

## 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 7:01 p.m. on April 22 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 Melissa Miller, the minutes of the March meeting were approved unanimously, with the following trustees voting in favor: Joan Behan, Ken Bogdan, Samara Boland, Peggy Derevlany, Jim Greenfield, Ellen Kostroff and Melissa Miller, and Jean Holmes abstaining.

### **Old Business**

#### **Reopening Updates**

Mary Klimack plans to resume regular hours, by appointment only, on May 31.

As the library resumes a normal schedule, additional staffing is needed. Mary plans to hire a part-time librarian (civil service position) and a library aide, and asked the board's formal approval of Step 5 of the Reopening Guidelines. Ken Bogdan and Peggy Derevlany mentioned that the latest relevant research indicates that sanitation priorities can be relaxed, due to low risk of surface transmission of Covid. The consensus of the board, with Mary's agreement, is that once daily sanitation is sufficient. The staff will exercise discretion in sanitation of computers (and any other affected surfaces) if a patron touching them shows signs of any illness.

Upon motion by Peggy Derevlany, seconded by Jean Holmes, the board unanimously approved Step 5 of the Reopening Guidelines (incorporated here by reference, copy to be filed with the minutes), with the revision to reduce required routine sanitation to once per day. The following trustees voted in favor: Joan Behan, Ken Bogdan, Samara Boland, Peggy Derevlany, Jim Greenfield, Jean Holmes, Ellen Kostroff and Melissa Miller

#### **Children's Room Update**

The meeting between Mary Klimack and architect Lisa Hays was postponed until the week of April 26.

### **New Business**

#### **Library Location Discussion**

Prior to the meeting, Ellen Kostroff prepared a comprehensive list of considerations for identifying potential locations for a new library. Peggy Derevlany mentioned that we need more data, including information about population patterns in the town given the increased development since the last census. Ken Bogdan noted that this is a long-term project best handled in committee. The board established a committee comprising Samara Boland, Peggy Derevlany, Jean Holmes and Ellen Kostroff to research and report

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on their findings. Midge Rogers, who was not present at the meeting, will be invited to join.

### **Library Services Racial Equity Training**

The UHLS Antiracism Task Force is developing a training program for trustees on equitable library services and they are gathering input from member libraries to gauge interest in the program, including the level of support and duration and frequency of training sessions. The board is supportive of a one-hour, one-time training session. Ken Bogdan will respond to UHLS.

### **Director's Report**

Mary Klimack presented the director's report, including UHLS updates and the circulation report. Mary is working with area museums to obtain passes for this year. Compliance with each facility's Covid policies will be the patron's responsibility. When the list is finalized it will be published on the website, with a note regarding Covid restriction responsibilities.

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 lower than for the same period in 2020. The March financials do not include the full payroll increases. The library received a \$1,200 payment from the IRS in reimbursement for an overpayment in 2018.

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

**Adjournment:** Meeting adjourned at 7:49 p.m. upon motion by Peggy Derevlany, seconded by Joan Behan and unanimously approved with the following trustees voting in favor: Joan Behan, Ken Bogdan, Samara Boland, Peggy Derevlany, Jim Greenfield, Jean Holmes and Melissa Miller.

Minutes prepared by Peggy Derevlany, Secretary

North Greenbush Public Library  
Director's Report  
April 22, 2021

Phased Reopening Plan: I have made additional updates to the phases that still need to be approved. The next phase we would be entering is Step 5--this step is basically just a gradual return to our "normal" 9 hour day. I anticipate being ready to make this step after Memorial Day--perhaps May 31 as it falls on a Monday. I would like to add hours back but still remain transactional with "by appointment browsing." I added a note about masks being required until federal and state health officials indicate they are no longer needed. Should we also add "Masks are required regardless of the person's vaccination status" or is that too much? It is likely to be a topic of discussion among the patrons. A second slight change here--we would allow a patron to be using the computer while a second patron is browsing (both patrons would be required to make an appointment,) So two patrons could be in the library during one appointment slot.

I have also re-worked Step 6 a bit to indicate a return to browsing without appointments as well as a return of some library seating. Some programming will also be able to return but registration will be required. Outdoor programming will be preferred. In this step I also added back in person Board meetings--clearly this would be up to the comfort level of the Board. If preferred, I could remove it and push that to the final step which is the return to complete normal after the risk of COVID is mitigated.

UHLS Updates: Due to more up-to-date research, the UHLS Pandemic Response Committee has recommended that beginning in May, libraries no longer need to quarantine their items due to fear of spread of COVID. The committee sighted a variety of research in arriving at this decision. The likelihood of fomite transmission of COVID from a library book or DVD is very small. NGPL is currently quarantining items for 24 hours (reduced from the original 96 of May 2020.)

StoryWalk: Working with UHLS, NGPL will be receiving smaller stakes to mount our StoryWalk on. These stakes will be less permanent than the posts that we originally wanted to install around the playground. I will start a discussion with the Town to get permission to install the StoryWalk at some point this spring.

Circulation: March circulation follows the normal trends. The children's room weeding project continues. Also included in your packet this month is the Q1 eContent Overview for NGPL. Our digital use is up dramatically. Patrons are using our digital resources--both OverDrive and Hoopla.

Misc: With news that Museums are beginning to get the “go ahead” to reopen, I began renewing our Museum Passes for 2021. I am reminding staff to make sure that patrons review the COVID visiting policies of their destination museum before heading out. The library staff does not have time to keep track of that. An updated Museum Pass listing will be available next week.

Craft kits and the new storytime kits continue to be quite popular. For May we are going to put together a “Grab Bag” craft kit in an attempt to clean out our craft closet before summer reading begins. We also had a DIY Bee Hotel kit available this week in honor of Earth Day.