

Claverack Free Library
DRAFT Minutes of the Monthly Meeting of the Board of Trustees

Tuesday, November 21, 2017

Trustees Present: Stephen King, Alice Platt, Jennifer Post, Susan Roberts, Mario Verna, Mary Elizabeth Vincent

Trustees Absent: Jane Case, Laura Miller, Vicki Rosenwald, Michael Sullivan, Marion Vosburgh

Also Present: Thea Schoep, Library Director

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

1) **Motion to approve the minutes of October 17, 2017 made by Stephen, second by Alice. Motion carried.**

2) Treasurer's Report – Report submitted by Susan and attached

A) Financial statements attached.

B) Susan presented the 2018 budget for final review. This will be voted upon at the December 19, 2017 meeting.

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

A) Thea reported that the volunteer statistics will be updated to include those who helped with ESL

B) Buildings & Grounds: New rule that no food is to be left in the library after programs. The chocolate is now stored in a tin.

C) Susan suggested that future additions of staffing positions go through the personnel committee after a Hoover grant for \$5,000 was successfully written to pay for a program assistant.

D) Thea reported that the library has received \$3,000 for current library upkeep from Senator Marchione's office and asked that it be applied to floor refinishing and interior painting. This would require that the library be closed for about a week. Stephen suggested that we put the money toward a tied septic system with the new library. No decision was reached in re this. Mario said that he would prefer that the money be spent on exterior painting (that would not necessitate closing the library). The board agreed with Mario.

4) Friends Report – No report

5) Public Forum – No public present

6) Policy – Mario

Motion to accept the new Minority & Women Owned Business Enterprise Policy (attached) made by Alice, second by Susan. Motion carried.

It was agreed to table Mike's suggestion to include Service Disabled Veteran-Owned businesses.

7) Updated Job Description for Director – Mario

Motion to approve the new job description (attached) with corrections to come, made by Stephen, second by Mary Elizabeth. Motion carried.

8) Chapter 414 Election Results – Susan

The results (before all absentee votes were counted): 1014 in favor of an additional \$5,000 to be paid to the library for operating support from the Town of Claverack; 683 opposed. Stephen said that the official count should be completed by December 1.

9) Current Property Committee – Stephen (no report submitted)

A) Stephen reported that he's had no word from the Town as to their interest in the library. Jenny asked that we reach out to Town representatives.

B) A discussion followed regarding the number of realtors to consult for ideas/input to optimize sale options for the property. Susan and Mary Elizabeth emphasized the importance of including local realtors in this process; it was agreed that the committee meet with local realtors.

C) Stephen will generate a list of five (or so) conditions to clarify our vision of an acceptable sale.

10) Nominating Committee – Jenny, slate attached

The following slate will be voted upon by paper ballot at the December 19 meeting:

President (vote for one): Stephen King

Jenny Post

Vice President: Mario Verna

Secretary: Laura Miller (Alice and Vicki have agreed to share the minute-taking duties)

Treasurer: Susan Roberts

11) Committee Reports

A) New Library Committee – No formal report submitted

i) Mike emailed that sprinkler system installation will start week of November 27th with rough plumbing to follow. Scheduled completion date for both jobs in December (hard dates to come).

ii) Hoosick Valley still has work to complete in current phase (masonry/structural) and Linda is pushing them to wrap this up.

iii) Tom Banks is expected to clean up site work piles by the first week in December.

B) Capital Campaign – Report submitted by Jenny and attached

i) Thea is working with MHLS to replace JustGiving with PayPal as our online giving option (for the website, newsletter, etc.); Jenny will meet with her on 11/22 to complete the process.

ii) Jenny encouraged all trustees to help us reach our year-end goal by thinking of friends, associates and themselves, who have not yet given or have not given recently.

C) Communications – Report submitted by Laura

i) The newsletter is scheduled to be mailed around December 1st.

ii) Mary Elizabeth will clarify this timing with Laura, then we will request help to stuff envelopes.

iii) David Baylen is preparing an email via MailChimp for #GivingTuesday.

D) Programs – Report submitted by Vicki and attached

i) Stephen has met a local author who is willing to come to the library to speak about her new book. He will forward the contact information to Vicki.

ii) It was reported that 11 people attended the Defensive Driving class on 11/19. The library netted \$55 for hosting this service to the community.

E) Technology – Report submitted by Mario and attached

After reporting that the library's landlines were experiencing crackling, a Verizon tech came to look at it. Thea has purchased new phones.

12) Old Business –

A) Susan presented a financial reporting of cash in/cash out as applied to the new library and encouraged all further questions be directed to her. Jenny, too, has these numbers but Susan cautioned that, while the total will match, the yearly figures will not (this due to the dates year-end donation are posted).

B) Susan commented that the new lighting in the back parking lot is very effective and welcome. The board thanked Mike for his efforts.

13) New Business –

The board entered into executive session at 6:07 p.m. to discuss personnel matters. **Motion made by Alice, second by Mary Elizabeth. Motion carried.**

In the interest of improved communication, it was agreed that the board president will meet with the director monthly prior to board meetings and that the personnel committee will meet with the director quarterly.

The board voted to exit executive session at 6:54 p.m.

The NEXT REGULAR BOARD MEETING WILL BE HELD ON TUESDAY, December 19, 2017, at 5 p.m. at the library.

~ Submitted by Secretary Jennifer Post