

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

**Trustees Present:** Jane Case (arrived 6 p.m.), 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, David Baylen, Friends Co-Chair

The Annual Meeting of the Board of Trustees convened by vice president Mario Verna at 5:00 p.m.

**1) Motion to approve the minutes of June 20, 2017 made by Mary Elizabeth, second by Marion. Motion carried.**

2) Treasurer's Report – Susan

Report & condensed income & expense statement – Attached

A) Susan reported that the 2016 audited financial statements are complete and have been sent to the trustees in electronic form. Because we have used the same accountant for four years, we are required to find a new one after next year (or sooner). Susan will continue to shop around for a reasonable fee.

B) The trustees agreed (with one abstention) to prepay for oil for the coming winter from Valley Oil.

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

A) Thea reported that the bi-lingual story hour program supported by a grant Berkshire Taconic Community Foundation has become complicated by low attendance. She will re-work the program by relocating it to the library (from Taconic Hills School) and do more to get the word out. Thea held a story hour with the library's language mentors that resulted in a number of new library card applications.

B) Attendance has increased at the summer reading program

C) Thea is preparing the second session of Jr. Engineering

D) A system-wide change in OverDrive is causing the wait time for materials for our patrons to increase. She and Tobi Farley will work together to address this issue through collaboration.

E) Vicki and Thea submitted a grant for \$5,000 to the Marjorie and Alexander Hover Foundation for a paid programming director. This will be a trial effort to see whether or not we can budget for this position in the future.

4) Friends of the Library – David Baylen

David reported that the group met last week and is planning for the fall book sale. A donation of roughly 100 pieces of art was made last fall and the Friends will decide how and when to sell these as a fundraiser.

5) Public Forum – No public present

6) Referendum 414 – Susan

Susan has tallied the signatures on the designating petitions and urged all trustees and Friends to work to gather the 80 signatures needed to file with the Town Clerk on or before August 15<sup>th</sup>.

Committee Reports

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

i) Mike has been in contact with Delsignore Paving. Our work has been delayed by weather and is slated to begin in the next few weeks. A surveyor will come next week to view the site.

ii) Mike has asked Linda McNutt and Scott Wiley for cost estimates for the 2018 DLD grant; these are expected in the next few days.

- iii) A committee meeting will be held in the next two weeks.
- iv) Mike will ask S.T. Hudson's Son if they are interested in the copper piping we have on hand.

B) Capital Campaign – Report submitted by Jenny and attached

- i) Vicki and Susan worked hard on the NY Economic Development Program grant. Susan actually drove to Albany to meet the deadline and met with Brian Lichorowiec who took the time to review the application and said that, upon first reading, it looked complete.
- ii) Solicitation visits are beginning. Jenny urged all trustees to think of family, friends and associates who may be willing to donate and to let her know. Mike offered to approach his business contacts in the community. He and Jenny will set a time for visits.
- iii) The trustees approved the 2018 proposed application to DLD for significant funding (up to \$660K) for the next round. Vicki, Jenny and Susan will put this grant together by the deadline in early August. We expect to be notified of the award amount in late September.

C) Current Property Committee – Stephen

- i) Stephen reported that on 7/17 he, Jane, Susan and Jenny met with Supervisor Kippy Weigelt, and town board members Stephen Hook and Maryanne Lee to discuss the possible real property collaboration between the town and library. Jane added that the town is very receptive to this arrangement but that details have yet to be worked out
- ii) Next steps are for Mike and Linda McNutt to meet with town buildings inspector Jay Trappe to assess how much work will be necessary to bring the current library building up to code for court gatherings. Mike will speak to Jay to determine the town's program requirements for meeting space.
- ii) A date next month will be set to further discuss ways for the two library buildings to accommodate the town's needs. Linda and Mike, as well as Jane, Susan, Stephen, Jenny and Mario will attend.
- iii) April 30, 2018, was decided upon as the date for our move to the new library; the court could occupy the downstairs space on a temporary basis as soon as is possible.
- iv) Jane mentioned that the Reformed Dutch Church of Claverack has significant historical records that are currently stored in Brunswick, NJ, and might eventually be housed in the library's history collection.
- v) Stephen requested that we keep our neighbors Jeffrey Gibson and Rune Olsen informed of our talks with the town.
- vi) The town continues to investigate ownership of the Franco property for additional parking for both the town purposes and the library.
- vii) The town is very interested in having future meetings and gatherings of the town's senior club in the new library. This idea was enthusiastically received by the trustees.

D) Fundraising – Vicki

Vicki suggested that trustees buy Winner-Take-All raffle tickets (\$10 each or \$25 for three) to give to friends and business associates. A special event to draw the winner will be held in September.

E) Communications –

- i) Newsletters – Jenny reported that the library's graphic designer of the newsletter is retiring due to health concerns.
- ii) Laura offered to take over production of future newsletters. Jenny will meet with her to discuss format, etc. Jane suggested that Matt Perry might be able to help with production.

F) Programs – Report submitted by Vicki and attached

- i) Future programs are in the works for local history, food and gardening.
- ii) Vicki to meet with the Alzheimer's health educator on July 25<sup>th</sup> to plan a series on healthy aging. This series will be expanded once we have our new community center.
- iii) Jane requested that the energy audit program be repeated and Vicki agreed.

G) Technology – No report

H) Policy – No report

Mario agreed with Susan's request to draft a policy on hiring women- and minority-owned businesses as requested but not required for DASNY grants.

8) Old Business –

Laura requested data to include in her local business solicitation spreadsheet. Mario will work with her to supply names of those who have supported our book sales in the past. The raffle booklet has many other donors. Jenny will send her several past newsletters which have in-kind or merchandise contributors listed.

9) New Business –

A) Jane encouraged all trustees to attend upcoming MHLS Trustees Essentials workshops.

B) Nominating Committee -- **Motion to approve Jenny's second three-year term made by Susan, second by Mike. Motion carried.**

C) Laura offered to sell materials of possible value online.

D) Mike and Thea will solicit donations DVD's to enhance the fall book sale.

E) Mario thanked David for researching prices for a storage unit rental to contain book sale materials now stored in the new library. **Motion made to rent a storage unit (8'x 8'x 20') for one year at a cost of \$1,100 (installation date to be determined). Motion made by Jenny, second by Mary Elizabeth.**

**Motion carried.** Jenny pointed out that it might come in handy as we transition to the new library.

F) Discussion of a town-wide celebration to be held in the fall. Thea suggested a committee be formed to plan and host this.

**Motion to adjourn made at 6:48 p.m. Motion made by Jane, second by Marion. Motion carried.**

**The NEXT REGULAR BOARD MEETING WILL BE HELD ON TUESDAY, August 15, 2017, at 5 p.m. at the library.**

~ Submitted by Secretary Jennifer Post