

Claverack Free Library
Monthly Meeting of the Board of Trustees
Tuesday, November 15, 2016

Trustees Present: Jane Case, Stephen King, Maryanne Lee, Alice Platt, Jennifer Post, Susan Roberts, Vicki Rosenwald, Michael Sullivan, Mario Verna, Mary Elizabeth Vincent, Marion Vosburgh
Also Present: Thea Schoep, Library Director, Linda McNutt, architect

The regular monthly meeting of the Board of Trustees convened by president Jane Case at 5:00 p.m.

1) Review of minutes –

Motion to approve the minutes of October 18, 2016, made by Mike, second by Maryanne. Motion carried.

2) Treasurer's report/financials – Submitted by Susan and Marion

Thea learned at at Mid-Hudson Library System meeting that any board member who handles money and/or prepares financial reports should be bonded. Mike will look into this for more information.

3) Director's report – Submitted by Thea

A) Thea and Vicki wrote a grant to the Hover Foundation and have received \$2,000. A portion of this funding will pay for Thea's time spent for Jr. Engineering.

B) Thea is awaiting a contract for snowplowing from Sweet Tree Service. Our neighbors may be interested in having their property plowed at the same time. It's hoped that this could reduce expenses for both the library and the art studios. Mike requested that Thea check to be certain that Sweet Tree is sufficiently insured.

C) Thea is exploring buying three new metal signs with new library hours. NextGen signs has quoted a price of \$200 for all three. **Motion made to acquire three new metal signs from NextGen for \$200 made by Stephen with second by Mike. Motion carried.**

4) Public Forum – No public present.

5) 2017 draft budget – Submitted by Susan

Susan presented the 2017 draft budget with suggestions made by trustees incorporated. Salaries will be discussed in executive session. The 2017 budget will be voted upon at the December 2016 meeting.

6) Committee Reports

A) New Library Committee – Report submitted by Mike, with revised version to come

i) Stephen shared Peter Bevacqua's sketch for temporary landscaping/stabilization along the 9H frontage. The plan includes four rough wooden planters measuring 4' x 4' (perhaps made from pallets or pressure treated boards) that will be filled with sand to hold tree branches. Jane will ask John Dunham, a local carpenter, if he could create these for a reasonable cost. Mike can get vinyl material for liners.

ii) Mike reported that DOT permits are nearly in place for the entire site work, including water main work. Because it is late in the season, it's likely that Albany's asphalt plants will be closed and that we will need to use cold patch in its place.

iii) Linda McNutt presented updated drawings of her interior plans and described materials to be used in these final phases. Some details:

LOWER LEVEL: A level entry to the parking lot will be fully accessible. The vestibule and hallway will be concrete. There will be a dropped ceiling in the lobby and hallway. But the community room will have an exposed ceiling to maximize height; the flooring in the community room will be carpet tile in natural, durable tones. Two gender-neutral bathrooms will open onto the lower level hallway. An exit

will be created through the former bar room. Discussion of appliances in the kitchenette was not finalized. An accordion metal curtain will close off the steps when the library is closed.

UPPER LEVEL: A new, narrower staircase (4') made of fir with skid strips allows space for a 2-foot back counter behind the circulation desk. The interior brick wall along the stair will be retained, with sightlines through to the children's room. Ceramic tile will be used in the upper vestibule. We will keep the oak flooring in the children's room with vinyl linoleum for the craft corner and carpeting for the story corner. There will be a family bathroom off the children's room with low fixtures and a changing table. The stacks in the children's library will be on wheels to allow more flexibility. The main library room will feature some bookcases on wheels, as well as some fixed ones.

FINISHES: Cement gray ceramic tile for vestibules, lighter colored tile in bathrooms. Carpet tile in main library room, upper level meeting/history room, and lower level community room. Maple plywood will be used throughout the upper level and, most visibly, on the circulation desk. The windows will feature pine trim to reduce future maintenance of painting.

Mike plans to have bid packages for site and interior work ready to go out in early December. Interior framing will be done first. Discussion followed of point-of-use heating systems for bathrooms and kitchenette with solar thermal power.

Mike requested a **motion to accept interior plans as drawn by Linda McNutt. Motion made by Vicki, second by Alice. Motion carried.**

Mike requested a second **motion to accept the construction estimates and budget of \$1.133 million for the purpose of going out to bid. Motion made by Maryanne, second by Stephen. Motion carried.**

Mike also suggested that we consider buying a generator for the new library (at a cost of \$25K). It was agreed that this is a good idea for the future.

B) Current Building Committee – Stephen (minutes to come)

A workshop was held on 11/14 to share ideas for the future of the corner property. All who attended agreed that the location is crucial to our town. It was suggested that trustees attend the Town of Claverack's Economic Development Committee's workshop in January to further visions for the intersection. Maryanne will notify the library board of the date. It was agreed that we should invite the Economic Development Committee to attend a meeting of the library in the near future. Maryanne shared that Columbia County has the third-highest presence of artists per capita in the country after Taos, and Brooklyn, and suggested that we build upon this.

C) Personnel Committee

Jane reported that the committee met with Thea and are thrilled with her leadership of the library as evidenced in her goals for additional programming, new hours, and English as a New Language tutoring.

D) Capital Campaign – Report submitted by Jenny

Jenny requested that the January agenda include a report on a new ad hoc sub committee of the capital campaign committee designed to increase awareness of the new library's progress and position to the community.

E) Buildings and Grounds – Mike

- i) Awaiting Valley Energy to install the dehumidifier.
- ii) Jenny asked about the status of roof repair. Susan offered to contact Gary Arcuri for his appraisal of its condition; the board will then consider applying to Senator Kathy Marchione for Bullet Aid in 2017 for repair or replacement.

F) Communications –

The fall/winter newsletter is back from the printer and has been stuffed and sealed. We will mail just under 2,500 copies to those in our database (rather than to every address in the area, as was done for the past three mailings). Mary Elizabeth and Maryanne will mail later this week or early next week.

G) Technology – Report submitted by Mario

Microsoft Office Standard software has been updated on the trustees' computer and is planned for the staff computers.

H) Programs – Report submitted by Vicki

Jane thanked Vicki for her good work in mounting recent successful programs and suggested that trustees volunteer to rotate to help her out. Vicki explained that the bulk of the work is in publicizing programs and that the Friends are helping to come up with ideas. A brainstorming meeting will be held with Friends in the near future. Jenny suggested asking Kelly Draushuk of the Spotty Dog to generate ideas for literature-related programs and readings.

Coming up:

- Molly McCann from the Alzheimer's Foundation, Thursday 4:30-6 p.m., 11/17, prevention of cognitive decline and healthy aging.
- Matt Bua Talking Walls, Dec 10th, an author presentation about ancient stone walls in the Catskills with book signing, sale etc.

I) Policy – Policies submitted by Mario

Board members were reminded to annually sign Non-disclosure and Confidentiality forms. This should be done by the end of this year.

Motion made to accept the amended program policy. Motion made by Mike, second by Vicki.

Motion made to accept the meetings procedures policy as submitted (and attached). Motion made by Stephen, second by Mike. Motion carried.

7) Friends of the Library – Report submitted by David

8) Old Business – No Old Business

9) New Business – Nominating Committee

Motion to nominate Vicki for a second three-year term commencing January 2017. Motion made by Stephen, second by Susan. Motion carried. Jenny will distribute an updated contact sheet.

Motion made to continue the Claverack Library's relationship with the Mid-Hudson Library System. Motion made by Mario, second by Maryanne. Motion carried.

Meeting adjourned at 6:50 p.m. **Motion to enter executive session to discuss salaries made at 6:51 p.m. Motion made by Mike, second by Marion. Motion carried.**

Motion made to leave executive session made at 7:14 p.m. Motion made by Mike, second by Marion. Motion carried.

The NEXT REGULAR BOARD MEETING WILL BE HELD ON TUESDAY, Dec 20, 2016, at 5 p.m. at the library.