

North Greenbush Public Library Trustee Meeting Minutes

Trustees Present:

Joan Behan
Ken Bogdan
Peggy Derevlany
Jim Greenfield

Jean Holmes
Ellen Kostroff
Ali Mariano
Melissa Miller

Trustees Absent:

Carole Constantine

Midge Rogers

Also in Attendance:

Mary Klimack, Library Director

Call to Order: Meeting called to order at 7:07 p.m. on January 27, 2022 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 Jean Holmes, seconded by Joan Behan, the minutes of the December meeting were approved unanimously, with the following trustees voting in favor: Joan Behan, Ken Bogdan, Peggy Derevlany, Jim Greenfield, Jean Holmes, Ellen Kostroff, Ali Mariano and Melissa Miller.

Old Business

Reopening Updates

Mary Klimack reported that one seated computer station will be made available for patrons. The new copier will be installed during the week of January 31. When installation is complete, we will resume charging for copies.

Children's Room Updates

Carole Constantine contacted United Van Lines for an estimate of the cost to pack, transport and store the collection. A representative from United will inspect the room and provide an estimate during February.

Conflict of Interest Policy

Ken Bogdan has completed a draft of the new policy, which he will distribute during the week of January 31 for discussion during the February meeting.

Cleaning Service Options

Mary Klimack received a quote of \$4,500/year for bi-weekly cleaning from Diamond Facility Services, the company that provided the deep cleaning service last year. Our current cleaner, Charlie Hannon, will provide bi-weekly service for \$1,950/year.

In addition to the significant price difference, Diamond Facility Services cleans during third-shift only, requiring overnight access not only to the unstaffed library, but also to the municipal building. The board agreed with Mary's concerns regarding overnight access.

Mary will formalize an agreement with Mr. Hannon to clean the library every second Saturday. Jean Holmes raised concerns about the necessity of additional cleaning during children's room construction. Mary will discuss this with Mr. Hannon, possibly arranging for additional services when needed.

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New Business

Trustee Resignation

Ken Bogdan announced that Lucy Owens, who has served on the board of trustees for many years, resigned effective January 22. The board expects to interview Katie Myer for the open position at the February 24 meeting.

Election of Officers

Peggy Derevlany nominated Ken Bogdan to continue as President, and Joan Behan nominated Jim Greenfield as Vice-President. Since no trustee present elected to assume the duties of Secretary, Peggy Derevlany is willing to continue in that office.

Joan Behan made a motion, seconded by Jean Holmes, to elect the candidates as nominated. The motion was approved unanimously, with Trustees Joan Behan, Ken Bogdan, Peggy Derevlany, Jim Greenfield, Jean Holmes, Ellen Kostroff, Ali Mariano and Melissa Miller voting in favor.

The Treasurer, Sue Costello, is not a library trustee. A second motion by Peggy Derevlany, seconded by Joan Behan, to continue Ms. Costello's tenure was approved unanimously with Trustees Joan Behan, Ken Bogdan, Peggy Derevlany, Jim Greenfield, Jean Holmes, Ellen Kostroff, Ali Mariano and Melissa Miller voting in favor.

The officers for the 2022 year are Ken Bogdan, President; Jim Greenfield, Vice-President; Sue Costello, Treasurer; and Peggy Derevlany, Secretary.

Materials Review Policy

During a virtual workshop held on January 13, UHLS stressed the importance of an updated Materials Review Policy, providing procedures to follow in the event of a challenge to any material in our collection. NGPL does have a Material Selection Policy in place, along with a Request for Review form. The policy was first adopted in 2010 and revised in 2020. A committee comprising Mary Klimack, Ken Bogdan and Ali Mariano was formed to review and update the policy.

American Library Association Membership

Jean Holmes expressed concern that our memberships as trustees would expire in the near future. Since we have not received a renewal notice, the discussion was tabled.

"Born Reading" Program

Jean Holmes mentioned the Coeur d'Alene Public Library outreach services "Born Reading" program. Quoting from the library's website: "This program provides book bags containing board books, library card applications and early reading information for families who just welcomed a new life into the world. The goal is to encourage a love of reading at a young age while providing a special social activity for babies and their families." The bag received by Jean's family also included a onesie and other gifts.

The program is grant-funded. Jean will pursue obtaining funds for a similar program.

Director's Report

Mary Klimack presented the director's report, including UHLS updates and circulation.

UHLS is introducing automatic renewals. Borrowed materials will renew at the end of the term, in accordance with the owning library's renewal policies. Non-renewable items (e.g. museum passes) are not included.

The director's written report is incorporated into these minutes by reference. A copy will be filed with the minutes.

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Financial Report

Financial reports were distributed to all trustees in advance of the meeting. Jim Greenfield, Chairman of the Finance Committee, noted that there were no unexpected expenses or expenditures.

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, Peggy Derevlany, Jim Greenfield, Jean Holmes, Ali Mariano and Melissa Miller. Ellen Kostroff was not present for the vote.

Adjournment: Meeting adjourned at 8:05 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, Peggy Derevlany, Jim Greenfield, Jean Holmes, Ali Mariano and Melissa Miller. Ellen Kostroff was not present for the vote.

Minutes prepared by Peggy Derevlany, Secretary