

**Claverack Free Library**  
Minutes of the Monthly Meeting of the Board of Trustees  
Tuesday, June 20, 2017

**Trustees Present:** Jane Case, Stephen King, 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

**Trustees Absent:** Alice Platt, Laura Miller

The Annual Meeting of the Board of Trustees convened by president Jane Case at 5:00 p.m.

1) **Motion to approve the minutes of May 16, 2017 made by Mike, second by Marion. Motion carried.**  
Minutes attached

2) Treasurer's Report – Susan

Report & condensed income & expense statement – Attached

A) Susan urged all trustees to carry petitions to place the Referendum 414 on the ballot. Vicki has gathered 100+ signatures of the 200 needed. Signed and witnessed petitions are to be returned to the library before the July 18<sup>th</sup> board meeting.

B) Jenny thanked Susan for keeping on top of significant increases in accountant's fees for our annual audit. She will negotiate with Sue Baer or find a new accountant.

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

A) Thea reported that registration for the summer reading program was lighter than usual due to families moving and other factors. Theme is "Build a Better World," with many fun activities planned. The Skoda family will bring a cow to highlight how the Heifer Project helps build a better world, yoga and more.

B) Clean-up day brought much improvement, but there is still work to be done. Thea requested help to repair the basement window. Mike offered to do this.

C) Volunteer Appreciation Event on June 17<sup>th</sup> was a success with some 30-40 people attending, including four of five members of our Town Board. Thanks to Vicki for organizing. Honoree Alan Wirth loved his gift.

D) Thea asked the trustees to consider spending some time at our library booth at the Columbia County Fair over Labor Day weekend.

E) Mario weed whacked around the new library building. Mike will ask DelSignore if they could remove the former barbecue slab in the center of the parking lot.

F) Thea asked all trustees to forward local businesses they know of who gave to the library in any way in the past year for the Business Passport.

4) Nominating Committee – Jenny

A) **Motion to elect the slate of officers as nominated at the May 2017 meeting:**

**President – Jane S. Case**

**Vice President – Mario Verna**

**Treasurer – Susan E. Roberts**

**Secretary – Jennifer F. Post**

**And motion to elect Marion Vosburgh to a third three-year term. Combined motion made by Stephen, second by Mike. Motion carried.**

Thank you to Marion for agreeing to serve again.

5) Friends of the Library – David Baylen

A) Game Day on May 18: Thea reported that the time period was too long and recommended that future events run from 2 to 4 p.m. Also, it was Father's Day.

B) David reported that the Friends will mount a membership renewal drive in September.

- C) Jane asked if the Friends could help by carrying 414 petitions. David asked for more information and it was decided that this may be difficult. Jenny asked if David would send an email to the Friends list to ask all registered voters in Claverack to sign.
- D) Vicki mentioned Hannaford's new bottle redemption program. Thea offered to speak to the Teen Advisory group to see if they may be interested in running this as a fundraising effort.

6) Public Forum – No public present

7) Committee Reports

A) New Building Committee – Report submitted by Mike and attached

- i) Thea asked about access entrance to storage and mechanicals room; Mike answered that the entrance door up the ramp will be widened.
- ii) Thea also was concerned about security on the lower level. Mike responded that motion-detection cameras will be installed and that the entire level will be closed off when no programming is underway.
- iv) Susan has confirmed that Gary Arcuri has the copper piping in storage. She agreed to look into ways to sell them at maximum value.
- v) Discussion of storage of boxes: new library must be kept clear. Decision on where to put book donations and empty boxes during construction was not reached.
- vi) Mike reported that the new glass overhead door will be installed on July 3<sup>rd</sup>.

B) Capital Campaign – Report submitted by Jenny and attached

- i) Jenny and Vicki have met to work on the application process for our NY Economic Development grant. Susan and Jenny to meet soon to look at the financial requirements.
- ii) After a good meeting with Rebekkah Smith Aldrich of the Mid-Hudson Library System, it was decided to apply for as large a DLD grant as we can match this round. Jenny and Susan to meet with Linda and Mike on 6/21 to identify next scope of work for this grant.
- iii) An ambitious goal to raise \$200K this year has been set by the committee. Mike offered to meet with Jenny to identify prospects.

C) Fundraising – Vicki

Vicki asked all trustees to sell at least 6 Winner-Take-All raffle tickets (\$10 each or \$25 for three) and distributed them. Drawing will be held in September/October.

D) Current Property Committee – Stephen

- i) Jane reported that some very exciting news came from the Volunteer Appreciation event. After a tour of our new library and a look around the present library, Kippy Weigelt expressed interest in the future of the current building and grounds. All trustees are encouraged to attend the Town Board Workshop – Monday, June 26<sup>th</sup> at 6 p.m. in the Town Hall's basement in Mellenville – to begin to explore this possibility.
- ii) Jenny will draft a letter of interest to the town and send to all trustees before Jane signs off.
- iii) After a spirited discussion, it was decided that collaboration with the Town is a very exciting prospect for the library, the town and the entire community.

**Motion made to open discussions with the Town of Claverack regarding future use of the current library building. Motion made by Stephen, second by Mike. Motion carried unanimously.**

- iv) Jenny thanked Vicki for her idea to invite the Town Board to the Volunteer Appreciation event. And Mike thanked Maryanne Lee for her part in getting to this point.
- v.) Stephen reported that at the last NBC meeting, Marion mentioned the possibility of using the building to host an Internet server. Mike offered to contact Mid-Hudson Cable to look into this.
- vi) Jenny will ask Rebekkah Smith Aldrich about the trustees' responsibility regarding sale of real property. It was agreed that we will need a lawyer to help advise us.

E) Communications –

i) Newsletters – Mary Elizabeth reported that donations of \$1,960 have come in since the mailing. It was decided to revisit the Every Door Direct mailing option. Jenny mentioned that much more help is needed with this mailing in future. Jane remarked that it was sent later than usual this year and conflicted with the book sale efforts. It was agreed to mail before the book sale in future.

ii) Jenny has written a media release announcing the 2016/17 DLD grant award of \$88,800. She will arrange for representatives from MHLS to come for a photo op. Once a date is set, all trustees are encouraged to attend.

F) Programs – Report submitted by Vicki and attached

i) Vicki reported that the volunteer appreciation event was very nice.

ii) Next program is on June 24<sup>th</sup>: Propaganda and Art. Mario will help set up a.v. equipment.

G) Technology – Report submitted by Mario and attached

H) Policy – No report

8) Old Business – No Old Business

9) New Business –

A) Thea requested help to finish basement cleaning.

B) Mike spoke with Bill Williams of the CAT radio station. We will put together a 30 second spot PSA to announce our new library progress.

**Motion to adjourn made at 6:34 p.m. Motion made by Susan, second by Stephen. Motion carried.**

**The NEXT REGULAR BOARD MEETING WILL BE HELD ON TUESDAY, July 18, 2017, at 5 p.m. at the library.**

~ Submitted by Secretary Jennifer Post