

Claverack Free Library
Monthly Meeting of the Board of Trustees
Tuesday, December 15, 2015

Trustees Present: Jane Case, Stephen King, Maryanne Lee, Alice Platt, Jennifer Post, Susan Roberts, Vicki Rosenwald, Brenda Shufelt, Mario Verna, Mary Elizabeth Vincent, Marion Vosburgh

Trustees Absent: Michael Sullivan

Also Present: Thea Schoep, library director and John Dax, Member of the MHLS Board representing Columbia Co.

The regular monthly meeting of the Board of Trustees convened by president Jane Case at 4:47 p.m.

1) Review of minutes –

Motion to approve the minutes of November 17, 2015, made by Stephen, second by Mario. Motion carried.

2) Treasurer's report – Submitted by Susan

MHLS has a recommended format for the condensed budget information. Susan reported that we'll start using that format in January.

3) Report of the Library Director – Submitted by Thea

a) Thea reported that the Friends of the Library are meeting every other week and that minutes are now available above the trustees' mailboxes.

b) The sale of jewelry made by Patricia Powers was a success and raised several hundred dollars (final figures to be determined when Patricia invoices her share).

c) Thea thanked members of the buildings and grounds committee, Pam Banks, Patricia Gravett, Peter Larmour, Chris Post (and trustees Stephen King, Jenny Post, Vicki Rosenwald, Mario Verna, Mary Elizabeth Vincent), who helped at the clean up on 12/12.

d) MHLS has announced that deliveries will be reduced system-wide and that our library will no longer have delivery on Saturdays. She thinks there will be little impact on our patrons.

4) 2016 Budget – Submitted by Susan

Motion to approve the 2016 budget made by Alice, second by Maryanne. Motion carried. The board thanked Susan and Marion for their hard work to prepare the budget.

5) Three-Year Strategic Plan – Submitted by Maryanne

Motion to accept the three-year strategic plan made by Vicki, second by Alice. Motion carried. The board thanked all the "M's" who worked so hard on this document for more than one year: Maryanne Lee, Mike Sullivan, Mario Verna, Mary Elizabeth Vincent, Marion Vosburgh. The document will be reviewed and updated on a regular basis.

6) Challenge 2016 –

Jane presented her opinion that, with the 414 funding successfully behind us and, with it a strong indication of community support, the new library needs momentum in order to finish. She suggested that we set a challenge date (sometime in the next one to two years) to hold an open house to celebrate completion and to include the entire community to participate. We will have a better idea of the timeframe when Linda McNutt provides cost estimates for remaining work (expected by or before February).

7) Committee Reports –

A) New Building – Submitted by Mike

Mike has worked on the framing needed around the elevator doors, but reports that additional work is required before the elevator will pass inspection.

The trustees authorized an expenditure of up to \$1,000 to pay a carpenter to complete framing work above the elevator door in order to display the floor indicator boxes.

Susan will ask Martin Baumgold if he is interested in the job and will copy Linda McNutt.

B) Capital Campaign – Submitted by Jenny

Jenny continues to solicit year-end donations to the new library. Thanks to Stephen for his help in reaching out to prospective donors.

The DLD award from the State Library has still not been finalized.

C) Buildings & Grounds –

i. Thea reported that required space has been cleared around the boiler. Small repairs are still to be made by Valley Energy.

ii. Thanks to Marion for providing the wreaths that decorate both buildings (at wholesale).

iii. Kevin Sweet was selected for snow removal (and will charge per visit and send regular monthly invoices).

iv. Pam Banks offered to ask Louis Lamont and the Town Highway Department to fill potholes in the library's parking areas.

D) Policies – Mario

Motion to approve the Freedom of Information Law Policy as prepared and submitted by Mario.

Motion made by Susan, second by Stephen. Motion carried.

Motion to approve the Fundraising/Gift Policy as amended. Motion made by Vicki, second by Maryanne. Motion carried.

E) Trustee Handbook –

A new committee will form to revise and update the Trustee Handbook. Mario, Marion, Stephen, Thea and Vicki agreed to join to work on this.

F) Communications/Technology – Submitted by Mario

Mario reported that a new printer and a router to extend wi-fi have been purchased.

G) Programs – Submitted by Vicki

i. Approximately 20 attended "The Hudson Valley in the Ice Age" on December 12th.

ii. Thea and Brenda agreed to present E-Borrowing: How to Access Electronic Materials through Your Library System on Sunday, January 24th at 3 p.m.

iii. Maryanne will speak to Nellie Rustick about a date in early March for the Operatic Arias House Concert.

iv. Wine and Words, a house reading, will be held on April 16th featuring work by Andrea Kleine and Debby Mayer (and other/s).

v. We will hold a craft-making program in partnership with the Philmont Public Library in February.

H) Fundraising --

The Musical House Party with the Broad Street Chamber Players at the Claverack home of Lisa Vahradian and John Tillotson is coming up on Saturday, January 23rd (snow date January 30th) at 5 p.m. Tickets are \$30 per person. Roger will bring chairs from RDCC. Brenda, Jane, Thea, Mario and Susan will contribute hors d'oeuvres; Jenny will bring soft beverages and wine.

I) Personnel –

The committee met with Thea to create a new job description for the Director to be voted upon at the January 2016 meeting.

8) Old Business –

The capital campaign committee will request an extension of the funding proposal from the Hudson River Bank & Trust Company Foundation.

11) New Business –

Maryanne reported that the fall/winter newsletter was bulk mailed to 3,982 households and that the expenses were as followed:

Printing: \$1,875.64 (4,250 newsletters)

Postage: \$502.56

(Plus fee for Graphic Design: \$125)

Meeting adjourned at 6:32 p.m.

NEXT REGULAR BOARD MEETING WILL BE HELD ON TUESDAY, January 19, 2016, at 5 p.m. at the library

~ Submitted by secretary Jennifer Post