

Claverack Free Library
Minutes of the Monthly Meeting of the Board of Trustees
Tuesday, September 19, 2017

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

Trustees Absent: Stephen King, Jane Case

Also Present: Thea Schoep, Library Director

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

1) Mario read a letter from board president Jane Case stating her resignation from the board of trustees.

Motion to accept, with reluctance, the resignation of Jane Case as president and trustee. Motion made by Mario, second by Alice. Motion carried.

Jenny will send Jane a letter of thanks for her committed service to the library.

2) Motion to approve the minutes of August 15, 2017 made by Alice, second by Vicki. Motion carried.

3) Treasurer's Report – Susan and Marion

A donation has been made through a fund handled by the Berkshire Taconic Community Foundation. It will be directed to the library's operating budget. Jenny will send a thank-you letter to the donors.

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

A) Thea reported that the Battle of the Books was successful. Ten kids read eight novels and all students expressed interest in participating again next year.

B) Thea will work with a group of students as a teen advisory board.

C) Thanks to Val Delaney for all her work.

5) Nominating Committee –

Motion to nominate Alice to a third three-year term as trustee made by Vicki, second by Marion. Motion carried.

6) Community Celebration on October 1st

A) Jenny reported that all is in place. Alice, Laura and Mary Elizabeth will help with shopping, pick up of goods, etc. Jenny to coordinate request of checks or will use of the library's credit card for purchases.

B) Thea said that she would see if Jim can help Chris Post transport a gas grill to the library (and back).

C) Vicki reported that the goal is to sell 100 of the winner-take-all raffle tickets (to be drawn on 10/1); 77 tickets have been sold so far.

D) Mario will create a power point presentation display of event sponsors for this event and for the book sale on 10/7 and 10/8.

7) Book Sale – Mario

Mario reported that sponsors to help defray the tent expenses are coming in. A team will be put together to move books from the new library on 9/30.

8) Friends of the Library –

Financial reporting was shared with Susan. She will discuss details of the library's calendar year budgeting process, specifically the year-end carryover of funds.

9) Public Forum – No public present

10) Referendum 414 – Susan

Susan requested that all trustees review the voter roll in her mailbox and initial voters to call on the Sunday afternoon/evening, prior to Election Day to remind them to vote in support of the referendum. This strategy has proven successful in the past.

11) Committee Reports

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

i) Mike has been in contact with DeSignore Paving regarding the material left onsite. He was assured that the debris will be removed well in advance of 10/1.

ii) The remainder of the site work will be conducted in Spring 2018.

iii) **Motion to approve the second phase of HVC's construction contract for a cost not to exceed \$88,000. Motion made by Vicki, second by Marion. Motion carried.** This phase includes rough-in plumbing insulation and sprinkler insulation, exterior stair renovation and canopy.

iv) Mike recommended that we enter into annual contract (for \$2,040) with Bay State Elevator late this fall. Bay State will correct several deficiencies identified in a recent inspection.

v) Mike and Mario will look into installing an exterior light to light the rear parking area.

B) Capital Campaign – Report submitted by Jenny and attached

i) Jenny will confirm that Jane is amenable to staying on as the contact with Senator Kathy Marchione's office regarding support for our new library.

ii) Discussion followed of possibility of securing a line of credit or bridge loan against confirmed future grant awards. This would allow construction to proceed more quickly and efficiently. No decision was reached.

C) Current Building Committee – No report submitted

The board recommends that the CBC meet to contact the town of Claverack for updates and to explore future options for the current library.

D) Communications – Report submitted by Laura and attached

i) Laura reported that she will seek a graphic designer for future newsletters (Susan proposed a budget of up to \$200 per issue for this). Mary Elizabeth is at work on a cost/income analysis for past mailings.

ii) Laura has created a spreadsheet of business and in-kind donors to be shared as a living document with trustees and the director.

iii) Discussion of selling books of value. Jeff Plass has offered to help. Laura will also ask some book seller friends in Hudson.

E) Programs – Report submitted by Vicki and attached

i) Vicki reported that 70 people came to the library's lawn to watch the eclipse on 8/21.

ii) Ted Hilscher's program of Historical Postcards of Claverack will be held on 10/21.

iii) Voter Registration Day is 9/26

vi) Vicki requested help with publicity and setup, refreshments, etc. for future programs.

F) Technology – Report submitted by Mario and attached

After an iPad and Square was discovered missing, Thea requested we look into ways to secure the new ChromeBooks.

G) Policy – No report submitted

Mario, Marion and Thea will meet to review new and pending policies.

12) Old Business –

13) New Business –

A) Stephen asked for comments on his design for a progress banner for the capital campaign. Vicki will email him a few ideas and suggestions to assure clarity.

B) New snowplowing contract. Thea received a proposal from Kevin Sweet with same terms as last year. **Motion to approve this contract made by Jenny, second by Vicki. Motion carried.**

C) Board openings –

i) It was agreed that Mario will serve as acting president until the October meeting.

ii) The nominating committee will propose several nominees to the board in October.

iii) Mario will sign library correspondence and Jenny will sign capital campaign correspondence on behalf of the board.

D) Mario reported that he has secured an IBM \$2,000 grant for the operating budget. This reflects the number of his volunteer hours as a past IBM employee and is the maximum amount awarded.

E) Discussion followed regarding accounting for volunteer hours. Maxine records trustee hours in the library (meetings, etc.). Each volunteer, however, is asked to track the number of hours she/he devotes to the library monthly.

Motion to adjourn made at 6:47 p.m. Motion made by Marion, second by Mike. Motion carried.

The NEXT REGULAR BOARD MEETING WILL BE HELD ON TUESDAY, October 17, 2017, at 5 p.m. at the library.

~ Submitted by Secretary Jennifer Post