

**Claverack Free Library**  
Minutes of the Monthly Meeting of the Board of Trustees  
Tuesday, May 16, 2017

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

**Also Present:** Thea Schoep, Library Director, David Baylen, Friends Co-Chair, Carmi Rapport

**Trustees Absent:** Jane Case, Laura Miller

The regular monthly meeting of the Board of Trustees convened by vice president Mario Verna at 5:02 p.m.

1) **Motion to approve the minutes of April 18, 2017 made by Vicki, second by Stephen. Motion carried.**

Minutes – Attached

2) Treasurer's Report – Susan and Marion

Report & condensed income & expense statement – Attached

Susan presented the following motion:

**Whereas, the adoption of the 2018 budget for the Claverack Free Library & Reading Room Association, Inc. may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3- c adopted in 2011; and Whereas, General Municipal Law Section 3- c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Claverack Free Library & Reading Room Association, Inc. voted and approved to exceed the tax levy limit for 2018 by at least the sixty percent of the board of trustees as required by state law on May 16, 2017.**

**Motion made by Vicki, second by Susan. Motion carried unanimously.**

3) Director's Report – Report submitted by Thea and attached

A) Thea reported that Jeff Plass has recently retired and offered to sell donated books and electronic materials of some value online.

B) The latest NYLA Bulletin cited our library's summer programming "Build a Better World."

C) Thea will get a card to be signed by trustees and send to volunteer Barbara Ellsworth who has been ill with a tick-borne illness. Alice will order flowers.

4) Volunteer Appreciate Event – June 17<sup>th</sup>

Vicki invited members of the Town Board and has received no response. It was suggested to appear at the next workshop to make a personal invitation.

5) Friends of the Library – David Baylen

A) David reported that the Friends raffle at the Spring Book & Plant Sale was very successful.

B) There is a new strategy to recruit helpers. Rather than asking for volunteers for specific events, Dave will send updates about all the activities going on at the library. He noted that email messages to the volunteer list yielded offers of help.

6) Public Forum – No public present

7) Nominating Committee – Jenny

After no nominations were received from the floor, the following slate of officers for a one-year term was presented to the board to be voted upon at the annual meeting on June 20, 2017:

President – Jane S. Case  
Vice President – Mario Verna  
Treasurer – Susan E. Roberts  
Secretary – Jennifer F. Post

8) Prioritized Facility Plan – Jenny, Attached

This is a required component of intent to apply for DLD construction funding in 2017/18.

**Motion to approve the prioritized facility plan as amended. Motion made by Stephen, second by Mike. Motion carried.**

9) Book Sale – Mario

A) Mario thanked all who worked so hard. The sale, in spite of the rain on Saturday, was a success and grossed over \$7,000.

B) A debriefing meeting (with take-out supper) will be held at the library on Thursday, May 25<sup>th</sup> at 6 p.m.

C) Alice emphasized the importance of writing thank-you notes to those area businesses that donated goods to the sale. She will draft a note to be sent by Jane.

10) DLD Grant – Jenny

Jenny will prepare the intent to apply for Thea to submit before the May 19<sup>th</sup> deadline.

11) Referendum 414 – Susan

A) Petitions have been prepared and Vicki made a good start in collecting signatures at the book sale. 200 are needed; petitions were distributed to trustees interested in helping.

B) Completed petitions will be submitted to the Town Clerk in July.

C) The message or case for requesting additional funds from the town will be finalized at the meeting on Thursday, May 25<sup>th</sup>.

12) Thea's 10<sup>th</sup> Anniversary

Mario noted this date with thanks from all the trustees.

13) Committee Reports

A) Current Property Committee – Stephen

i) Stephen thanked Carmi Rapport coming to the meeting and for his willingness to advise us on legal issues regarding the future of the present library.

ii) Carmi asked the board the following questions, adding that anything is legally possible:

a) Is money from the sale of the present library necessary to complete the new library?

b) How does the board envision its use if we decide to keep it?

iii) Lengthy discussion followed with the following key points articulated by trustees and David Baylen:

\* Mario emphasized the value of the lawn and its role in holding necessary fundraising events and highly visible programming. Carmi replied that it is possible to retain use of the lawn in conditions of sale.

\* The possibility of leasing the property came up. Stephen mentioned that the building now costs the library \$7,000 annually to operate. But it was also pointed out that there is an inadequate septic system and that the building is not wheelchair/handicapped accessible.

\* Thea added that our operating costs will increase in the new library.

\* Alice asked Carmi if he believes the building is of interest to the business community.

\* Dave said that he has witnessed institutions giving up their property in the past and, in every case, there was remorse over losing a valued asset.

\* Vicki stated that we have enough room in our new space and that there is no reason to keep the present library if it will raise money to help complete the new building.

\* Further discussion followed of the present library's value and how much money is needed to complete the new library.

\* Carmi asked if we would consider taking a mortgage in order to finish. Jenny responded that when the trustees voted to launch the new library project, there was unanimous support to not assume debt. Further, she and other trustees have made this promise to donors and the public at large and that the response to this strategy has been positive.

\*Mary Elizabeth stated a need to provide the public with a consistent and clear message of the new library's status.

\* Jenny mentioned that because this is an association library, the trustees are technically the owners of the library property. Determining its future is a huge responsibility.

\* Susan added that, once the trustees arrive at several options for the building's future use, we should invite public input.

#### B) New Building Committee – Mike

i) The two contracts with Hoosick Valley Contractors and Del Signore Paving are ready to be signed.

ii) Mike requested that the board approve the second phase (through project completion) of Linda McNutt's contract for services as included in a prior motion. Her fee, based upon \$100/hr., will not exceed \$10,000. The board approved this request.

#### C) Capital Campaign – Report submitted by Jenny and attached

#### D) Programs – Report submitted by Vicki and attached

#### E) Technology – No report

#### F) Policy – No report

#### 13) Old Business –

Marion asked if the elevator can be used. Mike responded that an additional key must be used for the fire alarm.

#### 14) New Business –

Communications/Newsletter – Jenny and Mary Elizabeth

Vicki and Jenny picked up the order from the printer.

Help with stuffing is needed. Thea will distribute bags to willing volunteers.

Jenny asked for help on Thursday morning at the library.

Mary Elizabeth and Maryanne Lee will meet on Thursday to complete the online paperwork.

Vicki will mail.

**Motion to adjourn made at 6:45p.m. Motion made by Marion, second by Stephen. Motion carried.**

**The NEXT REGULAR BOARD MEETING WILL BE HELD ON TUESDAY, June 20, 2017, at 5 p.m. at the library.**

~ Submitted by Secretary Jennifer Post