

Claverack Free Library
Monthly Meeting of the Board of Trustees
Tuesday, January 17, 2017

Trustees Present: Jane Case, Maryanne Lee, Jennifer Post, Susan Roberts, Vicki Rosenwald Michael Sullivan, Mario Verna, Mary Elizabeth Vincent, Marion Vosburgh

Also Present: Thea Schoep, Library Director, David Baylen, Friends Chair, Steffa Krisinski, Friends Secretary

Absent: Stephen King, Alice Platt

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 December 20, 2016, made by Maryanne, second by Marion.

Motion carried.

2) Treasurer's report/financials –Susan and Marion

Susan distributed the unadjusted 2106 Profit and Loss Budget. Discussion followed of where to place a surplus of \$5,000. **Motion to put \$5,000 in the library's emergency savings made by Mike. Second by Mario. Motion carried.**

3) Director's report – Submitted by Thea

A) Thea reported that the Jr. engineering program continues to grow, with funds in place for two paid positions for students. She will reach out to engineering students from Dutchess for possible volunteer help. Susan and Marion mentioned two other nearby engineering programs.

B) Thea and Tobi Farley are looking into hiring a person to run the summer reading program.

4) Public Forum – No public present.

5) Friends of the Library – Report submitted by David Baylen

David introduced Steffa Krisinski, secretary of the Friends. Susan remarked upon the energy and good ideas in the Friends report. It was agreed to hold a volunteer appreciation event under the tent for the summer reading program's kick off on June 17th (time and event details to be determined).

6) Committee Reports

A) New Library Committee – Report submitted by Mike

i) Bid packages are ready to go with the following dates set:

Site walk through on 1/19/17

Last addenda issued on 2/13/16, 5:00 PM

Bids due on 2/16/17, 3:00 PM

Bid Summary for Board on 2/21/17

Award Recommendation to Board on 3/21/17

ii) Maryanne reported that library representatives will attend the February Economic Development Committee Workshop to share library progress and explore options for the existing library property.

iii) Maryanne agreed to contact Charlie Vieni regarding our DOT permit update.

B) Current Building Committee – No report

C) Capital Campaign – Report submitted by Jenny

i) Jenny reported that \$35,986 was raised through 100 individual gifts in 2016 and made the list available to trustees to review.

ii) We received a request from the NYS Assembly Ways and Means Committee for additional information for our capital grant, which was provided with input from Mike and Susan.

D) Buildings and Grounds – Mike

i) The dehumidifier has been installed.

ii) Mike suggested that we replace the old air conditioner unit with a more energy efficient one with funds remaining from Senator Marchione's bullet aid.

E) Communications –

Discussion of the advantages of two methods of mailing the newsletter. Maryanne, Mary Elizabeth and Jenny will review the response rate and costs of the Every Door Direct and First Class options and make a recommendation to the board for future mailings.

Jane remarked that the response seemed strong from our year-end appeal.

F) Strategic Plan Committee – No report

G) Technology – Report submitted by Mario

H) Programs – Report submitted by Vicki

Vicki highlighted upcoming programs and requested help with the March 4th program on residential energy efficiency workshop.

I) Policy – No report

7) Old Business –

The House Concert on January 28th : Jane and Roger will bring chairs from RDCC and Mike will return them. Thea will check with Lisa about food. Vicki and Jenny will provide the wine.

8) New Business –

Susan and Jenny will go to the Albany Institute of History & Art on Thursday, January 26th to see the Joan Steiner Look-Alikes exhibition. All are welcome to come. Jenny will send David details to post in the next Mail Chimp.

Meeting adjourned at 5:56 p.m.

The NEXT REGULAR BOARD MEETING WILL BE HELD ON TUESDAY, February 21, 2017, at 5 p.m. at the library.

~ Submitted by Secretary Jennifer Post