

**EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING  
APRIL 19, 2016**

**Approved May 17, 2016**

In attendance: Michael Poost – President  
Lisa Fox – Vice President  
Kevin McCann – Treasurer  
Jim Lansing – Secretary  
Jill Dugas Hughes – Library Director  
Jennifer O’Brien  
Elizabeth Giugno  
Mandy McCord  
Tom Grant – East Greenbush Town Board  
Lynne Oudekirk – Friends of the Library  
Eileen Riley – Recording Secretary

Meeting called to order at 7:30.

**PUBLIC COMMENT:** None.

**MINUTES:** The minutes of the March 15 meeting are corrected as follows:

- in the Director’s report NYSERS to NYSLRS;
- Old Business corrected to Business;
- Change Audit amount increase to \$15.00, not \$1,500.

**MOTION:** Ms. McCord made a motion to accept the minutes as corrected. 2<sup>nd</sup> Ms. O’Brien. All in favor. None opposed. The motion carried.

**TREASURER’S REPORT:**

**MOTION:** Ms. Fox made a motion to authorize the signing of the Warrant in the amount of \$29,059.19. 2<sup>nd</sup> Ms. O’Brien. All questions were answered to the satisfaction of the Board. All in favor. None Opposed. The motion carried.

**MOTION:** With 29% of the year completed, Ms. McCord made a motion to accept the P & L and Balance Sheet as presented. 2<sup>nd</sup> Ms. O’Brien. All questions were answered to the satisfaction of the Board. All in favor. None opposed. The motion carried.

The Off-Warrant was corrected to show the date of 04.18.16 for the 3<sup>rd</sup> payroll entry.

**MOTION:** Ms. O’Brien made a motion to accept the corrected Off-Warrant in the amount of \$114,698.30. 2<sup>nd</sup> Ms. Fox. All questions were answered to the satisfaction of the Board. All in favor. None opposed. The motion carried.

**SERVICE COMMITTEE:** The survey results were reviewed.

**STRATEGIC PLANNING:** The SOAR exercise has been completed. At the 2<sup>nd</sup> community meeting, the participants expressed the desire for the Library to be the community gathering spot. This idea needs to

be coordinated with the mission of the Library and in recognition of the other facilities in town where residents come together.

**ADMINISTRATION COMMITTEE:** Met with 2 insurance brokers regarding service offerings and are now waiting for their quotes.

**DIRECTOR'S REPORT:**

- Department heads are meeting monthly;
- YA librarian is working primarily with Jr High students;
- The Staff Development Program for this year "Connect 2U" will feature monthly topics with incentives.
- Carol Trager has resigned, and Jill will be meeting with the Lois to determine next steps to replace the part-time librarian position (21 hours/week).

**FRIENDS:**

- 4 requests were approved at the April meeting, totaling \$19,937 (\$13,198 for AV Equipment for the Multipurpose Room), \$2635 for the Youth Services Summer Reading Program and Prizes, \$2350 for Adult Summer Reading Program and Summer Music Series, and \$1754 for the Museum Pass Program.

- the By-Laws have been revised;
- non-itemized donation receipts are being given;
- the Book Sale is ready.

**TOWN OF EAST GREENBUSH:**

- has an auditable budget;
- will allow grant requests in the future;
- Library has been mentioned as attractive by businesses planning to locate in town.

**OLD BUSINESS:** DDC CONTROLS is into the programming stage and training is to be scheduled.

**NEW BUSINESS:** None.

**MOTION:** Mr. McCann made a motion to adjourn at 9:00. 2nd Ms. Fox.

Respectfully Submitted,  
Eileen Riley, Recording Secretary