

## 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

### Trustees Absent:

Melissa Miller  
Mary Ellen Sullivan

Katie Myer

### Also in Attendance:

Mary Klimack, Library Director

**Call to Order:** Meeting called to order at 7:10 p.m. on April 25, 2024 by Ken Bogdan.

**Approval of Minutes:** Upon motion by Jean Holmes, seconded by Delores Celeste, the minutes of the March meeting were approved unanimously.

### Old Business

#### Building Committee

Peggy Derevlany provided the following information:

- Katie Myer has joined the committee and participated in the April 9 site visits
- **RPI Property on Route 4:** No further developments.
- **Grandview Avenue:** The committee conducted a site visit on April 9. Walking the lot was difficult due to downed limbs from the ice storm during the prior week. Pros and cons are obvious: this is a good location near the most heavily traveled main traffic corridor and the price is reasonable; however it is also very close to the East Greenbush town border. Committee consensus was to proceed with site visit by Paul Mays.
- **Whiteview Road:** No further developments.
- **Macha Lane:** During the April 9 site visit, the committee concluded that the site was unsuitable due to its remote location.
- **453 Main Avenue:** The committee visited the site in September 2023. Like the Grandview Avenue site, it is located at the extreme edge of North Greenbush. The committee recommended a site visit by Paul Mays.
- Paul Mays is scheduled to visit 453 Main Avenue and Grandview Avenue on April 29.

During the discussion, Delores Celeste suggested placing an ad soliciting land sale or donation. Peggy will discuss with our realtor, Laurie Leckonby and attorney, Robert Schofield.

#### Friends of the Library Update

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

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## Long Range Plan

Mary Klimack distributed the final draft of the long-range plan for 2024–2028 in the board packet prior to the meeting. After board review, Peggy Derevlany made a motion, seconded by Jean Holmes, to adopt the 2024–2028 Long Range Plan. The motion was passed unanimously.

## New Business

### Policy Updates

Mary Klimack and Ali Mariano have reviewed existing policies, both online and in our internal files. Ali is setting up a system to record and track review cycles. The plan is for the board to review one policy per month until all are updated appropriately.

### Financial Procedures

Mary Klimack and Jim Greenfield have documented our financial procedures, which were distributed prior to the meeting in the board packet. Mary will discuss website posting requirements with UHLS, specifically whether all policies must be posted or if there is a distinction between internal operational policies (e.g. Financial Procedures) and public policies that effect patrons (e.g. fine policy).

## Director's Report

Mary Klimack presented the director's report, including UHLS updates, circulation data, 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. All discrepancies in the Quickbooks accounting system have been resolved.

Jim Greenfield reported that our financial situation is in good order.

Upon motion by Peggy Derevlany, seconded by Joan Behan, the financial reports were approved unanimously.

**Adjournment:** Meeting adjourned at 8:19 p.m. upon motion by Peggy Derevlany, seconded by Joan Behan and approved unanimously.

Minutes prepared by Peggy Derevlany, Secretary