

**Claverack Free Library**  
Monthly Meeting of the Board of Trustees  
Tuesday, February 21, 2017

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

**Also Present:** Thea Schoep, Library Director, David Baylen, Chair of the Friends of the Library

**Absent:** Vicki Rosenwald, Michael Sullivan

The regular monthly meeting of the Board of Trustees convened by president Jane Case at 5:02 p.m.

1) Review of minutes –

**Motion to approve the minutes of January 17, 2017, made by Alice, second by Stephen. Motion carried.**

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

A) Susan reported that the 1/28 house concert at Lisa Vahradian's home raised \$957 (\$621 after expenses)

B) Susan agreed to create a simple updated financial report for the website and will forward it to Mario.

C) Mary Elizabeth distributed a summary of donations to the operating fund from spring 2014 to fall 2016 (attached). It was agreed that an annual report to the community in newsletter form will be sent as the spring mailing. This will be delivered via Every Door Direct Mail and will include material to support a likely Chapter 414 referendum vote in November. The winter letter will be a briefer update of library news and events and will include the year-end appeal. This letter will be posted on our website, be available in the library, and mailed to a targeted list of past donors and library supporters.

3) Director's report – Submitted by Thea

A) Thea has completed the 2016 annual report for MHLS. It will be available online at the MHLS's website. **Motion made to accept the 2016 Annual Report made by Mario, second by Susan. Motion carried.**

B) Thea reported that the community read has started "City of Ember." Alice agreed to help cover the circulation desk on Wednesday, March 8<sup>th</sup> during related activities.

C) Plans are being made for the 2017 Book-It fundraising and awareness event. The Friends of the Library will help with set up, etc. this year.

D) Jack Gantzer is working with Thea to prepare an application to the Berkshire Taconic Foundation for a bi-lingual monthly reading club. A dedicated lap top for the club is included in the grant proposal.

4) Public Forum – No public present

5) Friends of the Library – No report submitted

David reported that the Friends are working on the Family Games Night on March 19, and on the Gardening for all Seasons program by Peter Bevacqua on March 11.

6) Nominating Committee –

**Motion to nominate Michael for a second term and Mario and Susan for third terms made by Stephen, second by Marion. Motion carried.**

**Motion to accept with regrets Maryanne's decision not to serve a second term made by Marion, second by Mary Elizabeth. Motion carried.**

Vicki pointed out (via phone) that we must be careful to approach one potential trustee at a time to avoid any awkwardness in expectations for serving on the board. Jane asked that all trustees submit suggestions by email to the committee (made up of Vicki, Alice, and Jenny).

6) Committee Reports

A) New Library Committee – Report submitted by Mike

In order accommodate the number of interested bidders, the bid period will be extended to Thursday, March 2 at 3 p.m.

Jenny reported on an informal meeting with neighbors Jeffrey Gibson and Rune Olsen. We shared our progress and let them know that we are at work exploring possibilities for the future of the current library property. They are interested being kept in the loop and may consider doing some site work if the timing allows when we are ready.

B) Current Building Committee – Stephen

i) Stephen requested that 20 minutes be set aside at the March meeting to solidify our position on the future of the present library.

ii) He distributed a draft history of the library, notes compiled from trustee input on future options, and talking points when seeking legal advice.

iii) It was agreed that Stephen will speak to Carmi Rapport to see if he is willing to offer his legal expertise on a pro bono basis. This discussion will be continued in more depth at the March 2017 meeting.

iv) Stephen also presented a new letterhead design that was positively received by the board. He will send it to the board for all to use. David Baylen requested that a version be sent to the Friends of the Library so that we can present a more consistent brand.

C) Capital Campaign – Report submitted by Jenny

i) Jenny has contacted Assembly Member Didi Barrett's office for an update on our capital grant, but has not received a response. She will continue to follow up.

ii) It was agreed to invite Senator Kathy Marchione to visit our library to show her both how her valuable support through Bullet Aid has been put to use and to raise her awareness of our capital project.

D) Buildings and Grounds – Mike

i) Thea reported that Mike will install lights at the parking lot end of the library to assure patron and employee safety. She also requested that the committee address the dim lighting in the children's room (perhaps by replacing the casement).

ii) Possible requests for 2017 Bullet Aid from Senator Marchione include refinishing the flooring, upgrading the lighting, and painting the interior of the present library.

iii) Jane asked how the snowplowing expenses have come in so far this season and Thea responded that we are well below projections and that paying for each visit is more cost effective than having a seasonal (flat rate) contract. Early in the season there were concerns about timing and extent of clearing, but the driver has been responsive to Thea's requests.

iv) Jenny asked if we could have the potholes behind the new library building filled once the winter season wraps up.

E) Communications –

i) See treasurer's report for details on 2017 newsletter mailings

ii) If the board decides to pursue the Chapter 414 funding referendum in November, every effort must be made – using pie charts, FAQ's, and other powerful visual aids – to make a clear case for the need for additional support from the town. Susan will update the past timeline and forward it to the trustees.

iii) It was agreed to make a decision at the March 2017 meeting whether or not to go for the Referendum 414 (at Mid-Hudson Library System's strong suggestion) in November 2017.

F) Programs – Report submitted by Vicki

Jane will help open the library and provide snacks for the program on Home Energy Efficiency Workshop on March 4<sup>th</sup>. Vicki will send her details.

G) Technology – No report

H) Policy – No report

7) Old Business – Marion mentioned how much she enjoyed taking her family to see Joan Steiner's Look-Alikes dioramas at the Albany Institute of History and Art.

8) New Business – No new business

**Motion to adjourn meeting at 6:13 p.m. made by Maryanne, second by Alice. Motion carried.**

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

~ Submitted by Secretary Jennifer Post