

North Greenbush Public Library Trustee Meeting Minutes

Present:

Joan Behan
Ken Bogdan
Samara Boland
Peggy Derevlany

Jim Greenfield
Jean Holmes
Melissa Miller
Mary Klimack, Library Director

Absent:

Carole Constantine
Lucy Owens

Ellen Kostroff
Midge Rogers

Call to Order: Meeting called to order at 7:16 p.m. on May 27 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 April 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.

Old Business

Reopening Updates

During the April meeting the board approved Step 5 of the reopening plan, with normal hours of operation and the continuation of patron access by appointment. Mary Klimack requested a change to the policy, eliminating the requirement for appointments.

Upon motion by Peggy Derevlany, seconded by Jean Holmes, the board unanimously approved an amendment to Step 5 of the Reopening Guidelines allowing the resumption of normal operating hours without appointments. The following trustees voted in favor: Joan Behan, Ken Bogdan, Samara Boland, Peggy Derevlany, Jim Greenfield, Jean Holmes and Melissa Miller.

As is common practice among area libraries, we will continue to require that masks be worn by staff and patrons to avoid putting staff in the position of determining vaccination status. Since the town will not require masks in the rest of the building, the mask policy will be posted on the library door to avoid confusion. Library staff will have extra masks available for the convenience of unmasked patrons.

Children's Room Update

Mary Klimack and Lisa Hays met to review flooring samples and selected a few options. Lisa Hays will request samples of the selections for review by the board.

Location Committee Report

The location committee met on May 7, with Samara Boland, Peggy Derevlany, Jean Holmes, Mary Klimack, Ellen Kostroff and Midge Rogers in attendance. Jean Holmes was selected to chair the committee and Sam Boland offered to act as recording secretary.

Sam reported on the committee's discussion, including the objective and scope and current next steps. Jean Holmes will meet with the town assessor to identify population centers, patterns and changes and Sam Boland and Mary Klimack will review maps of the town to assess where current patrons live.

The committee is scheduled to meet again on June 11. Sam will distribute minutes of the committee meetings to the entire board following approval of the minutes by committee members.

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New Business

No new business was discussed.

Director's Report

Mary Klimack presented the director's report. UHLS will reintroduce access to [ancestry.com](https://www.ancestry.com) in June. Ancestry will allow at-home access, with a library card, through September.

The UHLS Annual Meeting and Awards will be virtual again this year.

Weeding the collection continues, with a net reduction of approximately 1,600 volumes.

The summer reading program will begin on June 28 and run through August 20. Flyers will be distributed to students at Gardener Dickenson, St. Jude's and the Little Red Schoolhouse. Peggy Derevlany suggested that Bell Top School be included in the distribution, and Jean Holmes suggested Sacred Heart.

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.

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 and Melissa Miller.

Resumption of In-Person Meetings: Jim Greenfield suggested that July would be an appropriate time to resume in-person meetings. Peggy Derevlany agreed, however does not want to meet in the town hall annex and suggested that we explore alternative venues. Melissa Miller will inquire about the availability of facilities at the Wynantskill Fire Department building. Peggy Derevlany will approach the Defreestville Fire Department.

Adjournment: Meeting adjourned at 8:01 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 and Melissa Miller.

Minutes prepared by Peggy Derevlany, Secretary

North Greenbush Public Library
Director's Report
May 2021

Reopening Update: At the April meeting the board approved Step 5 of the reopening plan to return to normal hours but still by appointment effective May 31st. Given the number of changes since our April 22 meeting with state and federal COVID guidelines including the May 19th NYS guidance that lifted indoor capacity limits and replaced it with “social distance based capacity limits,” I would like to propose one change to Step 5. I would like to re-open to normal hours but *without requiring appointments*. Patrons could come in to complete library transactions, use a computer, print/copy/fax and for browsing. All visits will be limited to 30 minutes. See the attached updated Phased Reopening document for complete details. In reviewing the recent plans of other UHLS libraries--most have dropped the “open by appointment” model and are allowing access for transactional purposes. I also propose that we continue requiring our staff and patrons to wear masks while visiting the library. Per NYSDOH, “the Department of Health strongly recommends masks and six feet of social distancing in indoor settings where vaccination status of individuals is unknown.”

https://www.governor.ny.gov/sites/default/files/2021-05/NYS_CDCGuidance_Summary.pdf

As a public library we are open and welcoming to all patrons. I do not want the staff or myself to have to police who is vaccinated and who isn't. If we maintain our mask requirement for all patrons over the age of 2 (as well as staff,) we will be maintaining a safe environment for our patrons who are unable to be vaccinated. Most local libraries are also maintaining their mask policies. Here is a great mask statement released by Brunswick Community Library last week:

The Department of Health strongly recommends masks in indoor settings where vaccination status of individuals is unknown. As we cannot confirm vaccination status of patrons, the library will continue to require masks indoors until our children ages 2-12 have vaccine access. Thank you for helping to keep our children safe.

I think a statement similar to this posted on the door and on our social media will help our patrons understand why we are still masking. We could also remove the child aspect and simply say “As we cannot confirm vaccination status of patrons, the library will continue to require masks.” We can also monitor the guidance and re-visit the mask policy at subsequent monthly board meetings.

Children's Room Update: I met with Lisa Hayes earlier this month and we poured over a huge selection of flooring types and colors to help narrow down our selections a bit.

Lisa has placed an order for a variety of flooring samples to come to the library for trustees and staff to review so we can make a selection. Lisa and Paul generally start with the flooring (type and color) and then build up--wall color selection, shelving type and color, cabinet colors, etc. So flooring will be first in a long list of choices to make. I will let you know when the samples arrive and so we can come in and take a look.

UHLS Update: The UHLS Annual Awards will be virtual once again this year. The awards ceremony will be held on Wednesday, June 9 at 6:30 PM. If anyone is interested in attending, let me know and I will forward the meeting link to you.

UHLS is also offering another virtual CORE Trustee Training class on Tuesday, July 13 at 6:30 PM. If anyone is interested in attending, please let me know and I will send you the registration link.

Ancestry.com Library Edition will return for patrons beginning on June 1. This very useful genealogy tool is available with a library card.

April 2021 Circulation: No big surprises in the April circulation. We continue to weed--particularly in the children's section. We are down over 1600 items in the children's collection from this time last year.

Misc: Summer Reading will officially begin on June 28th and run through August 20th. We will use ReadSquared again to track participants' reading and award weekly prizes to all the youngest readers and have several raffles for our tweens/teens and adults. I am working on the PR now and have scheduled a Virtual Visit with the reading specialist and her classes at Gardner Dickinson for June 18. Hopefully I will be able to have flyers sent home with all the GD students as well as the students at St Jude and Little Red. I am planning 2 or 3 outdoor "programs" that will be open ended (an outdoor scavenger hunt, a "chalk the walk" activity etc) that will allow kids to participate but don't require all the participants to be gathered at one specific time to help with social distancing and other COVID protocols.