

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

### **Trustees Present:**

Joan Behan  
Ken Bogdan  
Peggy Derevlany  
Jim Greenfield

Jean Holmes  
Ali Mariano  
Melissa Miller

### **Trustees Absent:**

Katie Myer

Midge Rogers

### **Also in Attendance:**

Mary Klimack, Library Director

**Call to Order:** Meeting called to order at 7:02 p.m. on September 21, 2023 by Ken Bogdan.

**Approval of Minutes:** Upon motion by Joan Behan, seconded by Jean Holmes, the minutes of the July meeting were approved unanimously.

### **Old Business**

#### **Building Committee**

453 Main Avenue, Wynantskill

The building committee visited 453 Main Avenue, an eight acre parcel adjacent to the bottle redemption center. The property includes a nearly derelict 2 story building which would need to be demolished. It is approximately 75% wooded and contains wetlands. The list price is \$350,000. Because of the condition of the property, the location and the cost, the committee recommends that we should not consider this property.

191-193 Whiteview Road

The letter of intent and terms of purchased were finalized and submitted to Ken Bogdan for signature. They will be delivered to Mr. Panichi at a meeting tomorrow, September 22 at 9:00 a.m. Trustees Peggy Derevlany and Jean Holmes will attend the meeting accompanied by our attorney Robert Schofield and realtor Laurie Leckonby.

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

The Friends annual planning meeting was held during August. For the remainder of 2023 basket drawings will be held. 2024 events include a puzzle sale, tag sale, Brooks BBQ and a bake sale in conjunction with the Fire Department.

### **New Business**

#### **Trustee Training**

Mary Klimack reminded the trustees that 2 hours of training is required each year. The CORE training offered via Zoom by UHLS on Wednesday, September 27 is a 2-hour session and will fulfill the requirement. In addition, they are offering a course on Intellectual Freedom, which will include a discussion of FOIL, relevant to our policy statement currently in draft form.

#### **North Greenbush Community Day**

Community Day is scheduled for Saturday, October 7 (Columbus Day Weekend). Mary Klimack has arranged for a table at the event and will provide information about the library. Jean Holmes volunteered to attend as well. The Friends' Fall Breakfast Basket will be displayed and tickets sold.

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### **Director's Report**

Mary Klimack presented the director's report, including offering notary services at the library, UHLS updates, circulation data, trustee training, summer reading and a staffing report.

Donna Riley has become a registered notary, and will offer services during her part time hours at the library, as well as at the Poestenkill Library where she also works. We have been asked by the Poestenkill Library to contribute to the cost of Donna's Errors and Omissions Insurance. The premium is \$140/year. Mary will use discretionary funds to reimburse Poestenkill \$70 to defray the cost. The library will not charge for notary service.

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. Mary Klimack has made progress with the new online Quickbooks system, however a discrepancy remains in the P&L report with payroll taxes showing as negative number. Mary distributed the report from Priority One Payroll which notes the payroll taxes correctly and will work toward correcting the error for the October meeting.

Upon motion by Peggy Derevlany, seconded by Melissa Miller, the financial reports were approved unanimously.

**Adjournment:** Meeting adjourned at 8:08 p.m. upon motion by Peggy Derevlany, seconded by Joan Behan and approved unanimously.

Minutes prepared by Peggy Derevlany, Secretary