

North Greenbush Public Library Trustee Meeting Minutes

Trustees Present:

Joan Behan
Ken Bogdan
Carole Constantine
Peggy Derevlany

Jim Greenfield
Melissa Miller
Katie Myer

Trustees Absent:

Jean Holmes
Midge Rogers

Ali Mariano
Mary Frances Sabo

Also in Attendance:

Mary Klimack, Library Director

Call to Order: Meeting called to order at 7:03 p.m. on June 23, 2022 by Ken Bogdan.

Approval of Minutes: Upon motion by Joan Behan, seconded by Carole Constantine, the minutes of the May meeting were approved unanimously

Old Business

Friends of the Library Update

Carole Constantine reported that the Friends still welcome donations of puzzles.

Real Estate Committee Update

Peggy Derevlany reported:

- The committee met on May 27 to sign the Buyer Representative Agreement with Laurie Leckonby of Coldwell Banker Prime Properties.
- The parcel on Route 4 near Alexis Diner is in contract.
- The committee is meeting with public relations consultant Libby Post on July 11.

Peggy also presented a very brief summary of anticipated expenses:

- Legal fees: \$2,500
- Public relations: \$5,000
- Butler Rowland Mays services: \$20,000

Allowing for unanticipated and contingency expenses, the purchase price must not exceed \$500,000.

Peggy also presented Laurie Leckonby's report. Laurie inquired about property at 425 Main Avenue as suggested. The site is only $\frac{3}{4}$ acre, and not likely to be adequate for our needs. Most of the available parcels (at least 1 acre) are residences and prohibitively expensive. In addition most are not served by public water and sewer.

The best alternative is a 4.83 acre parcel on Glenmore Road. Laurie is obtaining a survey of the land, which may have a natural gas easement running across the property. There is another reasonably priced 2 acre parcel on Route 43, near DeAnna's Gift Shop. The committee will review both of these options.

The board discussed the Elks Club site on Route 4. Peggy will ask Laurie to look into the site.

Mary Klimack has discussed the board's plans with Paul Mays, and presented Butler Rowland Mays proposal for services to assist in identifying suitable parcels. As noted above the fee is \$20,000 and the proposal covers technical assistance, public input meetings, concept plans and grant applications. The full proposal is included in the Director's Report, incorporated herein by reference and filed with these minutes.

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Mary will invite Paul Mays to the July 28 meeting.

Jim Greenfield and Mary Klimack reported that MHT Bank had placed our building fund account on inactive status. Although the account has been restored to active status, the consensus of the board was to move the funds to another bank.

New Business

Juneteenth Holiday

The library was open on June 20 (Juneteenth observed). The consensus of the board was to add this new state and federal holiday to our holiday schedule.

Site Selection Proposal from Butler Rowland Mays

See real estate committee update.

Staff Salary Raises

The finance committee has discussed the 2023 budget, including payroll expenses and recommends staff raises. The trustees discussed the appropriate pay increases. The consensus was that each hourly staff member should receive a 50¢ per hour increase. The salary of our Librarian I employee, who is expected to assume additional responsibilities, will be increased to \$22,000 annually. Jim Greenfield assured the board that the library has adequate resources to fund these increases. The budget vote will be held during the July 28 meeting at which time these payroll changes will be formally ratified.

Katie Myer offered to work with Jim and Jean Holmes on the finance committee.

Director's Report

Mary Klimack presented the director's report, including UHLS updates, Summer Reading and May circulation. Circulation more than doubled from May 2021. Mary discussed our relocation plans with Tim Burke, who assured us that UHLS is happy to assist. Tim Burke and Paul Mays confirmed that we will be eligible for a DLD construction aid matching grant from the state.

The 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 reported that our year-to-date expenditures are within budget and expectations.

Upon motion by Peggy Derevlany, seconded by Melissa Miller, the financial reports were approved unanimously.

Adjournment: Meeting adjourned at 8:08 p.m. upon motion by Peggy Derevlany, seconded by Katie Myer and approved unanimously.

Minutes prepared by Peggy Derevlany, Secretary