

North Greenbush Public Library Trustee Meeting Minutes

Trustees Present:

Joan Behan
Deborah Bernnard
Peggy Derevlany
Jim Greenfield

Amy Hale
Jean Holmes
Ali Mariano
Mike Martinez
Katie Myer

Trustees Absent:

Delores Celeste

Kimberly Margosian

Also in Attendance:

Mary Klimack, Library Director

Call to Order: Meeting called to order at 7:02 p.m. on February 27, 2025 by Katie Myer.

Approval of Minutes: Upon motion by Deborah Bernnard, seconded by Amy Hale, the minutes of the January meeting were approved unanimously.

Old Business

Building Committee

Snyders Lake Road PSA Status

Peggy Derevlany reported that after a months-long delay, Mr. Mohamed's attorney, David Gruenberg responded to our attorney, Randall Beach with comments on the draft PSA. Our attempt to obtain indemnification should title or survey problems arise due to the seller's failure to perform has been rejected. Mr. Beach noted that this is neither uncommon nor a serious concern.

Mr. Mohamed added an additional condition, requiring that the connection to municipal water be adequate to service the one-family home subdivision proposed for the remainder of the parcel. We referred this requirement to Paul Mays who explained that the practical approach, which he detailed in his August 19, 2024 analysis, is to make the connection at Snyders Lake Road, and extend through the library property along Mohamed Way, ending in a "T" just south of the property line. The "T" would be capped with a hydrant.

Mr. Beach is drafting our response. We hope to have a final, executed contract before the March 27, 2025 board meeting.

Communications

Katie Myer met with Libby Post. Communications plans remain on hold pending the land purchase.

Website

The delay in developing a communication plan also delays library rebranding. Peggy Derevlany suggested that we should separate development of a Word Press site running on UHLS servers from the rebranding efforts.

Coincidentally, a local website developer contacted Mary Klimack offering his services for updating the site. Mary will obtain two additional proposals for board review.

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Friends of the Library Update

- The silent auction held in January was successful and more are planned.
- By-laws have been updated, establishing the meeting schedule and location.
- The Dine to Donate event will take place at Bubbakoo's Burritos on March 11. The Friends of the Library will receive 25% of the total sales from diners who present the flyer in the restaurant.
- An Easter Basket raffle and a puzzle contest are planned.
- Celebration of National Library Week will feature a drawing contest.
- The Friends have applied for a sales tax exemption certificate.

Policy Updates — Open Meeting Policy

Prior to the meeting, Mary Klimack distributed UHLS recommendations for, and samples of Open Meeting Policies. The objective is to provide structure and procedures for public comment at meetings.

Drawing on these resources, Mary will draft a proposed policy for review at the March meeting.

New Business

Part Time Bookkeeper

In November 2024, the board discussed relieving Mary of bookkeeping tasks like Quickbooks, mandated reports and other financial matters by hiring a part-time bookkeeper. The consensus is to proceed with these plans. Mary will prepare a job description for review at the March meeting.

2024 NYS Report

Mary Klimack distributed the 2024 NYS Report prior to the meeting. After review and discussion, the board determined that the Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner. Upon motion by Katie Myer, seconded by Mike Martinez, the board certified that the 2024 Annual Report was reviewed and accepted. The motion passed by unanimous vote.

Director's Report

Mary Klimack presented the director's report, including UHLS updates and circulation, door count and programming stats.

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. Jim Greenfield reported that the annual tax levy check was received and deposited, and that spending is on track.

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

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Announcements

- The Grant Committee met on February 26 and organized systems and procedures to facilitate their work. Each member of the committee is contacting two local not-for-profit organizations.
- Western New York Library Resources Council retains an attorney to offer input on human resources, intellectual property, digital rights management, vendor contracts, first amendment, civil rights, employment law, and other legal issues that can impact library operations. Since WNYLRC offers its service state-wide “Ask the Lawyer” is available for our use. For more information, please see <https://wnylrc.org/services/askservices/resources>

Adjournment: The regular meeting was adjourned at 8:12 p.m. upon motion by Peggy Derevlany, seconded by Katie Myer and approved unanimously.

Minutes prepared by Peggy Derevlany, Secretary