

# North Greenbush Public Library Trustee Meeting Minutes

## Trustees Present:

Joan Behan  
Ken Bogdan  
Delores Celeste  
Peggy Derevlany  
Jim Greenfield

Amy Hale  
Jean Holmes  
Ali Mariano  
Katie Myer

## Trustees Absent:

Mary Ellen Sullivan

Melissa Miller

## Also in Attendance:

Mary Klimack, Library Director

Libby Post, Communication Services

**Call to Order:** Meeting called to order at 7:03 p.m. on January 25, 2024 by Ken Bogdan.

**Approval of Minutes:** Upon motion by Joan Behan, seconded by Jim Greenfield, the minutes of the November meeting were approved unanimously.

## Old Business

### Building Committee

#### Whiteview Road Negotiations:

Peggy Derevlany reported that no progress has been made since our last proposal was submitted to Mr. Panichi. Our attorney, Robert Schofield was informed that Mr. Panichi has retained attorney Richard Reilly of Gleason, Dunn, Walsh & O'Shea to represent him in negotiations. Bob Schofield is attempting to schedule a meeting.

After the November meeting, the option dates were amended to allow adequate time for pre-purchase requirements. The option and closing dates were changed to September 30, 2024 and October 31, 2024, respectively. Libby Post strongly recommends not holding a referendum close to the November general election. Peggy will request that Bob Schofield redraft the option, allowing us to hold the referendum in December 2024.

Given that the negotiations are stalled, the board discussed alternative sites, including Tech Park and 453 Main Avenue. We we visited 453 Main Avenue in September. It is an approximately 8-acre parcel, with a derelict house, and is on the market for \$350,000. However, it does not meet the criterion of situating the library in a more central location.

#### Focus Groups:

Libby Post and Mary Klimack are confident that they will have participants for the adult and teen focus groups scheduled for January 30 and 31. After completing the focus group process, Libby will develop marketing identity materials (logo, etc.) based on the information gleaned from the groups.

The next step will be a photo session, with Libby providing a professional photographer (at library expense). The board will recruit 10 to 15 patrons for the photo session. Their photos will be used to support the eventual referendum, with Libby providing relevant quotes as captions.

Libby does not approve of providing participation incentives, preferring to accept the input from a smaller pool of subjects.

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### **Friends of the Library Update**

Jean Holmes reported that the Friends of the North Greenbush Public Library is now officially chartered as a 501(c)(3) corporation. Jean and Libby discussed acquiring a postal permit to facilitate mailings. Libby will work with Jean to develop recruitment materials. Libby also encouraged trustees, particularly those with school-age children, to recruit Friends from their personal networks.

Jean also reported that the December and January drawings were successful and that the organization donated \$200 to the library for decorations. Their calendar of events for 2024 includes a puzzle sale (with a silent auction and tag sale) on May 25, a drive-thru barbecue event during the summer and a bake sale at the polling site during the November election.

Jean also mentioned that they continue to earn revenue from bottle redemptions at the 6¢ Redemption Center on Main Avenue. Mary Klimack suggested the possibility setting up a bottle drop-off at the library for our patron's convenience and to boost participation.

### **FOIL Policy Update**

Peggy Derevlany expressed concern that the amendment to the FOIL policy approved in November ("All written responses will be sent via the United States Postal Service using Registered Mail.") is better considered as a suggested procedure rather than a policy binding the library to compliance. In addition, since the preponderance of FOIL requests are submitted via email, it would not serve the interests of the person making the request.

After discussion by the board, Peggy Derevlany made a motion, seconded by Katie Myer, to amend the FOIL policy, removing the requirement to respond via registered mail. The motion was approved with eight trustees voting for the change, and one against.

### **Air Quality Assessment of the Existing Facility**

Libby Post advised the board to conduct an air quality assessment of the library, with the results potentially used to support the need for a new facility. This discussion was tabled at the November 16, 2023 meeting.

The board concluded that no further discussion or action was necessary because the condition of the building is obvious that an assessment and would not provide additional meaningful support for building a new facility.

## **New Business**

### **Election of Officers**

All current officers (President Ken Bogdan, Vice-President Katie Myer, Treasurer Jim Greenfield, and Secretary Peggy Derevlany) expressed a willingness to continue serving in their respective positions.

Joan Behan made a motion, seconded by Delores Celeste, to re-elect the existing slate of officers for a one year term. The motion was approved unanimously.

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## Long Range Plan

Mary Klimack distributed the library file copy of the 2018 - 2023 long range plan for review and discussion. Peggy Derevlany found a slightly newer version in her personal files. We have no record of final approval of the LRP and it has not been posted to the website.

The 2018 - 2023 plan called for maintaining the collection to meet the informational and recreational needs of the community, keeping staff members abreast of changing technology, and exploring ways to maximize utility of the existing facility.

Peggy Derevlany will email a copy of the version in her possession to the board.

## Focus Group Incentive Budget

This issue was resolved during the discussion with Libby Post.

## Director's Report

Mary Klimack presented the director's report, including circulation data and miscellaneous information.

The 2023 patron door count is of particular note, with 21,005 patron visits during the year. Circulation continues to be stable, and the digital circulation continues to increase, particularly for audiobooks and magazines.

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

## Other Business

Jean Holmes reminded the board that February 18 marks the 30<sup>th</sup> Anniversary of the library, the charter having been issued on that date in 1994.

## Financial Reports

Financial reports were distributed to all trustees in advance of the meeting. The issue in the P&L report has been addressed with only a few remaining minor discrepancies.

Jim Greenfield reported our finances remain favorable. The tax levy will be credited to our account during February.

Upon motion by Peggy Derevlany, seconded by Katie Myer, the financial reports were approved unanimously.

**Adjournment:** Meeting adjourned at 8:45 p.m. upon motion by Peggy Derevlany, seconded by Katie Myer and approved unanimously.

Minutes prepared by Peggy Derevlany, Secretary