

## **North Greenbush Public Library Trustee Meeting Minutes**

### **Trustees Present:**

Joan Behan  
Deborah Bernnard  
Delores Celeste  
Jim Greenfield  
Amy Hale

Jean Holmes  
Kim Margosian  
Ali Mariano  
Mike Martinez  
Katie Myer

### **Trustees Absent:**

Peggy Derevlany

### **Also in Attendance:**

Mary Klimack, Library Director

**Call to Order:** Meeting called to order at 7:00 PM on March 27, 2025 by Katie Myer

**Approval of Minutes:** Mary Klimack noted that two trustees (Kim Margosian and Delores Celeste) were not listed as absent in the February minutes. Upon motion by Amy Hale, seconded by Delores Celeste, the minutes of the February meeting were approved unanimously with the correction noted. The February minutes will be amended for filing.

### **Old Business**

#### **Building Committee**

##### **Synder's Lake Road PSA Status**

Katie Myer reported that there were no major updates on the PSA. Our attorney, Randall Beach sent our response to Mr Mohamed's attorney on March 11, 2025. We are awaiting a response. Katie will reach out to Mr Beach for an update and to verify that there have not been discussions between Mr Mohamed's attorney and Mr Beach that the Board is not aware of.

Paul Mays reached out about scheduling the engineers for the first phase of the site study. Katie Myer signed the contract submitted by Butler, Rowland and Mays and approved by the Board at the January 23rd, 2025 meeting. Paul will communicate with the engineers about scheduling so that the project can commence soon after the PSA is signed.

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

- The Friends hosted a successful Dine to Donate fundraiser on March 11 at Bubbakoo's Burritos. The event was very popular and earned \$232 for the Friends.

- There are three Easter baskets being raffled off on April 14th. They are currently on display in the library
- National Library Week is April 6-April 12th. The Friends will be having a drawing contest for all ages based on the theme “Drawn to the Library.” All entries will be displayed in the library. Four randomly chosen drawings will win a prize.
- They are working on a quilt raffle for the future.

### **Policy Updates-Public Comment Policy Draft**

Mary Klimack distributed a draft of the Public Comment Policy in the board packet prior to the meeting. She briefly explained the policy and noted that the policy is a template created by the Upper Hudson Library System. The Board discussed the policy and made the following edits:

- The Board decided that there would be one period of public comment per meeting so sections of this policy that referred to a second comment period were removed.
- Delores Celeste noted that since each speaker is given 3 minutes to speak, we should change the duration of the public comment period from 20 minutes to 21 minutes.
- Added that written comments may be submitted to the attention of the Library Director at the Library.
- In the final section, updated the term library board chair to library board president

Upon motion by Katie Myer, seconded by Mike Martinez, the revised Public Comment Policy was approved unanimously.

### **Bookkeeper Follow Up:**

Mary Klimack created a basic job description for a bookkeeper and polled other library directors on the current pay rate for library bookkeepers. Mary indicated that the position would likely only be 4-6 hours per month. The Board discussed the position and agreed that it would be a worthwhile addition. Mary will put together a job posting for this position that includes a job description and indicates that the job will be for 4-6 hours per month with a pay rate of \$250 per month. Mary will bring the job posting to the April meeting for additional discussion.

### **New Business None**

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

Upon motion by Delores Celeste, seconded by Ali Mariano, the financial reports were approved unanimously.

### **Announcements**

The Grant Committee has been working together to identify grant options that would benefit the library. Deborah Bernnard indicated that many of these grants are only awarded to organizations with 501c3 status so the Friends of the NG Library will have to apply for some of the grants on the library's behalf.

The library received a generous donation from the Colarusso Family.

Gail Sanzone, a long time patron, recently passed away and her family kindly remembered the library in the obituary. We have received several donations in her memory.

The Library will be receiving a community award from the Rensselaer County Legislature. More to come on this award in April.

Adjournment: Meeting adjourned at 7:57 pm upon motion by Katie Myer, seconded by Joan Behan and approved unanimously.

Minutes prepared by Mary Klimack, Library Director