

North Greenbush Public Library Trustee Meeting Minutes

Trustees Present:

Ken Bogdan
Carole Constantine
Peggy Derevlany
Jim Greenfield

Jean Holmes
Ellen Kostroff
Melissa Miller

Trustees Absent:

Joan Behan
Midge Rogers

Lucy Owens

Also in Attendance:

Mary Klimack, Library Director
Michael Myer, Resident

Call to Order: Meeting called to order at 7:02 p.m. on October 28 by Ken Bogdan.

Approval of Minutes: Upon motion by Jim Greenfield, seconded by Melissa Miller, the minutes of the August meeting were approved unanimously.

Old Business

Reopening Update

Mary Klimack has resumed book sale operations. During the week of November 3, the library will formally announce, via press release and online, that we are officially fine free, and will begin collecting fees for copies and related services.

Children's Room Update

The electrical engineer evaluated the facility and will issue his report to the architects. Mary Klimack will check with Paul Mays on the status.

Library Location Committee

Jean Holmes, committee chair, announced a committee meeting for November, date and location TBA. The committee plans to issue a final report in December.

Trustee Search

There is one vacancy currently on the board. The board discussed our outreach to North Greenbush residents, with plans to contact other community organizations and local houses of worship.

Portable Storage Units

Carole Constantine obtained prices on PODs for storage of books during the children's room renovations. During the ensuing discussion, Mary Klimack outlined plans for packing the children's collection and the ongoing weeding process.

Carole will investigate options suggested during the discussion, including hiring a professional moving company and off-site storage (e.g. Arnoff Moving, Mabey's). Several trustees cited liability concerns with using students for labor. We will need to investigate insurance coverage for storage of materials and any possible liability.

Conflict of Interest Policy Review

The discussion is tabled until the December meeting.

Friends of the Library

The Friends are contributing to defray part of the cost of the new printer/scanner/fax machine. They are planning a spring puzzle sale.

North Greenbush Public Library Trustee Meeting Minutes

New Business

RPI Tech Park

Peggy Derevlany met with Michelle Rutland, Business Coordinator of the Tech Park to discuss options for the library. Ms. Rutland suggested that we submit a formal request indicating our desire to investigate available locations in the park and explaining how the library would be an asset to the RPI community. Peggy distributed copies of the draft letter for trustee review and will send the finalized letter during the week of November 1.

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.

Financial Report

Jim Greenfield reported that our finances are in good order.

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 8:25 p.m. upon motion by Peggy Derevlany, seconded by Carole Constantine and unanimously approved.

Minutes prepared by Peggy Derevlany, Secretary

North Greenbush Public Library
Director's Report
October 28, 2021

Reopening Updates: Due to popular demand, the book sale section of the library has re-opened. Currently we are continuing to collect money from the book sale in our donation jar. Perhaps the time has come to officially announce that NGPL has gone fine free and begin collecting money again for the prints, photocopies and faxing (and book sale?) We will continue to have the donation jar in place for patrons who wish to donate their fine payments. With the book sale functioning again, we have also begun accepting book donations again.

Children's Room Update: Mark Diraimo, the structural engineer that works with Butler, Rowland & Mays visited NGPL on Tuesday, October 26th to inspect the current electrical set up in the Children's Room. Keith Hankle, the town ???joined us and showed him the various electrical boxes. Mark said he would touch base with Lisa Hayes once his drawings are complete.

UHLS Updates: Quiet on the UHLS front this month. I attended a training they offered virtually on changes to their cataloging application. I found it quite helpful.

September Circulation: No big changes to circulation in September. Weeding continues to be our main focus. On Tuesday, October 26, the Bulk Book Warehouse in Rotterdam picked up 20 full boxes of withdrawn books! I also included the 3rd Quarter eContent overview provided by UHLS that shows our eContent circulation. It continues to grow.

Misc: We have a brand new color printer/copier/scanner! The new machine just arrived this week. It will replace our older model photocopier that has begun to malfunction. This will mostly be for patrons who need to photocopy or scan but patrons will be able to send color prints to it. Our original monochrome printer will continue to be set as the default printer for patrons. I am working on getting the staff trained on how to use the new machine and hope to have it up and running for patrons in early November.

Our Outdoor Storytimes have been very popular. With the cold weather coming, Donna is considering attempting a "virtual" storytime that would be broadcast live on our Facebook page or taped for YouTube. We will see what kind of response we get to that. We will also continue to offer the take home craft kits and bring back the take home storytime kits for preschoolers as well.

Stop by the library lawn on Saturday, October 30th between 11 and 1 to check out our Halloween Hullabaloo (weather permitting.) We will begin with a quick Halloween themed storytime at 10:30 and then have games, crafts and face painting available for kids between 11 and 1. Keep your fingers crossed for good weather!

Virtual NYLA has begun--it will take place today (10/28) and tomorrow. I am virtually attending as is Donna. We are working together so we each attend different workshops and then we will share notes.

Notable Numbers for September:

We served 1,128 patrons in September

21 children enjoyed 3 outdoor storytimes

We handed out 25 "Fall" themed take home craft kits in Sept.

Grab N Go has quieted down considerably since we re-opened without appointments, but we still served 22 patrons via Grab N Go in Sept.