

North Greenbush Public Library Trustee Meeting Minutes

Present:

Joan Behan
Ken Bogdan
Samara Boland
Peggy Derevlany
Jim Greenfield

Jean Holmes
Ellen Kostroff
Midge Rogers
Mary Klimack, Library Director

Absent:

Carole Constantine
Lucy Owens

Melissa Miller

Call to Order: Meeting called to order at 7:02 p.m. on February 25 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 Joan Behan, seconded by Jim Greenfield, the minutes of the January meeting were approved unanimously, with the following trustees voting in favor: Joan Behan, Ken Bogdan, Samara Boland, Peggy Derevlany, Jim Greenfield and Ellen Kostroff. Jean Holmes and Midge Rogers were not present for the vote.

Old Business

Reopening Updates

As detailed in the Director's report, Mary Klimack plans to add one hour per day, Monday through Friday, to the library schedule, which will increase public access while maintaining patron and staff safety. The new schedule will be effective on Monday, March 1.

Sick Leave Policy

Mary Klimack presented the revised sick leave policy developed with Ken Bogdan. Joan Behan pointed out that the document distributed prior to the meeting does not specify that sick time accrues only during working hours (as opposed to sick time, vacation time, holidays, etc. Work related conferences and meetings and travel to and from such events are considered working hours.) However, the final document prepared by Mary and Ken did include that language.

Upon motion by Joan Behan, seconded by Peggy Derevlany, the sick leave policy was approved unanimously on the condition that the text clarifying the accrual during working hours is included in the approved policy. The following trustees voted in favor: Joan Behan, Ken Bogdan, Samara Boland, Peggy Derevlany, Jim Greenfield, Jean Holmes, Ellen Kostroff and Midge Rogers.

Pandemic Operations Plan

Mary Klimack presented the final draft of the Pandemic Operations Plan, developed in accordance with New York State requirements. Upon motion by Peggy Derevlany, seconded by Jean Holmes, the pandemic plan was approved unanimously with the following trustees voting in favor: Joan Behan, Ken Bogdan, Samara Boland, Peggy Derevlany, Jim Greenfield, Jean Holmes, Ellen Kostroff and Midge Rogers.

\$15/Hour Wage

Mary Klimack and Jim Greenfield presented a payroll schedule detailing the financial impact of increasing the wage of our lowest paid staff members to \$15/hour. The impact of the proposed increase on library finances is manageable. Upon motion by Peggy Derevlany, seconded by Jean Holmes, the wage increase was approved unanimously with

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the following trustees voting in favor: Joan Behan, Ken Bogdan, Samara Boland, Peggy Derevlany, Jim Greenfield, Jean Holmes, Ellen Kostroff and Midge Rogers. The increase will take effect on April 1, 2021.

New Business

Generous Donation

The Colarusso family has donated \$5,000 to the library, in addition to their previous gift of \$1,000. Suggestions for use included upgrading the library entrance, and/or selecting a fixture in the new children's room dedicated to Mr. Colarusso who was instrumental in founding the library.

On a related topic, the library staff has located the photograph of Henry Tutunjian which has been misplaced. Unfortunately it is in poor condition. The trustees discussed restoration and display. Ken Bogdan, who knew Mr. Tutunjian, will make an appointment with Mary to inspect the photo. If he feels it is salvageable, Peggy Derevlany will scan it and attempt to restore the missing details digitally.

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 reported that spending continues to be below budget, largely due to the pandemic restrictions.

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 Midge Rogers.

Adjournment: Meeting adjourned at 7:55 p.m. upon motion by Peggy Derevlany, seconded by Jean Holmes 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 Midge Rogers.

Minutes prepared by Peggy Derevlany, Secretary

North Greenbush Public Library
Director's Report
February 2021

Reopening Updates: With the positive infection rates decreasing in our area, I would like to begin to add hours into our “open” schedule. We are currently open 6 days a week for 4 hours. At this point, I would like to add one hour per day Mon-Friday. If the Board is in agreement, I would like to begin this schedule on March 1. The proposed schedule would be:

Mon/Wed/Fri from 10 to 3 (currently 10-2)

Tues/Thur from 2 to 7 (currently 3-7)

Saturdays from 10 to 2 (this would remain the same. Our pre-COVID Saturday hours are 10 to 2 so I don't see the need to add hours on Saturday.)

By adding an hour of service per day, we will increase library access while still prioritizing patron and staff safety. We will still require appointments (1 appointment every 20 minutes) and we will also continue to offer the Grab N Go pick up option. Adding one hour will also allow library staff to maintain their “teams” working schedule. Returning to more normal hours (combining daytime and evening hours in the same day) will require us to go back to having shifts with a combination of staff working in the library daily.

At the March meeting, we should revisit our phased re-opening plan. The Board previously approved all the steps up to this one we have been in since Sept 2020. We should look at the additional “steps” in anticipation of *hopefully* a continued trend in lower infection rates and higher vaccination rates that could allow us to open more fully down the road.

NYS Pandemic Operations Plan: Attached you will find a first draft of NGPL's Pandemic Operations Plan as required by NYS. This plan needs to be finalized and approved by April 1, 2021. Key points the state is requiring the plan to cover are :

- Which positions are considered essential
- Protocols to allow non-essential employees to work remotely
- Description of how employers would stagger work shifts to reduce overcrowding
- Protocols for PPE
- Protocol for when an employee is exposed to disease
- Protocol for documenting hours and work locations for essential workers
- Protocol for working with essential employees' localities for identifying emergency housing if needed
- Any other requirement determined by the New York State Department of Health, such as testing and contact tracing

The Pandemic Operations Plan takes into account our Phased Reopening Plan, the Safety Plan we filed with NYS to re-open in June and the State of Emergency Policy we passed in the spring. In writing this draft, I used Albany Public Library's plan as a guide and template. [Here is the link](#) to the APL plan from their website. Certain areas that need our attention include-who is our back up essential employee? The library director being essential but who would fill that role in the event that the library director is unable to do so? If we do hire a part time librarian/assistant director, this would be a role for them to fill. We will need to update the Plan at that time. I have also attached our NYS Safety Plan--this needs to be added to the Pandemic Plan.

UHLS Updates: UHLS and NYLA continue to push for library workers to be included in Phase 1b for the COVID vaccination. There has not been much movement on that though.

January Circulation: Circulation numbers remain about the same--they are clearly down from this time last year but it isn't really an equal comparison. Our digital collections continue to be very popular. Weeding slowed down a bit in January but those numbers will begin to increase again in February.

Misc: I have been working on the NYS Report for the Division of Library Development as well as the Annual Update for the NYS Office of the State Comptroller. Both are due March 1st. I will include a copy of the completed NYS Report in the March meeting info packet. Some disappointing news from DLD--they are not going to count the number of people served in Grab N Go as library attendance. They will only consider the patrons who walked in the door. So that will drop our numbers down even more as none of the Grab N Go numbers from June through August will count. Technically we can only start counting library attendance on Sept 8th when we started allowing patrons in for appointments. UHLS is encouraging us to note the Grab N Go numbers in a notes field at the end of the report though so I plan on doing so.

Due to the popularity of our take home craft kits, I am going to start Take Home Storytime kits beginning in March. These monthly kits will have a theme and will include one free book, a simple craft and a list of additional books and other ideas for caregivers. The storytime kits are aimed at young children (ages 3-6.) Take home craft kits will continue as well.

The Winter Reading Challenge will wrap up on Feb 27th. I have already received quite a few bingo sheet submissions. As of now, more adults participated than children and only one teen so far. Winners will be announced on Monday, March 1.

Summer Reading prep is underway. I attended a virtual workshop on Summer Reading planning held by UHLS in conjunction with the Mohawk Valley Library System. Lots of great ideas on how to deal with another summer of predominantly virtual summer reading programs. I am hopeful that we may be able to have a few outdoor programs this summer as well but programs will still need to be socially distanced and masked.