

North Greenbush Public Library Trustee Meeting Minutes

Trustees Present:

Joan Behan
Ken Bogdan
Carole Constantine
Peggy Derevlany
Jim Greenfield

Jean Holmes
Ali Mariano
Melissa Miller
Katie Myer
Mary Frances Sabo

Trustees Absent:

Midge Rogers

Also in Attendance:

Mary Klimack, Library Director
Laurie Leckonby, Coldwell Banker

Call to Order: Meeting called to order at 7:06 p.m. on December 1, 2022 by Ken Bogdan.

Approval of Minutes: Upon motion by Mary Frances Sabo, seconded by Ali Mariano, the minutes of the October meeting were approved unanimously.

Old Business

Building Committee

Peggy Derevlany reported that the original contract vendee has secured financing for the property at 296 North Greenbush Road (Route 4).

Our realtor, Laurie Leckonby addressed the board about negotiations with Mr. Panichi for property at 183 Whiteview Road and provided all trustees with a copy of the MLS map and an outline detailing preparation of a letter of interest and a letter of intent. She also discussed the advantages of being on Route 4 because it is the main thoroughfare serving the town.

The board discussed the information Laurie provided. While several trustees prefer a site on Route 4, others stressed the advantages of a secondary road, including less disruption to our Wynantskill patrons, a less hectic setting and the problems with navigating the heavy traffic on Route 4.

A concern specific to the unimproved Panichi property is the steep terrain which would require significant site preparation. All agreed that we need additional information to make an informed decision regarding the Whiteview Road site.

Mary Frances Sabo mentioned that Mike Moscatiello owns several parcels on Route 4 which may come on the market in the near future, including currently improved lots which would require minimal site preparation.

Next steps: Peggy Derevlany and Mary Klimack will meet with Laurie to write a letter of interest which will be presented at the January meeting, and Peggy will request that Laurie contact Mike Moscatiello regarding his property on Route 4.

Friends of the Library Update

Jean Holmes reported that the bake sale on Election Day was successful. Two new Friends plan to join during January. Ken Bogdan inquired about the incorporation status. Jean said that the paperwork, which was finished, has been misplaced. She is attempting to locate it, and if unable to do so will contact the attorney for a copy.

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New Business

ALA “Unite Against Book Bans” Campaign

UHLS is encouraging all member libraries to support this initiative. Ken Bogdan requested that Mary Klimack poll other Rensselaer County libraries to gauge the level of interest among them. Jean Holmes raised concerns about the risk of a lawsuit related to participation. Additional information regarding the campaign were included in the Director’s Report.

2023 Holiday Schedule and Meeting Dates

Proposed schedules were distributed prior the the meeting. Katie Myer noted the Juneteenth was not included on the holiday schedule. Upon motion by Peggy Derevlany, seconded by Katie Myer, the proposed 2023 Holiday Schedule was approved unanimously as amended with the addition of Juneteenth.

Revisions were made to the proposed Meeting Dates as well. To accommodate scheduling with Libby Post (public relations consultant), the January 2023 meeting will be held on Tuesday, January 24. Peggy Derevlany requested that since December is a busy month, we move the final meeting of the year to the third Thursday of November. In 2023, the November meeting will be held on Thursday, November 16. The board will not meet during December. Upon motion by Peggy Derevlany, seconded by Carole Constantine, the proposed 2023 Meeting Schedule was approved unanimously as amended.

Director’s Report

Mary Klimack presented the director’s report, including information on the ALA “Unite” campaign, UHLS updates and circulation data. The written report is incorporated into these minutes by reference. A copy will be filed with the minutes.

Of particular note, beginning in 2023 all trustees will be required to complete two hours of trustee training annually and the State Education Department recommends a written trustee education policy to guide libraries in tracking compliance. The policy will be discussed at the January meeting.

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.

The payroll company has been assisting Mary Klimack in finding the error in our Quickbooks database. Since the error has persisted for several years, it is very difficult to identify and rectify. The alternative of closing out the current book and developing a new database moving forward was discussed. Although possible, it is not ideal since the current Quickbooks version is our historical financial record.

We use Quickbooks desktop software, which resides solely on the director’s computer, and is backed up frequently. Mary will investigate migrating to the web-based Quickbooks version which would facilitate consultation with outside resources.

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

Adjournment: Meeting adjourned at 8:33 p.m. upon motion by Carole Constantine, seconded by Peggy Derevlany and approved unanimously.

Minutes prepared by Peggy Derevlany, Secretary