

Claverack Free Library
Minutes of the Monthly Meeting of the Board of Trustees
Tuesday, April 18, 2017

Trustees Present: Stephen King, Laura Miller, Alice Platt, Jennifer Post, Susan Roberts, Vicki Rosenwald, Michael Sullivan, Mario Verna, Mary Elizabeth Vincent, Marion Vosburgh

Also Present: Thea Schoep, Library Director, Arminee Bowler, Friends representative, Linda McNutt, new library architect

Absent: Jane Case

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

1) **Motion to approve the minutes of March 21, 2017 made by Vicki, second by Stephen. Motion carried.**

Minutes – Attached

2) Treasurer's Report – Susan and Marion

Report & condensed income & expense statement – Attached

A) Susan reported that the library's audit package has been delivered to the auditor.

B) Mario inquired about the high figure for postage in the budget and was told that Thea purchased multiple rolls of stamps before the rate increased.

3) Director's Report – Thea, attached

A) Thea submitted the annual lawn care contract from Caroline Merritt. **Motion to accept a one-year service contract for lawn maintenance by Caroline Merritt for \$57/visit. Motion made by Stephen, second by Mary Elizabeth. Motion carried.**

B) Upon Thea's recommendation, the trustees agreed that the board should create a Google group boardoftrustees@claveracklibrary.org to be used for internal communications.

C) Per Thea's recommendation to save on overhead, a **motion was made to enter into contract with Verizon for the landline in the new library elevator. Motion made by Vicki, second by Mary Elizabeth. Motion carried.**

D) Thea reported that the following grants have been received: Berkshire Taconic Foundation (\$2,100) for a mobile laptop to support the bilingual story hour program; Alexander & Marjorie Hover Foundation (\$2,800) to purchase four Google ChromeBooks for the Jr. Engineering summer program; and the Bank of Greene County Charitable Foundation (\$500) toward the summer reading program.

E) Saturday, June 17th is the Volunteer Appreciation reception. Vicki volunteered to lend her help.

F) Spring cleaning: help is needed for the June 10th cleaning of the basement and shed of the present library. Thea will ask the Elders to help break down boxes in new library.

G) Thea will attend the monthly MHLS trustees meeting on May 10th to report on behalf of the Columbia County Directors Association.

H) Our library will host the Columbia County Directors Association meeting on Wednesday, May 17th

4) Friends of the Library – Arminee Bowler

A) Family Games Night on March 19 was a big success and will now be a monthly event. The new designation is Community Games Day. Thea mentioned that Stephen Race has made fliers about many new games offered and that there will be tables available to learn these new games. The next event will be on Saturday, April 29th at the Reformed Dutch Church of Claverack.

B) The Friends will have a membership table on Saturday and Sunday at the Spring Book Sale, May 13th and 14th. They will hold a raffle with gift certificates from local businesses and other prizes. Email messages have been sent to Friends members to request help at the sale.

C) The Friends will also lend support to Book-It on May 7th.

5) Public Forum – No public present

6) Book Sale – Mario

A) Alice requested plant donations from our gardens, with labels.

B) Jenny asked for several hors d'oeuvres for the Friday night reception. Marion offered deviled eggs and Laura agreed to supply one platter. Jenny will bring wine/beer/soft beverages and one appetizer.

C) Mary Elizabeth will serve up hot dogs for lunch. Mario to ask Gian and friend to help

D) Mario/Thea to make up sign-up sheets for volunteers

E) Laura offered to help find helpers to provide face painting for children

7) Communications/Newsletter – Jenny and Mary Elizabeth

A) Jenny has distributed a timeline of copy and production deadlines; mail by May 18/19

B) Mary Elizabeth reported that Maryanne Lee agreed to help with postal paperwork

C) Vicki offered to help with the final mailing

8) Committee Reports

A) New Building Committee – Mike and Linda McNutt, attached

Low bidders and bid packages have been selected for next phases of construction:

Linda reported that she met with Scott Wiley of Hoosick Valley Contractors and Mike met with Del Signore Paving. Based upon bids received for scopes of work described in the corresponding bid packages and subsequent bid review meetings with both contractors, **a motion was made by Vicki, (second by Jenny) to accept the New Building Committee's proposal that the Claverack Free Library enter into construction contracts with Hoosick Valley Contractors for interior work and Del Signore Paving for the site and DOT work at the new library building.**

HVC's cost for this scope is \$68,340, and includes miscellaneous interior demolition, rough framing, sub-slab sanitary plumbing, concrete infills, masonry patching infills, the new architectural overhead door, and installation of a new exterior door to the ground floor storage area. The balance of the interior work – insulation, sheetrock, heating, plumbing, and electrical systems – will be completed in future phases as funds become available.

Del Signore's cost for DOT work is \$64,945, and includes curbing and paving on State Routes 23B and 9H. The balance of the site work will be completed in a future phase as funds become available.

The total cost of these two scopes is \$133,285. The NBC further proposes that the board allocate \$150,000 of the monies currently in the New Building Construction Fund to pay for this work, which includes a 12.5% contingency for unforeseen conditions. Motion carried.

Mike and Linda reported that future phases include the sprinkler system, HVAC, and plumbing at a roughly estimated cost of \$250,000.

It was agreed to send a media release once the contracts are signed.

B) Capital Campaign – Report submitted by Jenny and attached

i) Susan, Thea, Vicki and Jenny will meet with Rebekkah Smith Aldrich of MHLS on June 16th to discuss how to maximize our 2017/18 application for DLD construction funding.

ii) The Capital Campaign Committee will work with the NBC to produce the annual three-year facilities plan and identify next steps for funding through DLD.

iii) Mike proposed that the entire board dedicate some time in future months to helping with the final push for solicitations and funding initiatives.

C) Current Building Committee – Stephen

- i) Stephen reported that Carmi Rapport is coming to the May meeting in an advisory capacity.
- ii) Jenny and Mike will send him a progress report on construction and capital funding
- iii) With the latest bids in hand, the capital campaign committee is working to establish a firm number for figure needed to complete the new library.
- iv) Stephen requested a brief reporting of operating expenses for present library building to share with Carmi. Marion and Susan agreed to forward this.

D) Programs – Report submitted by Vicki and attached

- i) Vicki reported that speakers fees for the presenter of “Propaganda, Public Relations, Rhetoric, and Art” on June 24th will be provided by NYS Council on the Humanities.
- ii) Stephen offered the names of two authors he knows in the area as possible program presenters.

E) Technology – Reported submitted by Mario and attached

F) Policy – No report

9) Old Business

A) Thea is in contact with Town of Taghkanic to get approval for placement of Small Free Libraries. It was agreed that it is important to thank both Taghkanic and Claverack for their fiscal support.

B) Referendum 414 –Susan

After discussion, a **motion was made to request an additional \$5,000 annually toward the library’s operating expenses from the Town of Claverack. Petitions will be carried to place the Referendum 414 on November’s ballot. Motion made by Stephen, second by Mario. Motion carried.**

Vicki offered to help with the petitions. Susan and Jenny will work up draft informational materials to be shared with the board.

10) New Business –

A) A slate of officers will be presented at the May 16th meeting, to be voted upon at the June meeting.

B) Marion’s second term expires in June. With her acceptance the nominating committee will nominate her to a third term.

Meeting adjourned at 6:44 p.m.

The NEXT REGULAR BOARD MEETING WILL BE HELD ON TUESDAY, May 16, 2017, at 5 p.m. at the library.

~ Submitted by Secretary Jennifer Post