

## 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  
Lucy Owens

Midge Rogers

**Call to Order:** Meeting called to order at 7:03 p.m. on March 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 Jim Greenfield, seconded by Jean Holmes, the minutes of the February meeting 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.

### **Old Business**

#### **Reopening Updates**

Mary Klimack plans to resume regular hours, by appointment only, after all staff has been vaccinated. June 1 is the target date. Masks will continue to be required until federal and state health officials indicate that they are no longer necessary.

Mary also plans to continue the popular “Grab and Go” program after full reopening with some modifications to reduce interference with library operations.

During a discussion of the phased reopening plan, the board consensus was that the resumption of in-person trustee meetings should not be included in the plan since it is not an operational issue.

#### **Use of the Colarusso Family Donation**

Ken Bogdan would like to use the \$5,000 donation as “icing on the cake” for the children’s room renovations. Suitable options will be discussed with the architects. Ken indicated that he will send a formal thank you letter to the family.

### **New Business**

#### **New York State Report 2020**

Prior to the meeting, Mary Klimack distributed the annual report to the state. Ken Bogdan requested that all trustees review the report and verify that their personal information is correct.

#### **Friends of the Library**

Jean Holmes reported that the Friends are planning a puzzle sale for fall, contingent upon the pandemic status at that time.

## North Greenbush Public Library Trustee Meeting Minutes

### Director's Report

Mary Klimack presented the director's report, including UHLS updates and circulation report. Collection culling is ongoing, with current concentration in the children's area. 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 lower than for the same period in 2020.

Upon motion by Peggy Derevlany, seconded by Samara Boland, 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 7:49 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 Melissa Miller.

Minutes prepared by Peggy Derevlany, Secretary

North Greenbush Public Library  
Director's Report  
March 25, 2021

Pandemic Operations Plan (Phased Reopening)-our Phased Reopening plan has become part of our Pandemic Operations Plan (POP.) The Board originally approved Steps 1-4. We have been in Step 4 since September and I think we will remain here for a bit longer. However, we need to have an approved plan in place for when we are ready to move into Step 5 and 6 and begin to return to "normal" I have attached the plan for your review and for discussion.

Some thoughts: at this point if the staff are vaccinated I can foresee us opening to "regular" hours but still by appointment for transactional purposes (basically remaining in Step 4 but with more hours.) The staff could interact more (not working in their current teams.) Masks would continue to be required for both staff and patrons.

The next step (Step 5) would be a return to more normal--allowing patrons in without appointments and returning some seating. We would still need to have some limits on access but how? One local library installed a doorbell system so patrons ring the bell when they want to come in. This helps them keep track of how many people are in and out. Still no in person programming or meetings in Step 5. I believe masks may still be needed during this step. Can volunteers return for their shifts at this point? (They would need to wear masks as well)

Step 6--another step towards normal with programming (with a registration requirement) returning, as well as in person meetings/tutoring and an additional public computer. Will masks still be required at this step?

Step 7--back to normal completely. No pandemic restrictions in place. Will Grab N Go continue to exist at this point? I think patrons will be very disappointed to see it go.

UHLS Updates NYS Budget looks better than anticipated. If passed, the budget will include a \$34 million restoration to contraction grants. Also, the NYS Division of Library Development will have information on system wide broadband. Also CARES Act funds should be trickling down to individual libraries soon. More to come on that.

February Circ: I continue to watch the "Withdrawn this Month" and "Withdrawn YTD" numbers--we are working hard to bring down the numbers in the children's room in anticipation of the coming renovation.

Misc: We have had a very positive response to adding the hour to our daily schedule. Patrons have been pleased to have additional access to the library. We had one complaint via email. I responded via email but did not hear back from the patron.

The staff has been alerted to their new sick leave benefit as well as their wage increase of April 1 and they were very pleased. They wanted me to express their thanks to the board for both new benefits!