

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

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

**Also Present:** Thea Schoep, Library Director, David Baylen, Friends Chair

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

1) Nominating Committee – After a vote for president was taken by paper ballot, the following slate was approved by **motion (made by Alice; second by Mike): President, Stephen King, Vice President, Mario Verna, Secretary, Laura Miller, Treasurer, Susan Roberts. Motion carried.**

Susan Roberts chaired the remainder of the meeting, as Mario had to leave.

2) **Motion to approve the minutes of November 21, 2017 made by Jane; second by Mary Elizabeth. Motion carried.**

3) Treasurer's Report – Report submitted by Susan and Marion, attached

Susan thanked Mario for his work to present the meeting agenda.

A) **Motion to approve the 2018 budget made by Jane; second by Alice. Motion carried.** Thanks to Susan, Marion and Thea for their work on this.

B) Susan will seek proposals from accountants to conduct the library's audits.

C) Susan asked any trustees interested in joining the Finance Committee to attend the next meeting on January 2, 2018, at 5 p.m. Marion will send a meeting agenda.

D) A discussion followed regarding moving funds from the checking account to the savings account. A recommendation to the board will be made after the Finance Committee meets on 1/2.

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

A) Thea highlighted two additional MHLS workshops: OverDrive and Finance. At the latter she learned that a motion from the board is needed to approve grant receipts and that budget lines need to reflect these monies as expended. Susan asked that further discussion of this be held at the finance committee meeting on 1/2.

B) The board approved the purchase of a table and chair for the director's use. These will be moved into the new library.

C) Thea recommended that trustees adopt one of five library advocacy opportunities for the coming year. The list of options is included in her report. Note: she will send notice of the first one, Library Advocacy Day at the State Capitol, which is coming up in February.

5) Friends Report – Report submitted by David Baylen and attached

Dave noted that the Friends group now has a new secretary and requested that the trustees help identify candidates for the Friends executive committee.

6) Public Forum – No public present

7) Committee Reports

A) New Building Committee –

i) Mike reported that Absolute Fire Protection has begun work installing the sprinkler system.

ii) S.T. Hudson's Sons was scheduled to start this week to install rough plumbing, but has not yet shown up. He estimates that this work will commence after the first of the year.

iii) HVC has finalized fabrication specs for custom steel needed for the doorway to the children's room.

iv) Work on the exit stair and canopy will likely be done once the snow has melted.

v) Stephen asked about the possibility of a joint septic system for the current library and the new library. Mike responded that he has spoken to Andy Aubin of Crawford & Associates and that there is likely room under the present contract to look into this option. Cost to come, but we could begin with the connector pipe installation before further work is done and the site is paved.

#### B) Capital Campaign Committee – Report submitted by Jenny and attached

i) A joint meeting of the Capital Campaign, New Building and Current Property Committees will be held on December 28<sup>th</sup> at 5 p.m. at the library. The purpose is to further communication and messaging regarding the new library's progress. Thea and Stephen will work up an agenda. All trustees are invited, but please note that no decisions or motions can be made at this workshop.

ii) Jenny thanked Dave, Mario and Thea for their work in setting up the new PayPal account. Donations are already coming in through this site.

iii) Jenny received a query from DASNY on 12/19 requesting additional information for the Economic Development grant. She, Susan and Vicki will work to return the information asap. Jane agreed to contact Jay Trappe/Mary Jean Hoose to get a copy of the SEQRA review from our site plan.

#### C) Communications/Newsletter –Laura

i) Jane commented that the newsletter looked very good and the trustees agreed.

ii) Laura, Thea and Dave will add the newsletter and donor list to the website.

iii) Dave suggested that the Communications Committee meet to ensure coordination of messages. Thea agreed to help develop a timeline of communications from the library. A chair is needed.

#### D) Programs – Report submitted by Vicki and attached

i) Vicki reported that the annual Musical House Party hosted by Lisa Vahradian and John Tillotson cannot be held at their home this year (due to construction). This event needs both a chair and a new location. Stephen offered to see whether new residents on Catskill View Road may be interested in hosting. Jenny suggested that we wait until the weather improves and that this event may be expanded to become the annual capital campaign fundraising event. Vicki will speak to Jay Shulman.

ii) The next program is set for January 21<sup>st</sup>, Garden Talk with Heather Grimes. Vicki thanked Peter Bevacqua and Stephen for their help with the program.

#### E) Technology – Report submitted by Mario and attached

#### F) Policy – Mario

At Thea's suggestion, Mario submitted a draft policy of the library assistant's benefits. Mike and Susan suggested that the number of personal hours per calendar year be increased to 20 (from 12 as drafted). **Motion to approve this policy as amended made by Laura, second by Mike. Motion carried.**

#### G) Current Property Committee – Stephen

i) Linda McNutt will be invited to join the workshop on December 28<sup>th</sup>

ii) Stephen reported that he attended the Claverack Town Board meeting on December 14<sup>th</sup> and, while the board still seems interested in the present library, Maryanne Lee and Katy Cashen have been charged with reviewing and exploring every option the town may have for additional space.

iii) Vicki urged that we speak to realtors, but Alice thought it was too soon to do so. Further discussion of timing will be held on 12/28. Stephen also remarked that the current library will be difficult to sell for many reasons. He and Mike will review parking options.

#### 12) Old Business – No old business

13) New Business –

A) Stephen should have a key to the library; Thea to assure that all holders of keys be recorded and tracked.

B) Susan asked Thea to speak to Rebekkah Smith Aldrich of MHLS to identify other system libraries which have recently gone through or are currently engaged in the DASNY process. This was in response to Mike's experience that representatives from DASNY can become involved in projects, which significantly slows progress.

C) It was agreed that all committees will set regular meeting times and work to meet every month.

D) Mike explained that, due to work constraints and travel, he was having a tough time keeping up with library responsibilities and making meetings. Stephen suggested that the Capital Campaign and New Building Committees be merged and that meetings be held on weekends: another topic for discussion at the workshop on 12/28.

E) Jenny offered to draft a media release to announce Stephen as board president. She will ask Chris to attend the workshop on 12/28 to take a photo.

The meeting adjourned at 6:25 p.m. by motion made by Marion, second by Vicki.

**The NEXT REGULAR BOARD MEETING WILL BE HELD ON TUESDAY, January 16, at 5 p.m. at the library.**

~ Submitted by Secretary Jennifer Post