

# North Greenbush Public Library Trustee Meeting Minutes

## Trustees Present:

Joan Behan  
Deborah Bernnard  
Delores Celeste  
Peggy Derevlany  
Jim Greenfield

Amy Hale  
Jean Holmes  
Ali Mariano  
Mike Martinez  
Kimberly Margosian

## Trustees Absent:

Katie Myer

## Also in Attendance:

Mary Klimack, Library Director  
Libby Post, Communications Services

**Call to Order:** Meeting called to order at 7:01 p.m. on November 21, 2024 by Peggy Derevlany.

**Approval of Minutes:** Upon motion by Joan Behan, seconded by Amy Hale, the minutes of the October meeting were approved unanimously.

## Old Business

### Building Committee

Snyders Lake Road

The building committee selected Attorney Randall Beach, of counsel to Whiteman Osterman Hanna to represent the library in the purchase.

The Purchase Sale Agreement (PSA) has been drafted and sent by Mr. Beach to Mr. Mohamed's attorney, Dave Gruenberg. Mr. Beach has been very responsive to inquiries from the committee and to Mr. Gruenberg.

Next steps: After the attorneys negotiate the final terms, we will sign the PSA and deliver \$10,000 to the escrow agent. This "earnest money" will be applied toward the final purchase price of \$300,000. Subsequent to the execution of the PSA, the library will have the right to conduct studies and analyses of the property to confirm suitability for our use (e.g. environmental assessment to identify any potential wetland, hazardous substance, or similar issues).

The subdivision process must be completed prior to our purchase of the property.

The anticipated closing date is April 15, 2025.

### DASNY

As confirmed by Libby Post, our construction bond will be through DASNY, and will not add to the town's debt service.

NYS Construction Aid grants are also administered through DASNY. Currently our matching rate is 50% — more typical of Westchester County than our area. East Greenbush and Sand Lake qualify at 90%. Apparently these wealth estimates, which are based on the percentage of school children qualifying for meal assistance, originate at UHLS. Wynantskill, which encompasses only the hamlet, is our reference school district. Mary Klimack is working with Tim Burke to adjust our fund eligibility since most of the town is within either the East Greenbush or Averill Park districts.

# North Greenbush Public Library Trustee Meeting Minutes

## Research and Surveys

Libby Post reported that the focus groups conducted earlier this year did not yield actionable information. We will conduct online surveys to acquire the information we need to brand the library in a manner that will support our outreach to the community. The library has a free Survey Monkey account, which we will upgrade.

Libby will supplement our email list (approximately 200 patron addresses) with a purchased list. The questions posed in the survey will be similar to those asked during the focus groups.

## Outreach to Town Board and Other Officials

Informally, the town board is aware of our plans to build a new library, however Libby emphasized that we must conduct a systematic outreach to our town, county and local state officials. The trustees who have existing relationships with officials will lead the individual efforts on behalf of the library.

Libby will provide “talking points.” Using the library’s gmail account, Peggy Derevlany will set up a Google sheet where we can track the officials, contact person, contact dates and other relevant information. The outreach will begin in January.

## Architectural Concepts

Formal community outreach, at all levels, will require conceptual drawings. Mary Klimack will contact Paul Mays to begin the process, requesting concepts due for our January 2025 meeting.

## Referendum Target Date

To allow adequate time for laying the groundwork, preparing materials, etc. and to minimize interference from other elections, we are targeting January 2026 for the referendum.

## Friends of the Library Update

The Friends participated in a very successful Election Day bake sale with the Fire Department Auxiliary, and are currently conducting a gift basket raffle. The Donate to Dine event will be held on March 11 at Bubbakoos Burritos.

To support our upcoming outreach campaign, the Friends have applied for the mailing permit.

## Social Media Policy

Mary Klimack distributed the amended Social Media Use Policy in the board packet prior to the meeting. Upon motion by Joan Behan, seconded by Deborah Bernhard, the Social Media policy was approved unanimously.

## New Business

### 2025 Library Holiday Schedule & Board Meeting Dates

Mary Klimack distributed the 2025 calendar dates in the board packet prior to the meeting. Upon motion by Jean Holmes, seconded by Amy Hale, the 2024 Holiday Schedule was approved unanimously.

The board made note of the 2025 meeting dates. Mary will distribute a schedule with contact information for trustees.

## Insurance Options

## North Greenbush Public Library Trustee Meeting Minutes

Mary Klimack and Jim Greenfield reviewed our insurance coverage. As required we carry Directors and Officers Liability insurance. We also carry a “board insurance policy” at an annual cost of \$474.00. Mary will determine if this is redundant to the D&O coverage. Mary is also working to present the insurance expenses in a more intuitive manner in the Quickbooks reports.

Mary spends a lot of time on bookkeeping tasks, like Quickbooks, mandated reports and other financial matters. The board discussed relieving her of these tasks by hiring a part-time bookkeeper. Mary will inquire as to suitable candidates. Further discussion will be included on the January agenda.

### Director’s Report

Mary Klimack presented the director’s report. Of particular note, Tim Burke will retire in April. Mary and the board acknowledged Tim’s valuable assistance to our library over the years.

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.

Jim Greenfield reported that our financial status continues to be on target.

Upon motion by Mike Martinez, seconded by Ali Mariano, the financial reports were approved unanimously.

**Adjournment:** The regular meeting was adjourned at 8:35 p.m. upon motion by Joan Behan seconded by Amy Hale and approved unanimously.

Minutes prepared by Peggy Derevlany, Secretary