

Claverack Free Library
Minutes of the Monthly Meeting of the Board of Trustees
Tuesday, October 17, 2017

Trustees Present: Jane Case, 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, Conrad Hanson, James Male

The monthly meeting of the Board of Trustees convened by acting president Mario Verna at 5:01 p.m.

1) Motion to approve the minutes of September 19, 2017 made by Marion, second by Alice. Motion carried.

2) Treasurer's Report – Susan and Marion

A) Marion distributed financial statements.

B) The finance committee will meet to draft the 2018 budget. The budget will be presented to the board at the November meeting and voted upon in December.

C) Susan remarked that, as treasurer, she feels responsible for numbers made public by the library and that the numbers be accurate and transparent. Discussion of the scale reflected on the progress banner followed.

D) Mario requested that an update on money raised thus far and the amount needed to complete the new library be presented for the November meeting. Jenny, Susan and Mike will provide the figures.

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

A) Thea invited the trustees to the Columbia County Library Association's annual dinner to be held on Thursday, December 7th at 6 p.m. at Winding Brook Country Club in Valatie.

B) Thea is attending an e-book workshop

C) Our library will host the monthly meeting of the Columbia County Library Association on November 17th.

D) Unveiling of the Small Free Library at the Ghent Town Hall on Thursday at 5:30 p.m.

4) Nominating Committee –

A) Mario recommended, and the board agreed, to wait until the November meeting to nominate a president.

B) Jane has agreed to remain on the board as a trustee.

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

5) Book Sale – Mario

A) Kudos to Mario for a record setting book sale. He reported that sponsors made a big difference in defraying tent expenses and that he will work to expand the list of potential sponsors while assuring that local businesses are not asked for cash donations or significant capital gifts as well.

B) Mario and David will meet to update the website to include a current list of sponsors.

6) Friends of the Library – David Baylen

A) Dave reported that the turnout was strong at the book sale and that the sale of donated art was very successful.

B) A candidate for secretary has been found.

C) The annual holiday jewelry and craft sale will be held on November 3rd and 4th

D) Susan commented on the responsiveness and clarity of Karen Wilson's financial reporting.

7) Public Forum –

8) Current Property Committee – Stephen

A) Stephen introduced James Male and Conrad Hanson of House Hudson Valley and explained that the board is exploring every possible option for the future of the present library and its relationship to our timeline for the new library.

B) James responded that, as a realtor, he always identifies a property's highest and best use. He also cited a lack of parking and high traffic as possible challenges. His opinion is that the most likely target purchaser would want the building as a professional office.

C) Possible scenarios were touched upon:

- i) sale with encumbrances (such as the use of the lawn by the library, roof repair and septic issues) to be used to negotiate the asking price,
- ii) a double-net lease,
- iii) and sale of the building only.

D) Mario asked if there is anything we should do to improve the building to make it more attractive to potential purchasers. James responded no, that he prefers to sell as-is because buyers like to imagine the possibilities and make their own improvements.

F) Further discussion followed of timing and financing needed to occupy the new library.

G) Next steps: Thea will ask Rebekkah Smith Aldrich of MHLS whether we are required to make an open and transparent effort to hire a realtor for real property transactions.

9) Referendum 414 – Susan

Susan requested that all trustees review the voter roll in her mailbox. Reminder calls will be made on Saturday, November 4th at 4 p.m. at the library. Jenny, Vicki, Alice and Mary Elizabeth agreed to help with this effort.

10) Committee Reports

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

i) Mike is uncertain who removed the spoil and has spoken to Tom Banks about cleaning up the Route 9H piles and tailings remaining.

ii) He will provide an updated construction budget next month.

iii) The second phase of construction includes rough-in plumbing insulation and sprinkler insulation, exterior stair renovation and canopy.

iv) The board agreed to pay Linda McNutt \$1,100 for her services in support of the Town's possible acquisition of the current library. He will notify Linda that we will hold off future work for the present.

v) Mike agreed to remind Linda that she agreed to produce new interior renderings to help with donor solicitations for the capital campaign.

vi) He spoke with Andy Albin of Crawford and Associates to look into costs of adding additional access by the present library to the new septic system. We will not proceed with this option at present, but Mike thought that we still have some \$3,000 in the Crawford contract.

B) Capital Campaign – Report submitted by Jenny and attached

D) Communications – No report

i) Laura agreed to look into #GivingTuesday and share information with Mario and David.

ii) Vicki suggested that we find help to post regular MailChimp messages during the times that Dave is busy.

E) Programs – Report submitted by Vicki and attached

Vicki asked the whereabouts of the events/program signs.

F) Technology – Report submitted by Mario and attached

G) Policy – No report

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

11) Old Business –
No old business

12) New Business –
No new business

At 6:33, Mario asked to adjourn the meeting.

Motion to adjourn made at 6:33 p.m. Motion made by Mike, second by Marion. Motion carried.

The NEXT REGULAR BOARD MEETING WILL BE HELD ON TUESDAY, November 21, 2017, at 5 p.m. at the library.

~ Submitted by Secretary Jennifer Post