

Claverack Free Library
Monthly Meeting of the Board of Trustees
Tuesday, February 16, 2016

Trustees Present: Stephen King, Maryanne Lee, Jennifer Post, Susan Roberts, Vicki Rosenwald, Mario Verna, Mary Elizabeth Vincent, Marion Vosburgh

Trustees Absent: Jane Case, Alice Platt, Brenda Shufelt, Michael Sullivan

Also Present: Thea Schoep, library director and David Baylen

The regular monthly meeting of the Board of Trustees convened by vice president Mario Verna at 5 p.m.

1) Review of minutes –

Motion to approve the minutes of January 19, 2016, made by Vicki, second by Marion. Motion carried.

2) Treasurer's report – Submitted by Susan

Mary Elizabeth distributed a breakdown of eight donations received in January (totaling \$445). She also provided the following comparison with previous years:

\$3,595 2013 (fall newsletter mailing through end of January 2014)

\$4,600 2014 (fall newsletter mailing through end of January 2015)

\$5,035 2015 (fall newsletter mailing through end of January 2016)

3) Report of the Library Director – Submitted by Thea

a) Thea suggested that all committees set a standing meeting time to assure that the library space is available without conflict. She has created a color-coded physical calendar to track various meetings.

b) Thea, Susan and Marion worked to gather data for the MHLS Annual Report to be submitted this week.

Motion to approve the 2015 annual report as prepared by Thea. Motion made by Vicki, second by Susan. Motion carried.

The report will be submitted by Thea this week. Stephen asked why there wasn't separate tracking of circulation of young adult materials. Thea explained that MHLS doesn't separate.

c) Thea hopes to create a display that encourage crossover between young adult and adult materials.

d) At a recent MHLS workshop, Thea learned that the CFL charter calls for 11 trustees to serve on the board (as opposed to 12, as stated in the library's by-laws). Following discussion, it was agreed that the report will be submitted as prepared with the notation that the board will address the discrepancy in number of board members in 2016.

4) Committee Reports –

A) New Library – Report submitted by Mike

i) The committee met with architect Linda McNutt on February 12th. Linda has completed a code review and reported on requirements (sprinkler, occupancy numbers, stair treads and risers, and landing length at top and bottom of stair and exterior exit stair). She also provided new drawings to show interior program and proposed phasing options necessary to move into the new building as soon as possible. The committee will meet with her on March 8th once she has gathered cost estimates for remaining phases. The committee plans to report to the board at the March meeting.

ii) Concern about moisture in the main room. (Note: Mario and Dave inspected after the meeting and believe that it is due more to condensation from wide fluctuation in temperatures than a leak.)

B) Buildings & Grounds –

i) Susan noted that the electrical bill is significantly higher since the computers have been left on. David explained that leaving them on is necessary for updating. Mario will look into the power usage of the patron computers. Susan to share record of kilowatt usage with David and Mario.

ii) Thea expressed concern about library patrons parking around the school building now that the district has the go-ahead to sell. (Jenny added that Jeffrey Gibson expressed his appreciation for our support of the sale referendum and that he hopes to close on the sale by the end of February and be in the building by May 1.) It was agreed to meet with Jeffrey and Rune in the coming months to discuss all things neighborly.

C) Policy – Mario

No report

D) Trustee Handbook – Mario

No report

E) Technology – Report submitted by Mario

i) Mario noted that the router is so powerful that connection can be picked up around the intersection at Subway and XTra Mart. Dave explained the need to conserve the bandwidth for times that we need it to access for library business and patron usage (Overdrive, etc.).

ii) Continued discussion of establishing a login with terms of agreement for patrons. Mario said that our new router current system is a residential one and that setting up a login is not an option. Thea suggested that we set a password that will require users to make a minimum of one visit *inside* the library. Mario agreed to view router logs after hours to give us an idea of how many people are accessing the connection when the library is closed.

F) Communications – No report

G) Programs – Submitted by Vicki & Brenda

i) Vicki reported that the OverDrive program was very well attended and that the program calendar in general is very busy.

ii) Vicki requested, once again, that a separate subcommittee be formed to mount fundraising events. Jenny agreed, but no decision was made.

H) Capital Campaign – Report submitted by Jenny

i) Jenny provided an update of confirmed pledges expected: \$16,567 from seven donors.

ii) Jenny has drafted a letter requesting an extension of an offer of future operating support from the Hudson River Bank & Trust Company Foundation (due before March 12, 2016). Mario expressed concern that we not set a timeline that we may not be able to meet and Susan concurred. Jenny will craft amended language and Jane will weigh in once she returns from vacation.

I) Personnel – Report submitted by Jane

Mario agreed to add two goals: That Thea provide a fire-proof box to house vital library records and that "substantial progress" be made in developing a catalog of the history collection in 2016.

5) New Business –

A) Community Read

Thea reported that the library will participate with Taconic Hills Central School District, and that four THCS teachers will help coordinate. Kim Gaylord will organize three evening book talks and there will be four Saturday morning programs beginning the second week in March. Jim Wiede will create

a 3-D map to complement the "Land of Stories" theme. Thea to order one house copy of the set and hopes to acquire five additional ones to circulate.

B) Date for Spring Book Sale –

Mario suggested that we look at calendars to see if there are any conflicts. Note: Hudson's Children's Book Festival is on May 7th. Discussion followed of holding our book sale on May 14, 15, 16. No decision reached.

C) The Friends will meet with the Strategic Plan Committee on Friday, February 26.

6) Old Business –

A) Spring newsletter dates. Jenny will send the production timeline to Maryanne and Mary Elizabeth. Mailing date to be two weeks before the spring book sale.

B) Maryanne reported that the Three-Year Strategic Plan committee met and that many of the goals set have been accomplished.

Meeting adjourned at 6:25 p.m.

NEXT REGULAR BOARD MEETING WILL BE HELD ON TUESDAY, March 15, 2016, at 5 p.m. at the library.

~ Submitted by secretary Jennifer Post