

**EAST GREENBUSH COMMUNITY LIBRARY BOARD MEETING - DRAFT
FEBRUARY 19, 2019**

In attendance:

Michael Poost – President

Kevin McCann – Vice President

Bob West – Treasurer

Lynne Oudekerk - Secretary

Jill Dugus Hughes – Library Director

Elizabeth Giugno

Mari Harris

Shay Harrison

Liz Reyner – President, Friends of the Library

Meeting called to order at 7:40 pm.

SIGNING OF YEARLY POLICIES: Trustees reviewed and signed the Whistleblower policy, Code of Ethics policy, Conflict of Interest policy, and Sexual Harassment policy.

PUBLIC COMMENT: None

MINUTES: Minutes of the December 16, 2018 meeting were amended to remove the notation that Ms. Oudekerk represented the Friends. Minutes of the January 15, 2019 meeting were amended for the spelling of “winter” in the Director’s Report.

MOTION: Mr. McCann made a motion to accept the minutes of the December 16, 2018 and January 15, 2019 meetings as corrected. 2nd Ms. Giugno. Five trustees approved; Mr. Harrison abstained. The motion carried.

TREASURER’S REPORT:

MOTION: Mr. McCann moved to accept the Off-Warrant Expenses dated January 14 – February 13, 2019 in the amount of \$102,579.11. 2nd Mr. Harrison. All voted in favor, none opposed. The motion carried.

MOTION: Ms. Oudekerk moved to authorize the signing of the Warrant of Bills dated February 14, 2019 in the amount of \$38,750.33. 2nd Mr. McCann. All voted in favor, none opposed. The motion carried.

MOTION: With 12% of the 2019 year completed, Mr. McCann moved to accept the Profit and Loss and Balance Sheet dated February 14, 2019 as presented. 2nd Ms. Giugno. All voted in favor, none opposed. The motion carried.

ADMINISTRATION COMMITTEE: The following issues were discussed:

- Plans are underway to dedicate the Hurr Education Center in May, 2019. Members of the East Greenbush Education Foundation and the executor of the Hurr estate will be invited to this reception.
- Plans are underway to begin meeting with the Schodack Town Supervisor and Town Board regarding future year funding for the East Greenbush library.

SERVICE COMMITTEE: The following issues were discussed:

- Ms. Harris has been appointed Chair, Service Committee for 2019.
- The Video Loans to Juveniles policy was discussed.

MOTION: Mr. Harrison moved to approve the Video Loans to Juveniles policy. 2nd Ms. Harris. Four Trustees voted in support; Mr. West and Mr. McCann opposed; Mr. Poost abstained. The motion carried.

Mr. Harrison left the meeting at 9:00 pm and did not vote on the following motions.

OLD BUSINESS: Two matters were discussed under Old Business, a construction grant update and our 2018 annual audit.

- There was discussion of an email received from our auditor offering that we could opt for a Review Engagement of our 2018 finances in lieu of an Audit. The cost of a review would be \$6,500; an audit \$10,625. The risks and benefits of each were discussed.

MOTION: Ms. Harris moved to engage the CPA firm Stark & Basila to complete an Annual Audit of the library's 2018 financials at a cost of \$10,625. 2nd Ms. Giugno. Five trustees approved; Mr. Poost abstained; Mr. Harrison was absent. The motion carried.

- UHLS has re-appropriated 2018 construction grant funds from libraries that did not expend their construction grants to the benefit of East Greenbush Community Library. As a result, our library has received the full 50% match requested for 2019, approximately \$59,268. These funds will support our heat pump replacement project. Future year construction needs that could be considered for future construction grant requests, all of which require a 50% library match, include: repaving Community Way or replacing the roof.

DIRECTOR'S REPORT:

Ms. Dugas Hughes provided an update on upcoming events and actions:

- The highly popular Day Before the Awards film festival will be held on Saturday, February 23, 2019.
- Wednesday, February 27, 2019, library staff, Trustees, and Friends are invited to participate in NYLA's annual Advocacy Day.

- New tables and chairs for meeting rooms A and B and the Teen room have arrived and are in use.
- The EERC room has been repainted in anticipation of its dedication as the Hurr Education Center.
- The East Greenbush Community Library was one of two local libraries recently named *Most Loved Library* by hulafrog, an online community that supports families in the Albany-Troy region.
- The East Greenbush Community Library is one of five finalists in contention for the *Best Library* award in the Times Union's "Best of 2019" competition. Winners will be announced in late March.

PERSONNEL: Ms. Dugas Hughes requested action on one Personnel motion:

MOTION: Ms. Oudekerk moved to approve the February 19, 2019 Personnel memo. 2nd Ms. Giugno. Five Trustees approved; Mr. McCann and Mr. Harrison were absent. The motion carried.

LIAISON REPORTS:

FRIENDS OF THE LIBRARY: The Spring Book Sale will be held on May 2 – 5, 2019. The Friends approved the library's 2019 grant request of \$28,450 to support educational programs and enrichment activities for adults and youth.

TOWN OF EAST GREENBUSH: No report.

RENSSELAER COUNTY: No report.

UPPER HUDSON LIBRARY SYSTEM: No report.

NEW BUSINESS: The Rensselaer County Board of Elections has identified the East Greenbush Community Library as a potential "Super Center" for early voting starting with the fall 2019 election cycle. Rensselaer County will host two "Super Centers:" sites that process votes for the 10 days in advance of the election. They toured the library and Meeting Room A was identified as an ideal location. The library would receive funding to compensate for this effort.

Ms. Oudekerk made a motion to adjourn at 9:35 p.m. 2nd Ms. Harris.

Respectfully Submitted,
Lynne Oudekerk, Secretary

Upcoming meetings:

March 5, 2019

Admin Committee 6:00 – 6:30 p.m.

Joint Committee Meeting* 6:30 – 7:30 p.m.

Service Committee 7:30 – 8:00 p.m.

March 12, 2019 (if needed)

Joint Committee Meeting* 6:30 – 7:30 p.m.

* To continue discussion of future year Schodack funding

March 19, 2019

Board Meeting 7:30 p.m.