

**Claverack Free Library**  
Monthly Meeting of the Board of Trustees  
Tuesday, January 19, 2016

**Trustees Present:** Jane Case, Jennifer Post, Susan Roberts, Brenda Shufelt, Michael Sullivan, Mario Verna, Mary Elizabeth Vincent, Marion Vosburgh

**Trustees Absent:** Stephen King, Maryanne Lee, Alice Platt, Vicki Rosenwald

**Also Present:** Thea Schoep, library director

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

1) Review of minutes –

**Motion to approve the minutes of December 15, 2015, made by Mario, second by Marion. Motion carried.**

2) Treasurer's report – Submitted by Susan

a) Susan reported that Julianne Cotte sent a thank-you note for her holiday bonus.

b) The library received a proxy vote request from the Bank of Greene County. Susan suggested, and the board agreed, to vote per the recommendations of the bank's directors.

c) Received an annual bill from the Town of Claverack for \$244 for water service for the new library. This was sent to all properties within the water district, regardless of whether or not the property is hooked up.

d) Draft financial statements will be posted to the library's website quarterly. Also, to be posted are audited financial statements and the 2016 draft budget.

e) Per Mario's suggestion last month, Susan requested that a reserve fund be set aside from cash on hand. **Motion to establish a reserve fund in the amount of \$5,000 to be applied to unexpected expenses, if necessary. This fund may be added to in future years as income permits. Motion made by Mario, second by Jenny. Motion carried.**

f) Mary Elizabeth distributed a breakdown of donations received in December 2015 in response to the fall/winter newsletter (totaling \$4,590). She will provide a comparison with previous years to help determine the most cost-effective way to reach the community via the newsletter. Thea mentioned that some of our library patrons who live in Livingston did not receive the mailing. The committee will review the postal routes to assure that we reach as many residents served by our library as possible.

3) Report of the Library Director – Submitted by Thea

a) Jane congratulated Thea on her ongoing efforts to weed. Thea noted that she has a wonderful group of dedicated volunteers who help with this. (Circulating items have dropped from 14,000 to 9,500.) Categorization and labeling is proceeding with help from the Hudson Area Library clerks (one of whom has archival skills and is willing to help organize and record our historical materials).

b) An amended library director's job description was sent to all trustees from the personnel committee (attached). **Motion made to accept the library director's job description as submitted. Motion made by Susan, second by Mario. Motion carried.**

4) Committee Reports –

A) New Building – Submitted by Mike

i) Mike reported that Martin Baumgold completed sheetrock work around elevator doors and that he wishes to contribute his time as an in-kind donation. Jenny will send him a thank-you letter.

ii) Mike will meet with architect Linda McNutt next week to go over her initial determinations in re code review and cost estimates. A meeting with the full new library committee will then be called and it is hoped that a presentation will be prepared for the February board meeting.

iii) A special referendum by the Hudson City School District to approve sale of the Claverack School will be held on February 9<sup>th</sup>. There are other proposals having to do with district expenditures on the ballot as well.

B) Capital Campaign – Submitted by Jenny

i) \$56,273 was raised through donations from 113 donors in 2015 (this figure excludes fundraising event income).

ii) Jenny reported that it is nearly time to meet with some lead donors to clarify their wishes for naming opportunities.

C) Buildings & Grounds –

i. An insurance inspector required that all potentially flammable materials be removed from the room containing the boiler. Thea was able to accomplish this and Peter Larmour is slowly taking banana boxes and books to the storage space in the new library.

ii) Jenny suggested that New York Senator Kathy Marchione be asked to provide funding to replace the current library's roof. No decision was reached as to materials to be used. Mike agreed to contact her office and Jenny offered to accompany him on a future visit to her office.

D) Policies – Mario

No report

E) Trustee Handbook – Mario

Mario requested help with defining library committees. Jenny will send an earlier description as a starting point. Brenda agreed to work with Mario, Marion, Stephen, Thea and Vicki as they draft the new handbook.

F) Communications – No report

It was agreed to present future communications and technology reports as two separate agenda items.

G) Technology – Submitted by Mario

i) Mario reported that we can now track the number (and date/time) of log-ins to our wireless service. This will help with our annual reporting both of ways in which and to what extent patrons are using the library.

ii) Susan once again asked if it is necessary to require all Internet users to accept the terms of usage of our network. Thea mentioned that not all libraries have this condition, but agreed to look into it further.

H) Programs – Submitted by Vicki & Brenda

i) Brenda reported that three authors have committed to "Prose and Proseco" on April 16.

ii) She also noted that Medicare 101 will be rescheduled in early May.

iii) Brenda requested a meeting with Thea and Vicki to better understand how programming can advance the library's mission as defined in the Three-Year Plan.

I) Fundraising —

Jenny noted that The Musical House Party with the Broad Street Chamber Players scheduled for Saturday, January 23<sup>rd</sup> may have to be postponed to the snow date of January 30<sup>th</sup>. A determination will be made by Thursday and, if a postponement is necessary, the change will be posted to the library's website. (Jenny will also send an e-blast and directly contact via email all those who reserved.) Mike agreed to help deliver 30 chairs from the RDCC.

J) Personnel –

See Report of the Library Director, 3)c) above.

5) Volunteers/Friends – Thea

a) Thea and Dave Baylen met with Rebekkah Smith Aldrich on 1/13 and Rebekkah recommended that the table in the children's room be cleared of books. The room looks great!

b) Dave will meet with the Friends executive committee to formalize the relationship between the Friends organization and the Board of Trustees. Rebekkah said that a separate 501(c)(3) is not necessary for the Friends because the library has this designation as an association library (as opposed to a municipal or school district library).

c) The Friends are at work on a wish list of ideas and goals that they will present to the board.

d) Mario agreed to serve as board liaison to the Friends organization. A member of the Friends will also attend board meetings.

e) Thea and Dave will attend the MHLS workshop on Friends Support Group on February 18<sup>th</sup> in Poughkeepsie.

6) Old Business –

No old business

7) New Business –

Brenda said that she would like to see a news story in the local media to reflect all the exciting improvements and good news at the library. She's willing to join the communications committee (with Mario and Stephen) to help craft this message, and will invite Debby Mayer at the Columbia Paper and Katie (?) at the Register Star to cover the story. She further emphasized the need to brand the library and better relay news. It was agreed that this was a good idea.

Meeting adjourned at 6:22 p.m.

**NEXT REGULAR BOARD MEETING WILL BE HELD ON TUESDAY, February 16, 2016, at 5 p.m. at the library**

~ Submitted by secretary Jennifer Post