

Claverack Free Library
Monthly Meeting of the Board of Trustees
Tuesday, December 20, 2016

Trustees Present: Jane Case, Stephen King, Maryanne Lee, Alice Platt, Jennifer Post, Susan Roberts, Michael Sullivan, Mario Verna, Mary Elizabeth Vincent, Marion Vosburgh
Also Present: Thea Schoep, Library Director, David Baylen, Friends Chair
Absent: Vicki Rosenwald (via phone)

The regular monthly meeting of the Board of Trustees convened by president Jane Case at 5:02 p.m.

1) Review of minutes –

Motion to approve the minutes of November 15, 2016, made by Alice, second by Marion. Motion carried.

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

Susan requested that PCI compliance forms be reviewed with the technology committee. It was agreed to meet before the next required quarterly filing.

3) Director's report – Submitted by Thea

A) Thea will work on the MHLS annual report next month. As a new (up to three years!) director, she will make use of offered assistance with compiling all the information.

B) Thea and Jack Gantzer met with Spanish speaking families at Taconic Hills on 12/19 to prepare for the library's program to provide assistance to English as New Language speakers. Jane mentioned that the school district projects that in ten years, one third of the district's students will be new to English.

C) The library will become a pick up location for subscribers to Field Goods. This is a self-tending service and requires very little effort on the library's part.

D) In response to Jenny's suggestion of a year-end gift for a volunteer, Thea remarked that there are many volunteers who should be acknowledged. It was agreed, rather, to hold a luncheon event in the spring for all volunteers. Further details and a date will be set at the January board meeting. Jane requested that this be held on a weekend.

E) Mike spoke to the library's insurance agent about acquiring dishonesty insurance as recommended by the director of the Adriance Memorial Library. He was advised that it was both expensive and not necessarily a deterrent to the possibility of embezzlement. **Motion made not to procure dishonesty insurance at this time. Motion made by Alice, second by Marion. Motion carried.**

4) Public Forum – No public present.

5) Friends of the library – Report submitted by David Baylen

A) David reported that there Arminee Bowler is now the volunteer coordinator for the Friends.

B) There will be a database meeting with key people on January 12th to clarify and plan for data entry for various fundraising entities within the library structure (Friends, capital campaign, operating, etc.).

C) Jane remarked that this is a very busy library and we should all work to assure that all planned meetings and events go through Thea so that there are no conflicts (and no more than one meeting or event a day).

6) Treasurer's Report– Submitted by Susan

Motion to accept the 2017 budget was made by Mario, second by Jenny. Motion carried.

The board thanked Susan and Marion for their work on the budget.

7) Committee Reports

A) New Library Committee – Report submitted by Mike

- i) Mike reported that we still have not received DOT permits for the site entrances and water main work. The New Library committee will meet in January to decide whether to proceed with the bid received for water hookup or roll it into the bid package for the remaining work.
- ii) Bid documents are due to go out in January.
- iii) Dave asked about whether or not the technology committee will have a say in the plan for the new library. Mike agreed to include the committee in future decisions and will set a meeting the first or second week of January.

B) Current Building Committee – Summary of workshop on 11/14 sent by Stephen

- i) Stephen is at work on a draft of options for the existing library property and will send it to the trustees prior to the January board meeting.
- ii) At Maryanne's suggestion, he plans to attend the Town of Claverack's Economic Development Committee's workshop next month to discuss future visions for the intersection of 9H and 23B. Maryanne will forward the date and time of this workshop.
- iii) Stephen requested that the trustees consider retaining the property – both the land and the building – and wants to explore every possible option to allow this to happen. Once it is out of our hands much is potentially lost. It was pointed out that the money from its sale will hasten completion of the new library.
- iv) He asked that each trustee send him a list of possible “angels” who may help the library retain the property.
- v) Recommended that the library seek legal advice to help us explore options for the future. Trustees are to send names of attorneys, preferably those with real estate expertise, to Stephen.
- vi) Vicki asked when we should speak to our neighbors Jeffrey Gibson and Rune Olsen and Stephen answered that this should happen after our January meeting.

C) Capital Campaign – Report submitted by Jenny

- i) Jenny noted that this has been a slow year for fundraising progress in as there has been no visible construction progress. She asked that all trustees suggest possible fundraising sources that she has not discovered.
- ii) It was agreed to consider reopening discussions regarding the Doty fund (particularly if the Barrett member initiative does not materialize). Mike suggested that we wait to see how the bid amounts come in before we pursue this.

D) Buildings and Grounds – Mike

- i) Susan spoke to Gary Arcuri who will look into the present library's roof and give an estimate for its repair/replacement.
- ii) Thea pointed out that the interior needs some sprucing up (floors are scuffed and shelving walls need freshening). These are possible projects for 2017 Bullet Aid from Senator Marchione.
- iii) Marion will get a single large wreath for windows of the new library.
- iv) Mike removed construction debris from the new library site.
- v) Mary Elizabeth mentioned that ice has formed on the edge of the parking lot and on the lawn where people walk past the shed. Mike to look into possible solar-powered and/or motion activated lights for this area.
- vi) We are still awaiting Valley Energy installation of the dehumidifier. Mike will remind them and copy Thea to follow up.

E) Communications –

- i) Discussion of establishing a regular schedule for Mail Chimp emails. David felt that a firm schedule won't really work for him as both the volume and timing of the material submitted changes. Also, he sometimes does this remotely while traveling.

ii) Mario and Jenny met to review and update the capital campaign content on the library's website. It remains a work in progress, but is now cleaner and more current.

iii) Stephen shared four concepts for our new brand. The goal is to use this on all correspondence and communications both in house and out. The new logo is a hand drawn rendering of the new building with green type or white on a green banner. No font has been selected. Stephen will ask Linda McNutt for her rendering (without landscaping) and bring a refined selection to the board next month.

F) Strategic Plan Committee – Report submitted by Maryanne

i) Maryanne reviewed her report, with more visibility and communication about all our library does foremost. The committee suggests to include two pie charts with library funding information in our spring/summer newsletter.

ii) Thea mentioned that there is new leadership at the Columbia County Library Association and that a priority of the group is to work toward greater awareness of all county libraries.

iii) The strategic planning committee also felt it will be helpful in the future to have a full, itemized accounting of event income and expenses. Susan was able to outline this information for the Square Dance event in September and will send a full financial reporting to the board.

iv) It was agreed to vote upon proceeding with a Chapter 414 resolution at the January meeting and to create a new timeline. Susan felt that organizing this will be easier this time as we have recent precedent.

G) Technology – Report submitted by Mario

There were no questions from the board.

H) Programs – Report submitted by Vicki

i) Vicki's report included guidelines for programs to make mounting them easier in the future.

ii) Some 25 people came to Matt Bua's *Talking Walls* on December 10th and all his books sold.

iii) Thea reported that Joan Liffin's Photobooks and photo editing program on December 17th was very interesting and also well attended.

iv) More collaborative programs are planned for the coming year.

I) Policy – No report

Board members signed Non-disclosure and Confidentiality forms. Mario will review the sharing of donations wordage for intent.

8) Old Business – No Old Business

The House Concert on January 28th needs a small committee. Thea agreed to contact Lisa Vahradian and Jay Shulman to get details, musical program, etc. A save-the-date should be sent asap.

9) New Business –

Motion made to adjourn meeting at 6:56 p.m. **made by Mario, second by Stephen. Motion carried.**

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

~ Submitted by Secretary Jennifer Post