

## North Greenbush Public Library Trustee Meeting Minutes

### Trustees Present:

Joan Behan  
Ken Bogdan  
Carole Constantine  
Peggy Derevlany

Jim Greenfield  
Ali Mariano  
Melissa Miller  
Mary Frances Sabo

### Trustees Absent:

Jean Holmes  
Midge Rogers

Katie Myer

### Also in Attendance:

Mary Klimack, Library Director  
Mark Lacivita, Planning Board Chair

**Call to Order:** Meeting called to order at 7:05 p.m. on October 27, 2022 by Ken Bogdan.

**Approval of Minutes:** Upon motion by Jim Greenfield, seconded by Joan Behan, the minutes of the September meeting were approved unanimously.

### Old Business

#### Friends of the Library Update

Carole Constantine reported that the puzzle sale was successful.

### New Business

#### Planning Board Procedures

Mark Lacivita explained the procedures for new applicants and provided recommendations based on his experience.

The ideal parcel would be located outside of R1 or R2 zones. If we were to purchase in a residential zone we may need to approach the Town Board for rezoning, or a variance from the Zoning Board of Appeals. The ideal zone for a library would be the Community Public Zone.

The first step in the process is submit an Application for Site Plan Review to the building inspector, who will notify relevant town boards and agencies, including referral to the Planning Board. The building inspector, town engineer and planning board chairperson would likely meet with the library's representatives (legal, architectural/engineering).

- Parcels on Route 4 and Main Avenue are subject to architectural guidelines.
- Curb cut approvals are issued by the state on Route 4 and the county on other roads.
- The minimum time required for the Planning Board process is 3 months, provided that all the details in an application are complete and acceptable. The first month opens the process, the second is the public hearing, and the board could render an approval during the third monthly meeting.
- If engineering or other issues which require outside expertise arise, the town will hire professional consultants. The applicant pays for the related expenses.

Mr. Lacivita strongly recommends that as soon as we identify a suitable parcel, we inform the Town Supervisor and the Building Inspector and request an informal meeting to discuss our plans.

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### **Salary Adjustment**

Jim Greenfield noted Mary Klimack's exemplary performance of her duties as director and recommended additional compensation. Upon motion by Jim Greenfield, seconded by Carole Constantine, the board voted unanimously to approve a 3% salary increase for Library Director, Mary Klimack, effective at the start of the next pay period.

### **Director's Report**

Mary Klimack presented the director's report, including staffing updates, UHLS updates and circulation data. The written report is incorporated into these minutes by reference. A copy will be filed with the minutes.

### **Financial Report**

Financial reports were distributed to all trustees in advance of the meeting. Jim Greenfield reported that our year-to-date expenditures are within budget.

Ken Bogdan noted that the Quickbooks report continue to reflect years old input errors. Mary Klimack will contact a consultant to determine the cost of a permanent fix to the problems.

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

**Adjournment:** Meeting adjourned at 8:23 p.m. upon motion by Peggy Derevlany, seconded by Ali Mariano and approved unanimously.

Minutes prepared by Peggy Derevlany, Secretary