

## Claverack Free Library Board of Trustees Monthly Meeting

January 16, 2018

**Attendance:** Mario Verna, Stephen King, Marion Vosburgh, Jenny Post, Vicki Rosenwald, MaryElizabeth Vincent, Alice Platt, Laura Miller, Susan Roberts

**Also:** Thea Schoep, Dave Baylen

**Absent:** Michael Sullivan Jane Case

Stephen King began the meeting at 5:00pm

Motion to accept the minutes made by Stephen seconded by Mario

**Treasurers report:** Susan recommends: Transferring operating funds to saving funds 10,000 Vicki seconds

Accountant Sue Baer won't be doing audits anymore because restrictions. Susan suggests to ask proposals from Pattison Koski and/or Karp/Ackerman. Thea suggests Tortia Accountants.

In the budget we have \$6,000 for this work.

**Directors Report:** Advocacy Day- Thea's going to Albany and invited everyone. Real people Real Dollars- photos for the webpage. Met with finance committee re: price for photocopies- reduce the amount of copies coming out of the free printer 10 to 5pieces. Let finance committee decide the price at 25 cents.

The trustee agreed to make adjustments to prices of printing.

**Friends Report:** nothing to report

**Public Forum:** No public present

Committee Reports

NBC: Michael not present.

Stephen recommended Linda McNutt be retained as a committee member as an unofficial proxy for Michael Sullivan and consultant to the board. Stephen will contact Linda for a financial proposal on this and present it at the next meeting.

Thea reattached the donation Progress sign on the building. Susan recommends the goal on the sign reflect the number 2.4m 2.6m. Stephen recommends the sign be redone when final donation numbers are in for 2017.

**Capital Campaign:** Additional year-end donations are still coming in as stated by Mary Elizabeth (NOTE: these donations were directed to the operating budget, not the capital campaign.)

Discussion of how donations are made occurred.

**Communications:** Regarding the recent newsletter: 225 undeliverable 25 temporarily away, 70 change of address, 130 truly returned. Talked about 3 year plan to scrub database.  
It was agreed that more discussions are needed about communication/publicity etc.

**Programs:** Garden talk heather Grimes on the 21<sup>st</sup>  
AB Shaw Firehouse "Ticked Off" 2:00pm.  
Stephen gave Vicki some book authors who have expressed doing readings at the library.  
Thea recommended "Summer rocks" programming.

**Technology Committee:** Technology committee is under budget, looking forward to spending more in 2018. Stephen would like to buy HDMI cords and Mac Adapters. Mario Recommends to have presenter send program to library beforehand should they wish to use the library's laptop.

**Policy Committee:** Mario presented draft policies to vote on. 1 Freedom to Read ALA, 2 Freedom to View ALA, Freedom for Copyright, motion to move all the policies forward by Vicki, Mary Elizabeth 2<sup>nd</sup> All were passed unanimously.

**3-Year Strategic Plan:** Mary Elizabeth shared, February 1<sup>st</sup> is the first meeting.

**Current Property:** Stephen Share the changes in the Town Board committee for the new building- Mary Ann Lee and Stephen Hook. Stephen, Jane and Mario will represent the board to the Town committee.

**Choose Real Estate Realtors/Brokers:** It was agreed that Stephen Alice and Susan would approach the following agents:

Red Apple  
Peggy Lampman  
Mary Mullane  
House (already done)  
Conservation Land Conservancy (Jenny to take the lead/contact)  
Tourism/Taste NY (suggestion was made, contact needed)  
They will report back what they have learned from the organizations.

**Nominating Committee:** Discussion was held about trustees whose terms are up in 2020.

Stephen reinforced the need for trustees to be always looking for new talent for the library in a variety of capacities.

The nominating committee will collect these ideas and provide direction.

**Committees:**

Stephen presented some reorganization of committee assignments.  
The capital committee and new building committee will be combined as the Building and Capital Committee.  
Non-board committee members will be included on the list for reference.

### **Old Business**

Stephen presented on the topic of Typefaces.  
Georgia was suggested for most communications.  
Verdana for online communications.  
Stephen will send out an example of these fonts.

### **New Business**

Library advocacy: Susan stressed the importance of trustees writing actual personal letters aka paper mail.  
Alice volunteered to provide an outline of facts and structure to use .

**New Business:** The issue of using Google Docs was talked about and Thea volunteered to look into teaching this and present next meeting.

Friday Mornings Story Hour Friday mornings at 10:00am Thea looking for help.

Mario announced book sale dates:  
Spring-Mother's Day 13<sup>th</sup> 11, 12, 13  
Fall-Columbus day 8<sup>th</sup> Oct 5, 6, 7

Stephen made the motion to close the board meeting at 6:37. Marion Vosburgh 2<sup>nd</sup>.  
All in Favor.

**Next Trustee Meeting will be held February 20<sup>th</sup> 2018.**