

**Claverack Free Library**  
Monthly Meeting of the Board of Trustees  
Tuesday, November 17, 2015

**Trustees Present:** Jane Case, Stephen King, Maryanne Lee, Alice Platt, Jennifer Post, Susan Roberts, Vicki Rosenwald, Mike Sullivan, Mario Verna, Mary Elizabeth Vincent, Marion Vosburgh  
**Also Present:** Thea Schoep, library director, Linda McNutt and Brenda Shufelt

The regular monthly meeting of the Board of Trustees convened by president Jane Case at 5:00 p.m.

1) Review of minutes –

**Motion to approve the minutes of October 20, 2015, made by Mario, second by Maryanne. Motion carried.**

2) Library Architectural Services – (Proposal attached)

Mike introduced Linda McNutt, a Claverack architect who, upon the new library committee's request, submitted a proposal for architectural services for the new library. Linda briefly outlined her professional experience as sole proprietor of an architectural firm that is largely residential. She has long been a friend of the library (her daughter grew up at our library and volunteered here) and Linda was active on the new building committee when decisions were made to acquire the former firehouse and select architects Butler Rowland Mays. Her design of a 12-bedroom home at Triform was recently completed on time and under budget and she helped develop that organization's master plan.

Linda is very positive about the new library's progress and of the board's choice to proceed in phases without incurring debt. She would like to work with the board to identify next steps and would meet with the new building committee, the technology committee and all interested trustees to hear the dreams as well as the realistic goals. She also looks forward to learning details of the project budget (prior cost estimates) and status of the capital campaign. She believes that she will be able to make a recommendation of next steps needed to get us nearer moving in by February/March.

3) Nominating Committee Recommendation –

Jane welcomed Brenda Shufelt. A native of West Ghent, Brenda briefly outlined her professional career as an elementary school librarian in a NYC school district. She recently retired and will be living in Mellenville full time (she now has a part-time job with the East Greenbush School District). Brenda has a Masters in Library Science from SUNY Albany and is enthusiastic about establishing a relationship between the library and local school districts. She also has grant writing experience.

4) Chapter 414 Vote – Susan

Jane congratulated all on the successful 414 vote on November 3<sup>rd</sup>. The tally (769 in favor; 350 opposed, before the absentee ballots are counted) reflects a largely positive view of the library within our community, and of its leadership and the new library project.

5) Treasurer's report – Draft 2016 Budget submitted by Susan attached

Following a discussion of the cost of two new staff computers, a new printer (cost of which will be taken from the 2015 budget) and snow removal services, it was agreed that Susan will adjust these lines to reconcile. Mario requested that the tote bag expenses \$421 be removed from line 72 and added to October festival expenses (line 17). The May festival income will be increased to \$6,500. Further discussion included salaries and benefits for the director, library assistant, and children's summer reading program assistant. These amounts, based upon recommendations of the personnel committee, total \$52,800 in the budget. Finally, we have not received a bill for oil burner repair, but were told that the burner should last several more years. Selection of snow removal services is referred to the building and grounds committee. Susan will send the amended budget at least one week prior to the December 15 board meeting.

6) Report of the Library Director – Submitted by Thea

- a) Thea reported that Philmont has shared some large print books and that she will order more in order to meet patrons' requests. These are often on hold in the system.
- b) October 2015 circulation figures increased by 270 items as compared to October 2014, with children's titles circulating higher than adult fiction.
- c) Newly cleared floor space for the Friday Story Hour is working very well.
- d) Tobi Farley is heading up a crafts series with the Philmont Library and could use another volunteer helper. The first session is Dec 12, 1-3 p.m., at the Philmont Library,
- e) Thea had a great trip to ALA's 50 *Great Stories Club* orientation workshop in Chicago.
- f) Re-labeling of books and weeding continues.
- g) MHLS announced that e-magazines will be available to patrons (which lowers expenses for print subscriptions).
- h) Our library will be able to purchase e-books through OverDrive.
- i) The Friends group meets every other Thursday at 4 p.m. A liaison to the board will be chosen. David Baylen has agreed to co-chair the Friends (need additional co-chair) and Thea and David plan to meet with Rebekkah Smith Aldrich of MHLS to learn more about organizing the group.

7) Policy Votes – Submitted by Mario

**Motion to approve the Unattended Child Policy, Vulnerable Adult Policy, and Challenge of Library Material Policy, Collection Development Policy, and Incident-Accident Report Form made by Vicki, second by Maryanne. Motion carried.**

Thanks to Mario for the hard work on this.

8) Nominating Committee – Vicki

**Motion made to nominate Brenda Shufelt as trustee made by Vicki, second by Alice. Motion carried unanimously.**

9) Committee Reports –

A) New Building – Submitted by Mike

- i. Final payment for elevator to be held until a lock set issue is resolved.
- ii. Asbestos abatement and air monitoring is complete. Lasted one day longer than expected, so the cost will likely come in a little bit higher than contract. Abatement cost: \$14,750; air monitoring services: \$2,660.
- iii. The committee recommends that Linda McNutt be contracted with to provide architectural services for program evaluation and future phasing for the new library at an hourly fee of \$100 per hour. She will be asked to send a contract.

**Motion made to accept architectural services proposal from Linda McNutt, with an initial \$1,000 retainer at engagement of services (to be applied to first billing) and, upon agreement by both parties, a total fee not to exceed \$6,500. Motion made by Jenny, second by Mario. Motion carried.**

- iv. Mike requested that the trustees think about the many issues related to sale of the existing library, including but not limited to: property right of way, parking needs, location of future book sales, and asbestos in basement.

B) Capital Campaign – Submitted by Jenny

Jenny requested that all trustees review the list of year-end prospects and contact her to co-sign solicitation letters and/or accompany her on a visit to discuss donations.

C) Communications/Technology – Submitted by Mario

D) Programs – Submitted by Vicki

- i. Medicare 101 will be held on 11/19 at 5:30 p.m. 13 have reserved spots.
- ii. "Songs and Stories of the Strange and Macabre" on 11/20/15 at 7 p.m.

- iii. "The Hudson Valley in the Ice Age" on 12/13/15 at 2 p.m.
- iv. Brenda agreed to join the program committee

E) Fundraising --

Jenny will chair the committee for the Musical House Party with the Broad Street Chamber Players at the Claverack home of Lisa Vahradian and John Tillotson on Saturday, January 23<sup>rd</sup> (with a snow date on January 30<sup>th</sup>). Roger will bring chairs and help set up. Four trustees offered to bring food. Jenny will bring beverages.

F) Personnel –

The committee will meet with Thea in coming weeks.

10) Old Business –

i. Maryanne sent the revised Three-Year Plan on 11/16/15 and requested that suggestions or changes be submitted to the committee no later than 12/6/15. The board will vote upon the final plan at the December 15 meeting.

ii. Committee list circulated. Jane requested that all trustees join at least two committees. Mario will update the list and resend.

11) New Business –

A) Vicki pointed out that there should be a committee to raise funds for the operating budget.

B) Vicki will coordinate a "House Series" with above musical program in January, Operatic Lites featuring Nellie Rustick, tentatively planned for February and hosted by Maryanne Lee, and a House Reading by Andrea Kline and Debby Mayer in March (location to be determined).

C) Columbia County Library Association will hold a dinner for trustees and directors at Kozels on 12/3. RSVP to Valatie by 11/19 - \$30. Jenny will bring capital campaign materials.

D) A number of trustees will attend the MHLS Trustees Workshop in Germantown on 11/20.

E) Jane agreed to step back from the active role of president during December and January due to personal and health reasons, but will lead meetings these months.

**Motion to adjourn the regular meeting of the board of trustees made at 6:54 p.m. by Maryanne, second by Stephen. Motion carried.**

Entered executive session at 7 p.m. to discuss employee salaries and benefits for f-y 2016. The 2016 budget will reflect salaries and benefits.

**Motion to refer final recommendation to the Finance Committee regarding employee salaries and benefits to total \$52,800 made by Mike, second by Stephen. Motion carried.**

Executive session closed at 7:11 p.m.

**NEXT REGULAR BOARD MEETING WILL BE HELD ON TUESDAY, DECEMBER 15, 2015, at 5 p.m. at the library.**

~ Submitted by secretary Jennifer Post