

North Greenbush Public Library Trustee Meeting Minutes

Present:

Joan Behan
Ken Bogdan
Samara Boland
Peggy Derevlany
Jim Greenfield

Jean Holmes
Ellen Kostroff
Melissa Miller
Mary Klimack, Library Director

Absent:

Carole Constantine
Midge Rogers

Lucy Owens

Call to Order: Meeting called to order at 7:00 p.m. on January 28 by Ken Bogdan. The meeting was conducted via teleconference using the Zoom platform and recorded. The recording will be transcribed, in accordance with Executive Order 202.1.

Approval of Minutes: Upon motion by Samara Boland, seconded by Joan Behan, the minutes of the December meeting were approved unanimously, with the following trustees voting in favor: Joan Behan, Ken Bogdan, Samara Boland, Peggy Derevlany, Jim Greenfield, Jean Holmes and Melissa Miller. Ellen Kostroff was not present for the vote.

Old Business

Reopening Updates

Mary Klimack reported that she plans to continue the “Grab and Go” program and patron access by appointment. Ken Bogdan mentioned that the *New York Times* reported that residents of Rensselaer County are at high risk for infection. There was a brief discussion of quarantine policy and staffing. Employees will be paid if unable to work due to quarantine.

Sick Leave Policy Draft Review

Ken Bogdan presented the draft policy which he and Mary Klimack have developed. There was board consensus to front load sick leave, to increase accrual to 1 hour for every 20 hours worked, and to allow unlimited accrual which can be used in the event of serious illness. There will be no payment for accrued sick time upon resignation or termination of employment.

Ken will redraft the proposed policy and present at the February meeting for a vote.

New Business

NYS Pandemic Plan Draft

Mary Klimack distributed a draft of the Pandemic Operations Plan, which incorporates and supersedes the Continuation of Service plan approved on May 28, 2020. Mary will revise the draft for more detailed discussion at the February meeting.

\$15/Hour Minimum Wage

Peggy Derevlany raised the issue of increasing the wages of all employees currently earning less than \$15/hour. Jim Greenfield has researched the implications and costs and will present them at the February meeting. The consensus of the board was that our staff, which is professional and well-respected by the community, should be compensated in accordance with that professionalism. The board briefly addressed a comparable increase for the one hourly employee paid more than \$15. The consensus was that an increase was in order, not tied in percentage to the raises given to the lower paid employees.

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Director's Report

Mary Klimack presented the director's report, including UHLS updates, circulation and the innovative programs the library is offering. The written director's report is incorporated into these minutes by reference. A copy will be filed with the minutes.

Financial Report

Financial reports were distributed to all trustees in advance of the meeting. Jim Greenfield noted that 2020 overall spending was lower than 2019 as expected due to the pandemic.

Upon motion by Peggy Derevlany, seconded by Joan Behan, the financial reports were approved unanimously with the following trustees voting in favor: Joan Behan, Ken Bogdan, Samara Boland, Peggy Derevlany, Jim Greenfield, Jean Holmes, Ellen Kostroff and Melissa Miller.

Adjournment: Meeting adjourned at 8:01 p.m. upon motion by Peggy Derevlany, seconded by Melissa Miller and unanimously approved with the following trustees voting in favor: Joan Behan, Ken Bogdan, Samara Boland, Peggy Derevlany, Jim Greenfield, Jean Holmes, Ellen Kostroff and Melissa Miller.

Minutes prepared by Peggy Derevlany, Secretary

North Greenbush Public Library
Director's Report
January 2021

Re-Opening Updates: We have been able to maintain our single 20 minute browsing appointments and Grab N Go pick up throughout the uptick in cases that came with the holidays. For now, I plan to keep at this level of service. If the numbers continue to improve, then I will look to extend the number of hours we are open per day (perhaps from 4 hours to 5 hours per day.) The key will be staffing. I want to keep the shifts short enough that I can have one "team" of two staff working per day. I don't want staff from different "teams" mixing in case of exposure leading to a required quarantine.

Pandemic Plan: By April 1, 2021 NGPL needs to have a Pandemic Plan in place and approved by the Board. Here is the link to the labor law <https://www.nysenate.gov/legislation/laws/LAB/27-C>. The Pandemic Plan is basically a combination of the Continuation of Service Plan that we have in place, our State of Emergency Policy and the NYS Forward Safety Plan we had to fill out to safely reopen back in June. Should there be another pandemic emergency, we can have this plan ready to go. The draft that I attached is not yet in "plan" form yet. It is basically just the information required for the Plan. I attended a virtual workshop in early December given by the Director of Albany Public Library on how Albany created their plan. He gave us a basic outline to follow. Some issues to verify:

1. I listed the Library Director as the only essential employee that requires access to the library if the library is completely closed (if there is another stay at home order.)
2. We need to figure out if (and how) the temporary housing issue applies to us. Here is the quote from the law "g. A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace. I believe the "extent applicable to the needs of the workplace" may help us.

For the February meeting, I should have the draft in more a Plan form that we can discuss and prepare it for Board approval. Let me know if you have any questions on the plan.

UHLS Updates: The 2021 NYS State Executive Budget only called for a 5% reduction in state library aid from 2020. UHLS based their 2021 budget planning for a 20% reduction so they are hopeful that they will not need to make the drastic cuts to the delivery service as originally planned (though they still may need to make some changes based on the 5% reduction.) They should have more on this in February.

UHLS has sent a letter to both County Executives advocating on the behalf of library staff to be included as either front line workers or in the education group in the COVID vaccine phases. NYLA is also advocating for this as well. No update on that front yet.

Library Updates:

Winter Reading Challenge--beginning January 4 all patrons of all ages were invited to participate in our first Winter Reading Challenge. This is a scaled down version of our Summer Reading program. We have reading bingo sheets available for download from the website or for pick up during Grab N Go. Participants need to read 5 books to get bingo (copies of the bingo sheets are included.) Completed bingo sheets will enter the participant into a raffle to be drawn March 1. There will be one raffle prize for children, teens and adults. We have several entries already!

Take Home Crafts--we have settled into a routine of having a new craft kit available every 3-4 weeks. Craft kits for children include 3 different simple crafts where they only need markers, scissors and glue at home. There is usually a theme to the children's kits--the theme for January was Winter and included a snowflake twirler, coffee filter snowflakes and a polar bear paper plate craft. We also have a teen/adult craft that is usually a bit more challenging. This craft usually comes with a video tutorial created by Donna and posted to the library's YouTube page. These craft kits have steadily become more and more popular. We ran out of them for Halloween, Thanksgiving and Christmas. Patrons have really been enjoying them.

Civil Service Update--Rensselaer County Civil Service reached out to me in December looking to update their files. I have been working with them to get all the information they need so their employment information is current. In doing so, I have also built Personnel files for each staff member.

NYS Comptroller--I am working on the Annual Update Document for the State Comptroller's Office. The document is due March 1 and includes our financials for 2020.

December Circulation

The December 2020 circulation by category table is interesting this year! Overall, total circulation was down between Dec 2019 and Dec 2020 however, if you look at the other columns (Borrowed From and Loaned to) is actually up from Dec 2019 to Dec 2020!

I have added the annual Circ by Category tables--one for 2019 and one for 2020. While overall Total Circ is way down for 2020 (which makes sense given the reduction in hours and the three month closure) the Borrowed From and Loaned To columns are not off by

that much. It is a clear sign to me that even within a pandemic, library patrons needed us and came back even after the closure.

Our Overdrive/Hoopla/Flipster annual circulation is also attached. It is clear that there was a large increase in e-books and downloadable materials.

A fun circulation stat for 2020: We began doing Grab N Go pick up on June 8, 2020. Between June 8 and the end of December we had completed 2,243 Grab N Go pickups! The library staff has clocked a lot of steps going back and forth between the Circ Desk and the pick up table in the hallway!