

# North Greenbush Public Library Trustee Meeting Minutes

## Trustees Present:

Joan Behan  
Ken Bogdan  
Carole Constantine  
Peggy Derevlany

Jim Greenfield  
Jean Holmes  
Ellen Kostroff  
Melissa Miller

## Trustees Absent:

Midge Rogers

Lucy Owens

## Also in Attendance:

Mary Klimack, Library Director  
Ali Mariano, Candidate for Open Trustee Position

**Call to Order:** Meeting called to order at 7:00 p.m. on December 2 by Ken Bogdan.

**Approval of Minutes:** Upon motion by Joan Behan, seconded by Carole Constantine, the minutes of the August meeting were approved by a vote of 7 in favor with Jean Holmes abstaining.

## Old Business

### Reopening Update

Mary Klimack plans to provide one seated computer station during January, to supplement the standing station available now. No other operational changes are anticipated.

### Children's Room Update

No updates. Mary Klimack will contact Lisa Hays for information.

### Conflict of Interest Policy Review

Ken Bogdan has been doing additional research. The discussion is tabled until the January meeting.

### Cleaning Service Options

Mary Klimack reported that Charlie Hannon dusts and vacuums eight times a year, for a fee of \$75 per cleaning. He is amenable to bi-weekly cleaning for the same per service fee. Mary contacted Diamond Facility Services (the service that deep cleaned for our reopening) for a comparative quote. .

## New Business

### Trustee Applicant Interview

Ali Mariano formally requested consideration for the open position and presented her qualifications. She was responsive to questions from the board and enthusiastic about the opportunity to contribute her time and skills to the library.

### 2022 Board Meeting Dates

Mary Klimack distributed the proposed 2022 trustee meeting schedule for approval. Upon motion by Peggy Derevlany, seconded by Jim Greenfield, the schedule was approved unanimously.

## North Greenbush Public Library Trustee Meeting Minutes

### 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 Joan Behan, the financial report was unanimously approved.

**Motion to Convene Executive Session:** A motion to convene an executive session immediately upon adjournment of the December meeting was made by Peggy Derevlany, seconded by Carole Constantine and approved unanimously.

**Adjournment:** Meeting adjourned at 8:03 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  
December 2, 2021

Reopening Update: Given the continued high rates of COVID in our area, I think it would be best to continue in our current step for the month of December. We can consider moving to the next step in January. If we decide it is safe in January, I would like to bring back one of the seated computer stations. I would also like to bring back a couple of chairs for patrons. We can discuss this at the January meeting.

Children's Room Update: No updates since the last meeting.

Cleaning Service Options: I have spoken with Charlie Hannan who has been cleaning the library on a previously set schedule of 8 times a year. It works out to one cleaning every 7-8 weeks or so. The library pays him \$75 per cleaning. He vacuums, dusts (removes cobwebs,) cleans hard surfaces and removes the trash. He would be willing to increase his visits to every 2 weeks for the same \$75 fee. This would be 26 cleanings for a total of \$1,950. I have also emailed Diamond Facility Services which is the group that cleaned the library in May 2020. I requested a quote for weekly and twice monthly cleanings for comparison. I have not heard back from them yet.

UHLS Updates: UHLS was pleased to announce that they have put together their 2022 budget and it does not include any increase to the UHLAN fees. NGPL will owe \$8092 in 2022 which is the same amount we paid in 2021. The first Core Trustee Training for new trustees will be held virtually on February 2. This 90 minute program is a great introduction for new trustees but any trustees or library directors looking for a refresher on the CORE material is welcome. If anyone would like to sign up, just let me know.

Oct & November Circulation: Item circulation is definitely better than it was at this time last year however it has not yet rebounded to pre-COVID levels yet. Our ebook services (OverDrive/Libby and Hoopla) continue to see heavy use. We did notice a slight increase in the number of lobby pick ups in November. It had dwindled to 1 or 2 a week during the late summer and September. We are back to doing one or two per day now.

Misc: We received word from Rensselaer County Civil Service that we do have permission to add a part time Librarian 1 to our employee roster. I am in the process of beginning that hiring process within the civil service parameters now.

After 12 weeks of Outdoor Storytime, Donna and I have decided that it is too cold to have the children gathering outside. For the time being, we are back to handing out our popular take-home storytime kits. We will explore hosting either live virtual storytime

or recording storytime in January. Outdoor Storytime was a definite hit--we had 41 attendees in October and 36 in just three sessions in November.

We hosted a fun outdoor Halloween event on October 30th that drew 38 attendees on a damp and dreary day. We had a storytime, fun games and crafts and Donna's sister volunteered her face painting expertise as well. It went really well and we plan to repeat it next year.

October & November by the numbers:

October Patrons

Children:	98
Teens:	47
Adults:	361
Seniors:	610
<b>Total:</b>	<b>1116</b>

November Patrons

Children:	122
Teens:	31
Adults:	343
Seniors:	609
<b>Total</b>	<b>1105</b>

**October Events:**

Storytime total (4 sessions):	41 people
Virtual Book Club:	5 adults
Halloween Hullabaloo:	38 people
Halloween Take Home Kits	45 kits

**November Events**

Storytime (3 sessions)	36 people
Virtual Book Club	4 adults
Thanksgiving Take Home Kits	35 kits