

# 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  
Melissa Miller  
Katie Myer

## Trustees Absent:

Mary Ellen Sullivan

## Also in Attendance:

Mary Klimack, Library Director

**Call to Order:** Meeting called to order at 7:03 p.m. on March 21, 2024 by Ken Bogdan.

**Approval of Minutes:** Upon motion by Joan Behan, seconded by Katie Myer, the minutes of the February meeting were approved unanimously.

## Old Business

### Building Committee

Peggy Derevlany reported that although the committee did not meet this month, there have been new developments:

- **RPI Property on Route 4:** Peggy has been in communication with the Senior Business Administrator at RPI, Dominique Daley, regarding the parcel on the south side of Route 4, near the Defreestville Fire House. Although owned by RPI, the land is not within the Tech Park. Ms. Daley met on March 15 with the VP to discuss our inquiry. Our request is under review by senior leadership.
- **Grandview Avenue:** Our realtor, Laurie Leckonby, contacted David Brice, owner of an 11-acre parcel on Grandview Avenue, behind Starbucks and adjacent to the Montessori School. Mr. Brice is willing to sell acreage for \$100,00 per acre, and recommends that we purchase 3 acres (although we could negotiate for less).

Unable to schedule a group site visit, individual members of the building committee visited the site. Peggy walked the site and noted that it is lightly wooded with gradual slopes, no visible stone outcroppings and no wetlands.

Upon discussion, the board determined that \$100,000/acre is an apparently reasonable price, based on Mr. Panichi's last asking price of \$450,000 for approximately 1.6 acres on Whiteview Road. Trustees also discussed the location, citing concerns about the distance from the current library and the location relative to the East Greenbush Library. Positive factors include the price, availability and proximity to the busy commercial corridor.

- **Whiteview Road:** Richard Riley, Mr. Panichi's attorney, contacted Bob Schofield to inquire about our plans regarding providing utilities to 191-193 Whiteview Road. After a brief discussion the board concluded that it would be inappropriate to utilize public funds to facilitate private development.
- **453 Main Avenue:** The 8+ acre parcel, which the committee visited in September 2023, remains on the market for \$350,000.

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## Building Committee (continued)

The Building Committee will schedule site visits to Macha Lane and Grandview Avenue, and informally (drive by) the RPI property on Route 4. If appropriate, the committee will ask Paul Mays to visit the sites, including 453 Main Avenue. To maximize efficiency and convenience, we will attempt to schedule multiple visits with Paul on the same day.

## Friends of the Library Update

Jean Holmes reported that next Friends meeting will take place in the American Legion Hall on Thursday, May 7. They are preparing for the Puzzle/Tag sale scheduled for May 25.

## Long Range Plan

Mary Klimack distributed the preliminary draft of a proposed long-range plan for 2024–2028 in the board packet prior to the meeting. The board reviewed and discussed the proposal and made a few suggestions which will be included in the final draft.

Ken Bogdan requested that all trustees review the plan and provide comments to Mary no later than Thursday, April 11. Mary will prepare a proposed final plan for adoption at the April meeting.

## New Business

### Trustee Initiatives

Ken Bogdan and Jim Greenfield attended the recent UHLS trustee training session and notified the board of several relevant issues:

- **Policy Review:** Ken advised that we should conduct a thorough review of our policies, updating as needed; and that all policies must be posted on the library website. Peggy Derevlany mentioned that recently approved policies are on the site, but that older policies may be omitted. Ali Mariani will work with Mary Klimack to review current policies and recommend updates. Upon adoption, policies will be added to the website.
- **Meeting Documents:** In compliance with the Open Meetings Law, any document which will be the subject of discussion at a board meeting must be posted to the library website at least 24 hours prior to the meeting. Peggy Derevlany will create a new page on the website and post supporting documents as required.
- **Meeting Minutes:** Ken also advised that meeting minutes are to be posted within two weeks of the meeting. Peggy assured the board that minutes have been posted to the site, generally within one day of the meeting, since January 2021, with a note that earlier minutes are available upon request.
- **Financial Procedures:** Jim mentioned that the new handbook has updated financial procedures which he will review and implement.
- **NGPL Archives:** As a long-tenured trustee, Ken has documents in his personal files which may be of historical interest to the library and community. Ken generously offered these documents for scanning and eventual posting on the site.

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## Libraries Love Lakes Collaboration Option

Jean Holmes introduced the Libraries Love Lakes initiative, an outreach project pairing libraries with lake scientists to provide collaborative programming emphasizing the importance of lakes in our everyday lives. Jean is planning to attend the information session on April 12.

July is Lakes Month. Last July the library provided programming at Snyders Lake, which was limited by construction at the park. Mary Klimack is developing plans for lake/camp programming this coming summer.

## Director's Report

Mary Klimack presented the director's report, including the draft of the long range plan, circulation data, the annual report submitted to the state, and miscellaneous information.

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

## Financial Reports

Financial reports were distributed to all trustees in advance of the meeting. There is a discrepancy in the payroll account between the Key Bank balance and the Quickbooks reports. Mary Klimack has identified the source and will correct, pulling in the correct information starting with July 2023.

Ken Bogdan questioned the negative balance in the budget column of Net Operating Revenue. Mary will research and adjust. Per Jim Greenfield, this is a bookkeeping error, not an actual deficit.

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

**Adjournment:** Meeting adjourned at 8:07 p.m. upon motion by Peggy Derevlany, seconded by Mellissa Miller and approved unanimously.

Minutes prepared by Peggy Derevlany, Secretary