individually with staff.

A \$2,500.00 grant has been submitted to UHLA for the Adult Literacy Program.

On 11/11/15 there will be a meeting for all the staff.

The carpet is going to be cleaned and the old copier removed.

ADMINISTRATION COMMITTEE:

Discussions continue regarding insurance plans to be offered for next year.

The bill for the IT support issue will be paid to Upper Hudson; however conversations with the consortium will continue regarding implementing service metrics into the next membership agreement.

Discussions about future fundraising/annual appeal possibilities occurred.

TASK FORCE:

No further contact with North Greenbush

National Grid is conducting an energy review of the building.

DIRECTOR'S REPORT:

Impressed with Library operation and with the staff. All members think critically of the big picture.

Scholarships are being sought for training and enrichment programs for the staff.

Mr. Lansing and Ms. Dugas Hughes attended trustee training.

A suggestion that at the end of each meeting each member mention a positive thing about the Library, it's organization and/or activities, the staff, etc. to share with the community the following month.

ULAN: No report.

OLD BUSINESS: See Administration Committee report.

BOARD COMMENTS:

The Children's Festival was most successful.

Particular thanks to Molly Chatt, Ann Caldwell, and the rest of the Youth Services Staff for their work arranging and implementing the festival.

MOTION: Mr. McCann made a motion to adjourn at 8:50. 2nd Ms. Fox.

Respectfully Submitted,
Eileen Riley, Recording Secretary