

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
Kimberly Margosian
Mike Martinez
Katie Myer

Also in Attendance:

Mary Klimack, Library Director

Call to Order: Meeting called to order at 7:01 p.m. on January 23, 2025 by Katie Myer.

Approval of Minutes: Deborah Bernnard noted a typo in the November minutes, scheduling the anticipated closing date for April 15, 2026, rather than 2025. Upon motion by Joan Behan, seconded by Delores Celeste, the minutes of the November meeting were approved unanimously, with the correction noted. The November minutes will be amended for filing.

Old Business

Building Committee

Snyders Lake Road Development Status

The building committee met on December 11 with Paul Mays, Randall Beach and Bob Schofield to discuss next steps, and requested a quote from Paul for the site and design work required for purchase and public communications. The \$66,000 quote includes coordination with our attorneys, required site work, conceptual layouts, and drawings needed for public relations. It also includes the Phase 1 ESA, preparation of the EAF, assistance with SEQR, transportation analysis and geotechnical evaluation by LaBella Associates.

The board discussed the expense, noting that our long-term planning has provided adequate funds for both the purchase and for the required professional services.

Upon motion by Peggy Derevlany, seconded by Jean Holmes the board voted unanimously to allocate \$66,000 to cover these expenses which are required to purchase the property.

Snyders Lake Road PSA Status

Randall Beach sent the draft PSA to Mr. Mohamed's attorney, Dave Gruenberg, on November 20, 2024. On January 10, Mr. Gruenberg responded with the first round of comments. The committee immediately reviewed and responded. Randall revised the draft accordingly and sent back on January 15. Mr. Gruenberg acknowledged receipt, but has not responded. June 15 is the most optimistic closing date at this point.

Communications

Influencers Contact Outreach: At our November meeting, Libby Post recommended a systematic outreach to our local government officials. Earlier this month, Peggy Derevlany prepared a Google worksheet and sent a link to all trustees with the names and positions of the relevant officials, and columns for contact lead, date of contact and comments. Libby will provide us with "talking points" which we should receive during February.

North Greenbush Public Library Trustee Meeting Minutes

Friends of the Library Update

- United for Libraries and Penguin Random House are accepting applications for grants to support libraries by assisting Friends groups with priority projects. The Friends will apply.
- The Friends are sponsoring a silent auction from January 21 through January 31 for the first four books of "The Irish Tearoom Mysteries." A teapot, tea and biscuits are included with the books in a gift basket which is on display at the circulation desk.
- The Dine to Donate event will take place at Bubbakoo's Burritos on March 11. Flyers were distributed at the meeting and trustees are urged to distribute them to friends and family. The Friends of the Library will receive 25% of the total sales from diners who present the flyer in the restaurant.
- The Friends have presented the library with a \$600 programming donation.
- The Friends are revising their by-laws to establish a schedule of meeting dates. Meetings are held in the Town Hall Annex.

Social Media Policy

Prior to the meeting, Mary Klimack distributed the amended Social Media Use Policy which includes procedures for response to communications initiated through Facebook Messenger and Instagram Direct Messaging. Upon motion by Peggy Derevlany, seconded by Amy Hale, the revised Social Media Use Policy was approved unanimously.

New Business

Election of Officers

Katie Myer expressed her willingness to serve as the board president. Delores Celeste volunteered to serve as vice-president. Peggy Derevlany and Jim Greenfield agreed to continue to serve as secretary and treasurer, respectively. Upon motion by Peggy Derevlany, seconded by Amy Hale, the slate of officers was approved unanimously.

Pay Rates

The finance committee reviewed staff payroll and recommend a 2.5% increase for library associates. Upon motion by Katie Myer, seconded by Mike Martinez, the pay increase, effective on February 7, 2025, was approved unanimously.

Trustee Meeting Agendas

Two suggestions for the addition of permanent agenda items were made. First, "Courtesy of the Floor" language to establish protocols for public comment, and second, "Announcements" scheduling time within meetings to discuss information individual trustees want to share with their colleagues.

The board discussed the pros and cons of the timing of courtesy of the floor. Delores Celeste suggested that members of the public should register to speak, which is a procedure observed by many school boards. Mary Klimack will obtain sample language from other libraries.

North Greenbush Public Library Trustee Meeting Minutes

Announcements

Deborah Bernnard brought two announcements to the attention of the board.

- On Saturday, January 25 at 2 p.m., the Pine Hills Branch of the Albany Public Library is offering a free screening of the film “Free for All: The Public Library.”
- On Tuesday, February 4 at 10 a.m. CDLC is presenting “Sustainability in Libraries: A Path to Action.”

Grant Applications

The grant committee will meet on February 21 to discuss upcoming opportunities. Jean Holmes noted that grant applications require recent audits. Mary Klimack will obtain quotes for an immediate audit, and funds for annual audits will be allocated in the library budget.

Director’s Report

Mary Klimack presented the director’s report, including explanation of the UHLS’s new “Books by Mail” program designed to help disabled patrons access large print and audiobooks by mail.

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 we finished 2024 slightly under budget.

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

Adjournment: The regular meeting was adjourned at 8:25 p.m. upon motion by Katie Myer seconded by Peggy Derevlany and approved unanimously.

Minutes prepared by Peggy Derevlany, Secretary