

## North Greenbush Public Library Trustee Meeting Minutes

### Trustees Present:

Joan Behan  
Ken Bogdan  
Peggy Derevlany  
Jim Greenfield

Jean Holmes  
Ali Mariano  
Katie Myer  
Mary Frances Sabo

### Trustees Absent:

Carole Constantine  
Midge Rogers

Melissa Miller

### Also in Attendance:

Mary Klimack, Library Director  
Libby Post, Communication Services

**Call to Order:** Meeting called to order at 7:05 p.m. on January 24, 2023 by Ken Bogdan.

**Approval of Minutes:** Upon motion by Joan Behan, seconded by Katie Myer, the minutes of the December meeting were approved unanimously.

### Old Business

#### Building Committee

Libby Post spoke with the board, providing greater detail on the services offered to the library in her July proposal. Salient points included:

- Our first step is to acquire land. After we have identified a suitable parcel, we will need architectural renderings to show the public what we plan to accomplish. We will also need a complete budget and details of the impact on homeowner's taxes.
- Simultaneously with our property search, we need to get on the dormitory authority list. Libby will provide pro-bono services to assist us in this regard. She will draw up the pro-bono agreement and send to us for signature. We anticipate addressing this issue with our representatives in late spring, after the state budget is in place.
- Libby's branding, community outreach and marketing efforts should begin one year prior to the bond vote.
- Robust participation by the Friends of the Library is critical, since an advocacy campaign cannot be paid with public funds. Advocacy will require a budget of approximately \$7,500.
- "Capital money" from New York State is a potential source of partial funding.

#### Whiteview Avenue Property

During the December meeting, Realtor Laurie Leckonby advised us to prepare a "Letter of Interest" to be sent to Mr. Panichi. Peggy Derevlany composed a draft letter. She will obtain outstanding details from Laurie and submit to a pro-bono attorney for comments. The letter will be circulated to the board via email prior to mailing.

#### Friends of the Library Update

Jean Holmes reported that the organization, comprising 7 members, has a bank balance of \$4,000 due to their successful fundraising efforts.

During her presentation, Libby Post stressed the importance of a large and active Friends organization. Suggestions to increase membership included encouraging parents/grandparents attending story time to join and contacting local service organizations, like the Kiwanis club, to assist.

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### **Trustee Education Policy Draft**

Mary Klimack distributed the policy draft prior to the meeting to provide trustees with an opportunity to review. The draft was circulated with the director's report and is incorporated into these minutes by reference.

Upon motion by Mary Frances Sabo, seconded by Peggy Derevlany, the proposed Trustee Education Policy was adopted unanimously.

### **New Business**

#### **Election of Officers**

Incumbent officers Ken Bogdan, President and Peggy Derevlany, Secretary agreed to retain their positions. Jim Greenfield, the current Vice President, accepted the nomination to Treasurer, and Katie Myer agreed to fill the position Jim vacated.

Upon motion by Joan Behan, seconded by Mary Frances Sabo the entire slate of candidates was approved to serve for a one-year term by unanimous vote.

Sue Costello, a former trustee, has continued to serve as Treasurer since resigning the board, and has the authority to sign checks on behalf of the library. Since Jim Greenfield has assumed the position, Sue's signing authority will be rescinded.

### **Director's Report**

Mary Klimack presented the director's report, including UHLS updates and circulation data. 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. Due to a software anomaly which prevented incorporating 2022 data, the Profit & Loss statement is inaccurate, showing zero balances. This is being addressed and will be corrected as soon as possible.

Mary Klimack is meeting with a Quickbooks consultant in early February and has also contacted Lisa Hunter, who may have some insight into the underlying issues with the database.

Upon motion by Peggy Derevlany, seconded by Katie Myer, the financial reports, with the exception of the incomplete Profit & Loss statement, were approved unanimously.

**Adjournment:** Meeting adjourned at 8:35 p.m. upon motion by Peggy Derevlany, seconded by Katie Myer and approved unanimously.

Minutes prepared by Peggy Derevlany, Secretary