

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
Delores Celeste, Resident
Robert Schofield, Attorney

Amy Hale, Resident
Laurie Leckonby, Realtor

Call to Order: Meeting called to order at 7:05 p.m. on November 16, 2023 by Ken Bogdan.

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

Old Business

Building Committee

Whiteview Road Negotiations:

Mr. Panichi provided a counteroffer through our attorney, Bob Schofield. He proposed \$450,000 for 191-193 Whiteview Road (both lots), \$350,000 for 183 Whiteview Road or \$800,000 for the entire parcel.

In response to Ken Bogdan's concern about the actual value of the property Laurie Leckonby advised that in light of the low inventory of suitable land and the lack of comparable properties in North Greenbush it is nearly impossible to determine an objective value.

The option agreement submitted to Mr. Panichi specifies that the library must exercise the option by June 30, 2024 or forfeit the \$5,000 option fee. Given the time elapsed since the draft agreement was prepared, board members expressed concern that the schedule is infeasible. Bob Schofield suggested that in redrafting the agreement to reflect our new offer for the property, we amend the option date and closing date to September 30, 2024 and October 31, 2024, respectively.

The board will convene an executive session immediately after the public meeting to determine the offering price and option alternatives. Peggy Derevlany will inform Bob Schofield and the revised documents will be prepared.

Focus Groups:

Libby Post is conducting the focus groups required to properly brand and market the library. To date, sessions have been conducted with seniors, staff and trustees. Sessions with teens, community leaders and "moms and dads" will be scheduled after Thanksgiving. Mary Klimack has initiated recruitment of teens and is confident that an appropriate group will be convened. Since recruitment for the latter two groups has not been successful, trustees must take a more active role, personally contacting acquaintances and inviting their participation.

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Mary Klimack and Libby will schedule the remaining sessions and Mary will advise the board of the dates. She will forward the recruiting information provided Libby, including the QR code for the registration website. Board members will compile lists of their relevant acquaintances and send to Mary for coordination and to avoid duplication. Then, after Mary confirms the lists, board members will contact their candidates either by email or phone, whichever is appropriate. If initial contact is via phone, it will be confirmed with an email including the QR code.

Registrations are submitted by scanning the code and completing the online form. Responses will be sent to Mary and to Libby automatically.

Ideally, each focus group should include 8 to 10 participants, with a recruiting goal of 10 to 12 to allow for attrition.

Air Quality Assessment of the Existing Facility:

Libby Post advised the Friends of the Library to conduct an air quality assessment of the library, with the results potentially used to support the need for a new facility. Ken Bogdan expressed concerns about our use of the results should we determine that the air quality is unacceptable (as expected). Jean Holmes expressed concerns that an air quality assessment would not identify mold spores and friable asbestos particles.

This discussion has been tabled until the January 25 meeting.

Friends of the Library Update

Libby Post has recommended that the Friends do a recruitment mailing, using the library's patrons list, accomplishing two goals. First, to recruit new members to the organization, and after the mail has dropped the list will become the property of the Friends organization, which allows Libby to use it for publicity purposes. Jean Holmes and the Friends are working on developing and sending the mailing.

Jean also pointed out that 2024 marks the 30th Anniversary of the library, the charter having been issued on February 18, 1994. The anniversary is particularly significant given the coincidence with our building referendum.

FOIL Policy

Prior to the meeting, Mary Klimack distributed the draft policy to all trustees. During the discussion, Jean Holmes requested that the policy include a requirement to send all FOIL related correspondence via registered mail with return receipt requested. This clause will be added as section VII of the policy.

Upon motion by Peggy Derevlany, seconded by Ali Mariano, the FOIL policy, as amended, was approved unanimously.

New Business

Trustee Candidate Interviews

Delores Celeste and Amy Hale have expressed an interest in serving as trustees. Both attended the meeting to discuss their qualifications. Immediately after the public meeting, the Board will convene an executive session to evaluate their applications.

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2024 Holiday Schedule and Meeting Dates

Mary Klimack distributed the 2024 schedules prior to the meeting.

Holiday schedule: upon motion by Peggy Derevlany, seconded by Melissa Miller, the 2024 holiday schedule was approved unanimously.

The library usually closes on Christmas Eve and New Year's Eve. This year both days fall on Sunday. To provide the staff with the traditional observed holiday, Mary requested that the library close on both Saturdays. The motion made by Peggy Derevlany, seconded by Jean Holmes, to close the library on Saturday, December 23, 2023 and on Saturday, December 30, 2023 was passed unanimously.

Trustee meeting dates: upon motion by Peggy Derevlany, seconded by Joan Behan, the 2024 board meeting schedule was approved unanimously.

Director's Report

Mary Klimack presented the director's report, including circulation data and miscellaneous information.

Programming during October was particularly strong. The Wynantskill fire department attended storytime on October 10. The library celebrated Halloween with The Halloween Hullabaloo on October 28 and a special storytime on Halloween. The Tiny Art program was successful and the resulting masterpieces are on display in the front hall.

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. The discrepancy in the P&L report persists, with payroll taxes showing as negative number.

Jim Greenfield reported that expenditures continue to remain below last year, but noted that some major expenses were anticipated during December.

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

Adjournment: Meeting adjourned at 8:40 p.m. upon motion by Peggy Derevlany, seconded by Joan Behan and approved unanimously.

Minutes prepared by Peggy Derevlany, Secretary