

## North Greenbush Public Library Trustee Meeting Minutes

### Trustees Present:

Joan Behan  
Ken Bogdan  
Peggy Derevlany  
Jim Greenfield

Jean Holmes  
Ellen Kostroff  
Ali Mariano

### Trustees Absent:

Carole Constantine  
Melissa Miller

Midge Rogers

### Also in Attendance:

Mary Klimack, Library Director  
Katie Myer, Trustee Candidate

**Call to Order:** Meeting called to order at 7:08 p.m. on February 24, 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 Joan Behan, seconded by Jean Holmes, the minutes of the January meeting were approved unanimously, with the following trustees voting in favor: Joan Behan, Ken Bogdan, Peggy Derevlany, Jim Greenfield, Jean Holmes, Ellen Kostroff and Ali Mariano.

### Old Business

#### Reopening Updates

Mary Klimack will maintain the requirement for library patrons to be masked for the near future.

#### Children's Room Updates

The carpet tile we selected has been discontinued by the manufacturer. Furthermore, the carpet dealer will not install carpet tiles on top of the old carpeting. Removal of the old rug would require a hazardous materials assessment. Mary Klimack distributed a proposal from Ambient Environmental, Inc. for a Hazardous Materials Survey to determine the levels of lead, asbestos and PCBs in the children's room. In addition to the \$1,200 cost of the survey, removal and abatement would add approximately \$10,000 to the project budget.

After a brief discussion, the board requested that Mary get more details about how widespread and destructive the testing would be. Since the facility is owned by the Town, it is not clear that we could proceed without their approval and that information would be required for any discussions with the Town. Ken Bogdan requested that Mary ask Lisa Hayes of BLM Architects if the old rug could be overlaid with a new carpet.

Paul Mays has issued a new agreement reflecting the updated costs of the furnishings and estimated costs of testing and remediation.

#### Conflict of Interest Policy

Mary Klimack distributed the revised Conflict of Interest policy drafted by Ken Bogdan in accordance with NYS Legislative requirements. Upon motion by Peggy Derevlany, seconded by Jim Greenfield, the policy was approved unanimously, with the following trustees voting in favor: Joan Behan, Ken Bogdan, Peggy Derevlany, Jim Greenfield, Jean Holmes and Ali Mariano. Ellen Kostroff was not present for the vote.

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### **Materials Review Policy**

Mary Klimack, Ken Bogdan and Ali Mariano have completed a draft Material Selection Policy, which was distributed to the trustees. The committee raised a question regarding the adequacy of the statement "The library's acquisition of any item or resource does not constitute endorsement." Board consensus indicated that further clarification would be beneficial. The committee also plans to incorporate a flow chart of the procedure for dealing with a challenge to materials.

This policy will be reviewed again at the March meeting. In the meanwhile, Mary has discussed the policy and proposed procedures with the staff, so that they are familiar with how to handle a challenge should one arise prior to the implementation of the revised policy.

### **ALA Membership/Born to Read Program Kit**

In response to the question raised by Jean Holmes during the January meeting, Mary Klimack has determined that the library does not belong to the American Library Association. The membership fee is \$350, and Mary will complete the application process this month.

Jean Holmes will continue to gather information and possible funding sources for the Born to Read program.

### **New Business**

#### **Interview of Trustee Candidate**

North Greenbush resident Katie Myer attended the meeting and was interviewed by the board to fill the seat vacated by Lucy Owen's resignation. Ms. Myer indicated her desire to serve the community and her commitment to and love for libraries motivated her decision to apply.

#### **Staff Raises**

In recognition of her outstanding performance as Library Director, Jim Greenfield proposed a 2 percent raise for Mary Klimack. The board agreed, citing her dedication, competent and effective management of the library during the Covid crisis, and her overall professionalism.

Upon motion by Peggy Derevlany, seconded by Jean Holmes, the board unanimously approved a 2 percent salary increase for Mary Klimack, effective immediately, with the following trustees voting in favor: Joan Behan, Ken Bogdan, Peggy Derevlany, Jim Greenfield, Jean Holmes and Ali Mariano. Ellen Kostroff was not present for the vote.

#### **Crime Coverage Insurance Policy**

Bill Detrick approached Jim Greenfield to discuss an insurance policy to protect the library against theft. The board consensus was that the cost of the policy would exceed our potential exposure. Jim will let Mr. Detrick know that we do not want to extend our coverage to cover crime.

#### **Name Tags**

Jean Holmes requested that the library staff wear name tags. Mary Klimack will implement.

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### Director's Report

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

Of particular note, the UHLS automatic renewals policy has been well received.

The director's written 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, Chairman of the Finance Committee, noted that there were no unexpected expenses or expenditures.

Upon motion by Peggy Derevlany, seconded by Jean Holmes, the financial reports were approved unanimously with the following trustees voting in favor: Joan Behan, Ken Bogdan, Peggy Derevlany, Jim Greenfield, Jean Holmes and Ali Mariano. Ellen Kostroff was not present for the vote.

**Adjournment:** Meeting adjourned at 8:35 p.m. upon motion by Peggy Derevlany, seconded by Jim Greenfield and unanimously approved with the following trustees voting in favor: Joan Behan, Ken Bogdan, Peggy Derevlany, Jim Greenfield, Jean Holmes and Ali Mariano. Ellen Kostroff was not present for the vote.

Minutes prepared by Peggy Derevlany, Secretary