

North Greenbush Public Library  
Board of Trustees Meeting Agenda

November 21, 2024

1. Approval of Minutes
2. Old Business
  - a. Building Committee Update
  - b. Friends of the Library Update
  - c. Policy Updates-Social Media Policy
3. New Business
  - a. 2025 Library Holiday Schedule & Board Meeting Dates
  - b. Insurance Options
4. Director's Report
  - a. UHLS Updates
  - b. October 2024 Circulation
  - c. October 2024 Door Count and Programming Stats
5. Financial Reports

**Next Meeting January 23, 2025 at 7:00 PM**



# North Greenbush Public Library Trustee Meeting Minutes

## Trustees Present:

Joan Behan  
Deborah Bernnard  
Delores Celeste  
Peggy Derevlany  
Jim Greenfield

Amy Hale  
Jean Holmes  
Mike Martinez  
Katie Myer

## Trustees Absent:

Kimberly Margosian

Ali Mariano

## Also in Attendance:

Mary Klimack, Library Director  
Laurie Leckonby, Real Estate Advisor

**Call to Order:** Meeting called to order at 7:00 p.m. on October 24, 2024 by Katie Myer.

**Approval of Minutes:** Upon motion by Joan Behan, seconded by Katie Myer, the minutes of the September meeting were approved unanimously.

## Old Business

### Building Committee

#### RPI Tech Park

Peggy Derevlany notified Zac Conley, of Cresa, the real estate consultant to RPI about the board's decision to decline RPI's offer.

#### Snyders Lake Road

Peggy Derevlany reported that she contacted Libby Post on September 27 and notified her about our pending purchase of the parcel at the intersection of Snyders Lake Road and Mohamed Way. Libby plans to attend our November meeting to discuss communications plans, including the website and rebranding.

The property must be subdivided prior to sale. Mr. Mohamed has indicated through his attorney David Gruenberg that he prefers the library to lead the subdivision effort. This is an unusual arrangement as the seller is generally responsible for subdividing their land.

Peggy Derevlany requested a motion to convene an Executive Session to discuss personnel issues related to legal representation. Jean Holmes made the motion, seconded by Joan Behan.

The regular agenda resumed at 7:30 p.m., immediately after the Executive Session concluded.

The issue of the website is tangentially related to the building project since it will be an important part of our PR campaign and will introduce our revised branding. Deborah Bernnard expressed concerns about timely posting of library activities on the existing site and delaying migration to the Word Press platform supported by UHLS and hosted on their servers. Peggy Derevlany assured the board that she has always been prepared to post content updates within a day of receiving a request.

### Friends of the Library Update

The Friends attended Community Day and staffed the library table along with Mary Klimack. Amy Hale reported that they had great conversations with residents, some of whom were not aware of the library.

## North Greenbush Public Library Trustee Meeting Minutes

The Friends will be participating in the Election Day bake sale. The tables will be set up in the hall by the Annex.

The Friends are preparing a Christmas Basket drawing for December. Next year they are planning "Donate to Dine" during spring and a summer barbecue.

### Social Media Policy

Mary Klimack distributed a preliminary draft of a proposed Social Media Use Policy in the board packet prior to the meeting. The draft includes a reference to library staff monitoring and updating social media. Mary will rewrite to be more specific and will add procedures with respect to the use of Messenger, which many Facebook and Instagram members use to communicate with institutions.

### New Business

#### Election of Board President

Katie Myer raised the issue of electing a new board president. The consensus of the board was to wait until the regular election of officers at the January 2025 meeting. Katie, as Vice President, is serving as acting president in the interim.

### Director's Report

Mary Klimack presented the director's report. Of particular note, the library has received its first FOIL request from a "citizen's watchdog/government transparency" group based in Florida with an office in NYC, requesting salary information for 2023. Mary was able to gather the relevant information (which is publicly available) and respond within the timeframe specified in our policy.

The written report is incorporated into these minutes by reference. A copy will be filed with the minutes.

### Financial Reports

Financial reports were distributed to all trustees in advance of the meeting.

Jim Greenfield reported that the M&T Bank accounts are closed and the funds transferred to the building account. Our financial status continues to be favorable.

Upon motion by Peggy Derevlany, seconded by Deborah Bernnard, the financial reports were approved unanimously.

**Adjournment:** The regular meeting was adjourned at 8:20 p.m. upon motion by Peggy Derevlany, seconded by Mike Martinez and approved unanimously.

Minutes prepared by Peggy Derevlany, Secretary

North Greenbush Public Library  
Social Media Policy  
Draft #2

North Greenbush Public Library welcomes interaction with members of the community on our social networking platforms. Social media is broadly defined as any web application, site or account created and maintained by the library which allows users to share or obtain information. The library invites comments and interactions with social media users however all comments, posts and messages are subject to review by the library. Posts and comments are moderated by designated library staff and the library reserves the right to remove any post, comment or message that it deems to be abusive, defamatory, in violation of intellectual property rights or otherwise inappropriate. Content containing the following will be removed:

- Commercial promotions or spam
- Duplicate posts from the same person
- Threatening language or personal attacks
- Private, personal information published without consent
- Obscene or libelous content
- Copyright infringement/plagiarized material
- Political advocacy
- Off-topic and/or disruptive posts
- Posts that violate laws or Library policies

The library reserves the right to ban or block users who have posted in violation of this policy. Users who have been banned or had a message/content deleted may appeal the decision in writing to the Library Director by emailing their reconsideration request to: [library@northgreenbushlibrary.org](mailto:library@northgreenbushlibrary.org).

The library is not responsible for patron generated comments/content. A posted comment is the opinion of the poster only, and publication of the comment does not imply endorsement or agreement by North Greenbush Public Library.

As with any library resource, parents and guardians are responsible for supervising their children's use of the library's social media sites.

Designated library staff will monitor and maintain all library social media for content, structure and updates

North Greenbush Public Library  
2024 Holidays

New Year's Day: January 1, 2025

Martin Luther King Jr Day: January 20, 2025

President's Day: February 17, 2025

Memorial Day weekend: May 24-May 26, 2025

Juneteenth: June 19, 2025

Independence Day: July 4, 2025

Labor Day weekend: August 30-September 1, 2025

Columbus Day: October 13, 2025

Veterans Day: November 11, 2025

Thanksgiving: November 27 and November 28, 2025\*

Christmas Eve: December 24, 2025

Christmas Day: December 25, 2025

New Year's Eve: December 31, 2025

\*The library will close at 5 PM on Wednesday, November 26, 2025 (the evening before Thanksgiving.)

2025 Library Board of Trustee Meeting Dates

January 23, 2025

February 20, 2025

March 27, 2025

April 24, 2025

May 22, 2025

June 26, 2025

July 24, 2025

No August Meeting

**September 11, 2025 Budget Vote & Trustee Election**

September 25, 2025

October 23, 2025

November 20, 2025

No December Meeting



North Greenbush Public Library  
Director's Report  
November 15, 2024

Social Media Policy: I made the changes we discussed at the October meeting. Also, although not directly related to this policy, I did add an automated response to Facebook Messenger that we discussed at the last meeting.

2025 Holidays & Meetings: This is all pretty straight-forward. The holiday schedule needs to be Board approved while the meeting dates are just informational.

Insurance Options: Jim and I have been discussing the various insurance policies the library has and how much we are spending on them. We pay four separate insurance bills annually. Our insurance coverage is as follows:

Philadelphia Insurance Company for the Directors & Officers Liability insurance. It renews every February. We pay about \$1500 annually. This is mandatory for public libraries.

Selective Insurance Company (via Amsure & Bill Dedrick) for our commercial insurance which includes general liability, property, internal marine, umbrella, crime etc. It renews every September for the following year. We paid about \$3500 for 2025.

RJ Carigan for the Board's Insurance policy. It renews annually every April for \$474.

NYS Insurance Fund for Worker's Compensation Insurance. It renews every August but sometimes there is a midyear adjustment where we owe more. We paid about \$1000 for 2025.

I think the confusion lies in our QuickBooks reports because we have a category for Commercial Insurance as well as the Board's Insurance and then a third spot for the Workman's Comp insurance. We do not have a specific category for the Directors & Officers Liability insurance. I have been putting both the Commercial Insurance and the Directors & Officers Liability in the same category in the Quickbook reports. Jim and I think it would be clearer to list them separately.

UHLS Updates: It was fairly quiet on the Upper Hudson front this month, however, Tim Burke recently announced that he will be retiring in April of 2025 so there will be a change in leadership at UHLS.

October Circulation: Our circulation numbers are roughly even with last year at this time. We did manage to get more weeding done this month so I am pleased about that.

**October 2024 Door Count & Programming Stats**

**October Door Count**

**October Patrons**

Children: 320

Teens: 50

Adult: 523

Over 55: 837

**Total: 1730**

**October 2024 Events**

Storytime: 66 children/ 44 adults (4 sessions)

Crafternoon: 31 children/ 19 adults (4 sessions)

Halloween Hullabaloo:: 28 children/ 22 adults

Adult Book Club: 5 adults

Tutoring: 4 children/ 1 teen/ 10 adults

Diamond Art: 7 adults/ 1 teen

### NGRN Circulation by Category

October 2024

Category	Total Circ	Borrowed From	Loaned To
Adult Audio	272	100	131
Adult Fiction	1892	503	467
Adult Nonfiction	625	395	207
Adult Periodicals	133	0	0
Adult Video	629	109	214
Electronic	0	0	0
Juvenile Audio	40	0	12
Juvenile Fiction	1376	269	298
Juvenile Nonfiction	237	47	122
Juvenile Periodicals	0	0	0
Juvenile Video	237	8	30
Miscellaneous	2	0	0
Unknown	24	6	0
YA Audio	2	1	0
YA Fiction	91	28	56
YA Nonfiction	8	4	5
YA Periodicals	0	0	0
YA Video	0	0	0
<b>Total:</b>	<b>5568</b>	<b>1470</b>	<b>1542</b>

**Total Circ** is the number of items that were loaned over your circ desk. This figure includes the **Borrowed From** total.  
**Borrowed From** is the number of other libraries' items that were loaned over your circ desk.  
**Loaned To** is the number of your items that were loaned over other libraries' circ desks.

### NGRN Circulation by Category

October 2023

Category	Total Circ	Borrowed From	Loaned To
Adult Audio	297	67	93
Adult Fiction	1738	403	434
Adult Nonfiction	685	443	187
Adult Periodicals	129	0	1
Adult Video	835	124	273
Electronic	4	4	0
Juvenile Audio	81	4	10
Juvenile Fiction	1542	231	249
Juvenile Nonfiction	198	46	104
Juvenile Periodicals	1	0	0
Juvenile Video	147	2	36
Miscellaneous	1	1	0
Unknown	25	5	0
YA Audio	4	4	1
YA Fiction	95	31	41
YA Nonfiction	7	6	4
YA Periodicals	0	0	0
YA Video	2	2	0
<b>Total:</b>	<b>5791</b>	<b>1373</b>	<b>1433</b>

## NGRN Items Holdings

October 2024

Category	Total Items	Added this month	Added YTD	Withdrawn this month	Withdrawn YTD
Adult Audio	4778	1	64	1	323
Adult Fiction	16987	70	547	5	250
Adult Nonfiction	6811	24	122	39	49
Adult Periodicals	718	39	328	76	327
Adult Video	4719	16	100	3	10
Electronic	0	0	0	0	0
Juvenile Audio	670	0	1	0	1
Juvenile Fiction	12286	44	273	46	525
Juvenile Nonfiction	5992	1	69	0	15
Juvenile Periodicals	140	4	30	4	5
Juvenile Video	1257	2	14	0	1
Miscellaneous	304	0	0	0	0
Unknown	34	0	6	0	2
YA Audio	74	0	0	0	0
YA Fiction	2111	2	39	101	188
YA Nonfiction	260	0	30	0	2
YA Periodicals	0	0	0	0	0
YA Video	0	0	0	0	0
<b>Total:</b>	<b>57141</b>	<b>203</b>	<b>1623</b>	<b>275</b>	<b>1698</b>

## NGRN Items Holdings

October 2023

Category	Total Items	Added this month	Added YTD	Withdrawn this month	Withdrawn YTD
Adult Audio	5170	0	68	0	38
Adult Fiction	17243	45	461	6	329
Adult Nonfiction	6670	6	106	1	68
Adult Periodicals	741	50	346	0	317
Adult Video	4744	13	151	1	9
Electronic	0	0	0	0	0
Juvenile Audio	672	1	2	2	13
Juvenile Fiction	12434	28	241	2	52
Juvenile Nonfiction	5918	6	40	0	6
Juvenile Periodicals	110	6	30	0	1
Juvenile Video	1240	0	5	0	6
Miscellaneous	314	0	0	0	3
Unknown	40	1	10	0	10
YA Audio	74	0	0	0	12
YA Fiction	2179	1	15	0	12
YA Nonfiction	229	0	4	0	0
YA Periodicals	0	0	0	0	0
YA Video	0	0	0	0	0
<b>Total:</b>	<b>57778</b>	<b>157</b>	<b>1479</b>	<b>12</b>	<b>876</b>

North Greenbush Public Library

Assets

As of November 14, 2024

Current Operating Accounts	\$ 766,688.45
Capital Reserve Fund-non liquid accounts	\$ 252,800.28
Capital Reserve Fund-liquid accounts	\$ 333,246.21
Prepaid Expenses & FUTA Receivable	\$ <u>2,172.14</u>
<b>Total Assets</b>	<b>\$ 1,354,907.08</b>

North Greenbush Public Library

Balance Sheet

11/14/2024

CURRENT ASSETS

Current Operating Accounts

Key Bank Payroll Account \$ 19,587.28

Trustco Operating Account \$ 271,528.43

Trustco Bank Depository Accou \$ 475,572.74

Total Operating Accounts \$ 766,688.45 \$ 766,688.45

Long Term Capital Reserve

Pioneer Bank Money Market \$ 81,290.92

Pioneer Savings Bank CD 2002 \$ 7,004.13

Trustco Bank CD 2009 \$ 16,915.19

Total Long Term Capital Account \$ 105,210.24

Long Term Building Fund Reserve

Pioneer Savings Bank CD 01 \$ 25,963.06

Key Bank \$231,597.83

M&T Bank \$0.00

Trustco Bank CD \$ 75,685.32

Total Building Fund Reserve \$ 333,246.21

Total Capital Reserve Fund

\$ 438,456.45

Capital Reserve Fund

Trustco Cash Account \$ 147,590.04

Total Capital Reserve Fund \$ 147,590.04 \$ 147,590.04

Prepaid Expenses & FUTA Receivable \$ 2,172.14 \$ 2,172.14

Total Assets \$ 1,354,907.08

# North Greenbush Public Library

## Statement of Financial Position

As of November 14, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Capital Account	0.00
Pioneer Bank Money Market	81,290.92
Pioneer Savings Bank CD 2002	7,004.13
Trustco Bank CD-2009	16,915.19
<b>Total Capital Account</b>	<b>105,210.24</b>
Checking Accounts	
Key Bank Payroll Account	19,587.28
Trustco Operating Account	271,528.43
<b>Total Checking Accounts</b>	<b>291,115.71</b>
Savings Accounts	
Trustco Bank Depository Account	475,572.74
Trustco Cash Account	147,590.04
<b>Total Savings Accounts</b>	<b>623,162.78</b>
<b>Total Bank Accounts</b>	<b>\$1,019,488.73</b>
Other Current Assets	
Building Funds	
Key Bank CD 2023	231,597.83
M & T Bank	0.00
Pioneer Savings Bank CD-01	25,963.06
Trustco Bank CD	75,685.32
<b>Total Building Funds</b>	<b>333,246.21</b>
Interest Receivable	0.00
Prepaid expenses	1,896.00
<b>Total Other Current Assets</b>	<b>\$335,142.21</b>
<b>Total Current Assets</b>	<b>\$1,354,630.94</b>
Other Assets	
Other Assets - Futa Receivable	276.14
<b>Total Other Assets</b>	<b>\$276.14</b>
<b>TOTAL ASSETS</b>	<b>\$1,354,907.08</b>

# North Greenbush Public Library

## Statement of Financial Position

As of November 14, 2024

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accrued payroll	0.00
Payroll Liabilities	59,194.92
Federal Withholding	191,900.33
FICA	
Company	122,527.52
Employee	128,767.17
<b>Total FICA</b>	<b>251,294.69</b>
FUTA	4,385.21
Medicare	
Company	28,716.97
Employee	35,995.79
<b>Total Medicare</b>	<b>64,712.76</b>
NY - Disability Employee	3,331.66
State Withholding NY	66,654.33
SUINY	209.29
Company	21,112.50
<b>Total SUINY</b>	<b>21,321.79</b>
<b>Total Payroll Liabilities</b>	<b>662,795.69</b>
Payroll Tax Payable	
NYS WH	5,134.02
<b>Total Payroll Tax Payable</b>	<b>5,134.02</b>
<b>Total Other Current Liabilities</b>	<b>\$667,929.71</b>
<b>Total Current Liabilities</b>	<b>\$667,929.71</b>
<b>Total Liabilities</b>	<b>\$667,929.71</b>
Equity	
Opening Bal. Operating Funds	25,400.00
Retained Earnings	574,626.68
Net Revenue	86,950.69
<b>Total Equity</b>	<b>\$686,977.37</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,354,907.08</b>



# North Greenbush Public Library

## Budget vs. Actuals: FY\_2024 - FY24 P&L

January 1 - November 14, 2024

	TOTAL	
	ACTUAL	BUDGET
<b>Revenue</b>		
Gifts & Endowments		
Donations	4,006.40	6,000.00
Friends of NGPL	200.00	300.00
<b>Total Gifts &amp; Endowments</b>	<b>4,206.40</b>	<b>6,300.00</b>
Library Charges		
Replacements	71.38	500.00
<b>Total Library Charges</b>	<b>71.38</b>	<b>500.00</b>
Local Public Funds		
Library Tax District	337,797.00	337,797.00
<b>Total Local Public Funds</b>	<b>337,797.00</b>	<b>337,797.00</b>
System Cash Grants		
UHLS Local Library Incentive	4,086.50	3,000.00
<b>Total System Cash Grants</b>	<b>4,086.50</b>	<b>3,000.00</b>
<b>Total Revenue</b>	<b>\$346,161.28</b>	<b>\$347,597.00</b>
<b>GROSS PROFIT</b>	<b>\$346,161.28</b>	<b>\$347,597.00</b>
<b>Expenditures</b>		
Liabilities, Taxes Paid	15,456.24	
Employee Retirement		12,000.00
Federal Withholding Tax	11,571.03	13,000.00
Insurance Paid - Disability	176.08	10,000.00
NYS Withholding Tax	4,134.31	6,000.00
Unemployment Paid - FUTA		300.00
Unemployment Paid - SUTA	1,955.24	2,000.00
Workers' Compensation Tax	1,048.00	1,000.00
<b>Total Liabilities, Taxes Paid</b>	<b>34,340.90</b>	<b>44,300.00</b>
Library Materials		
A-V Materials	5,414.77	8,000.00
Books	20,089.29	24,000.00
e-books	18,584.62	20,000.00
Large Print Books	3,848.91	2,500.00
Serials	3,437.62	3,000.00
<b>Total Library Materials</b>	<b>51,375.21</b>	<b>57,500.00</b>
Miscellaneous Expenses		
Architect/Lawyer/PR	11,538.90	31,656.00
Board's Expenses	407.32	875.00
Board's Liability Insurance	474.00	475.00
Comprehensive Insurance	5,042.63	1,500.00
<b>Total Miscellaneous Expenses</b>	<b>17,462.85</b>	<b>34,506.00</b>
Operations & Maintenance		
Accountant, AUD, Payroll Servic	2,109.05	3,000.00
Building Cleaning	1,200.00	975.00

# North Greenbush Public Library

## Budget vs. Actuals: FY\_2024 - FY24 P&L

January 1 - November 14, 2024

	TOTAL	
	ACTUAL	BUDGET
Computer	1,200.00	1,000.00
Computer Software	80.00	200.00
Equipment Rental / Cleaning		0.00
Furniture, Equip. Purchase		0.00
Network		0.00
Postage	204.00	250.00
Programming	1,709.61	2,500.00
Rent	11,555.06	12,606.00
Supplies, Copier	4,111.44	4,000.00
Supplies, Library	1,947.26	4,000.00
Telephone	535.18	700.00
UHLAN Fee	8,668.00	8,254.00
<b>Total Operations &amp; Maintenance</b>	<b>33,319.60</b>	<b>37,485.00</b>
Payroll Expenses		
Gross Wages	114,660.97	153,712.78
New York State Deferred Comp	1,260.00	1,300.00
NYS Retirement Withheld (3%)	1,119.59	1,000.00
SDI Refund		0.00
Vacation Pay		3,500.00
<b>Total Payroll Expenses</b>	<b>117,040.56</b>	<b>159,512.78</b>
Payroll Taxes		
FICA	8,984.88	10,000.00
FUTA	392.96	300.00
Medicare	2,102.07	2,500.00
SUINY	-129.69	1,500.00
<b>Total Payroll Taxes</b>	<b>11,350.22</b>	<b>14,300.00</b>
<b>Total Expenditures</b>	<b>\$264,889.34</b>	<b>\$347,603.78</b>
NET OPERATING REVENUE	<b>\$81,271.94</b>	<b>\$ -6.78</b>
Other Revenue		
Interest Income		
Building Fund Interest Income	2,595.54	300.00
Capital Fund Interest	1,903.60	400.00
Savings Accounts Interest	1,179.61	500.00
Surplus Funds		0.00
<b>Total Interest Income</b>	<b>5,678.75</b>	<b>1,200.00</b>
<b>Total Other Revenue</b>	<b>\$5,678.75</b>	<b>\$1,200.00</b>
NET OTHER REVENUE	<b>\$5,678.75</b>	<b>\$1,200.00</b>
NET REVENUE	<b>\$86,950.69</b>	<b>\$1,193.22</b>

# North Greenbush Public Library

**Checking Accounts:Trustco Operating Account Ending Balance: \$271,528.43**

Date	Ref No.	Payee	Memo	Payment	Deposit	Stat	Balance
	Type	Account				Auto	
11/08/2024	14293	New York State Deferred Compensation Plan		\$60.00			\$271,528.43
	Check	Payroll Expenses:New York State Deferred Comp					
11/08/2024	14292	Smart Apple Media		\$35.95			\$271,588.43
	Check	Library Materials:Books					
11/08/2024	14291	Lakeview Books	Inv ARU0349431	\$41.98			\$271,624.38
	Check	Library Materials:Books					
11/08/2024	14290	Midwest Tape Exchange		\$415.62			\$271,666.36
	Check	Library Materials:A-V Materials					
11/08/2024	14289	Brodart Co.		\$1,841.04			\$272,081.98
	Check	Library Materials:Books					
11/08/2024	14288	Hildene		\$125.00			\$273,923.02
	Check	Library Materials:Books					
11/08/2024	14287	Overdrive Inc.		\$960.23			\$274,048.02
	Check	Library Materials:e-books					
11/08/2024	14286	Quill Corporation	inv 32872268, 32864326	\$191.05			\$275,008.25
	Check	Operations & Maintenance:Supplies, Library					
11/08/2024	14285	Upper Hudson Lib. System	2 new staff computers & 2025 Bookpage	\$1,458.00			\$275,199.30
	Check	-Split-					
11/08/2024	14284	T-Mobile	Wifi Hotspot payment	\$150.50			\$276,657.30
	Check	Library Materials:Books					
11/08/2024	14283	Town of North Greenbush	Oct 2024 rent	\$1,050.46			\$276,807.80
	Check	Operations & Maintenance:Rent					
11/08/2024	14282	New York Times		\$172.00			\$277,858.26
	Check	Library Materials:Serials					
11/08/2024	14281	Peggy Derevlany		\$32.00			\$278,030.26
	Check	Miscellaneous Expenses:Board's Expenses					
11/08/2024	14280	Verizon		\$55.91			\$278,062.26

Date	Ref No.	Payee	Memo	Payment Deposit Stat	Balance
Type	Account	Auto			
Check	Operations & Maintenance:Telephone				
11/06/2024	EFT 346	New York State Retirement System	OCT 2024	\$90.57	\$278,118.17
Check	Payroll Expenses:NYS Retirement Withheld (3%)				