

## North Greenbush Public Library Trustee Meeting Minutes

### **Trustees Present:**

Joan Behan  
Ken Bogdan  
Carole Constantine

Peggy Derevlany  
Jim Greenfield  
Jean Holmes

### **Trustees Absent:**

Ellen Kostroff  
Lucy Owens

Melissa Miller  
Midge Rogers

### **Also in Attendance:**

Mary Klimack, Library Director

**Call to Order:** Meeting called to order at 7:03 p.m. on September 24 by Ken Bogdan.

**Approval of Minutes:** Upon motion by Joan Behan, seconded by Jim Greenfield, the minutes of the August meeting were approved unanimously.

### **Old Business**

#### **Reopening Update**

Mary Klimack reported that the library is operating smoothly at the current level of service and plans to continue with the status quo unless there are further developments.

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

Alternative flooring options were distributed and discussed. The engineers will inspect the facility during October to evaluate the electric service, particularly with respect to the installation of a ductless air conditioning system.

The renovation schedule has not been finalized, but in anticipation Carole Constantine will get prices for a portable storage unit (POD) to store books during construction.

#### **Cleaning Service**

Now that the library is welcoming patrons again, Carole Constantine reminded the board that we had planned to arrange for regular, professional cleaning on a bi-weekly basis. Mary Klimack will obtain quotes for review in October.

### **New Business**

#### **Conflict of Interest Policy Review**

Mary Klimack distributed the current policy, which Ken Bogdan reported does not meet the minimum state standards for a conflict of interest policy. Ken will research further and draft a document for our review at the October meeting.

### **Director's Report**

Mary Klimack provided the director's report prior to the meeting. The written director's report is incorporated into these minutes by reference. A copy will be filed with the minutes.

Mary noted that UHLS has a new mobile app which is available from the App Store and Google Play.

Mary also noted that for the first time in a long while, circulation increased.

## North Greenbush Public Library Trustee Meeting Minutes

### Financial Report

Jim Greenfield reported that our finances are in good order.

Mary Klimack noted that our payroll service is doing a good job but the problem with Quick Books over reporting funds persists. She suggested that the most practical solution is to close out the existing data base and start fresh with the new fiscal year. She will speak with consultants for advice, the consensus of the board was that we should hire a professional to close out the current system and set up a replacement.

The financial reports were reviewed and upon motion by Peggy Derevlany, seconded by Carole Constantine, the financial report was unanimously approved.

**Adjournment:** Meeting adjourned at 8:24 p.m. upon motion by Peggy Derevlany, seconded by Joan Behan and unanimously approved.

Minutes prepared by Peggy Derevlany, Secretary

Director's Report  
North Greenbush Public Library  
September 23, 2021

Reopening Updates: Thankfully everything has been quiet on this front. For the most part, our patrons have returned to regularly wearing masks in the library and the staff no longer has to remind them as often. Unfortunately, the infection rates have not improved much since our last meeting so I recommend we stay in Step 5 (normal hours, masks required, no indoor programming, visits limited to 30 mins.) Here is a link to the CDC COVID tracker:

[https://covid.cdc.gov/covid-data-tracker/#county-view|New%20York|36083|Risk|community\\_transmission\\_level](https://covid.cdc.gov/covid-data-tracker/#county-view|New%20York|36083|Risk|community_transmission_level)

Children's Room Renovation Update: At this point I know most of you have had a chance to stop in and check out the carpet and flooring samples. It seems like most of us agree that the hexagonal tiles will be a great fit. Lisa Hayes sent me a rendering of how the various tiles could be arranged. I attached it with the meeting documents. Lisa stressed that these arrangements are not the only way to do it but just one example. The hexagonal tiles are slightly more expensive than the long narrow tiles but since the tiles are larger, we will need fewer so it should be a wash. If we all agree on the octagonal tile option and choose a design, then Lisa can put the drawing out to bid. The electrical engineers are reviewing the layouts and may need to schedule a visit before they finalize their drawings.

UHLS Updates: UHLS has a new mobile app available for free in all the app stores. The app is a much improved version of the old one. This one is tied directly into the Sierra ILS. It has gotten great reviews so far.

Open Meetings Law: Gov Hochul signed legislation that extends the ability of public bodies to meet virtually until January 15, 2022. Further, Gov Hochul has asked the legislature to consider making the virtual aspect a permanent part of OML. More to come on this.

CORE Trustee Training: UHLS is offering another CORE Trustee training for anyone interested. The training will be held virtually on October 6 at 6:30 PM. Let me know if you are interested and I will forward you the registration information.

July/August Circulation: Circulation continues to rebound as more and more people have returned to in-person browsing. Total circulation was a little higher in July than August but that is fairly typical with patrons getting started with Summer Reading. We have been working hard at weeding as well. We withdrew over 1000 items in July and August--most of them in the Children's Room in anticipation of the renovation work.

Miscellaneous:

Summer Reading Wrap Up: The summer reading program was a success this year--we had 86 children/teens sign up and they read a total of 945 books. 36 adults also signed up and they read 385 books. We also created and passed out 165 take home craft kits. The craft kits are very popular.

Storytime is back! Between COVID and Mrs Greene's retirement, NGPL has been without a weekly Storytime for over a year. On September 14, Donna restarted our weekly storytime but we have moved it outdoors for safety . So far it has been very popular! Each Storytime has a theme and includes stories, songs and a simple craft. We are going to keep it up until the weather gets too cold. We are contemplating a virtual storytime for this winter.

Next time you stop in, take note of the new levered door handle on the front door. Carole worked with Tony Germano in the Comptroller's office to get the change made. Thanks Carole!