

**Board of Trustees Meeting Minutes
February 20, 2018, 5:00 PM at the Library**

Attendance:

Present: Jennifer Post, Marion Vosburgh, Susan Roberts, Vicki Rosenwald, Stephen King, Laura Miller, Jane Case

Also In attendance: Thea Schoep

Absent: Mary Elizabeth Vincent, Mario Verna, Michael Sullivan Alice Platt

Commencement: Stephen motions to begin the meeting at 4:58pm, Marion 2nds. **All in Favor.**

1. Minutes – Vicki moved to approve the minutes of January 16, 2018- 1st Jane 2nd. All in favor

2. Treasurer’s Report – Sue Baer will continue to do audits and has agreed to do the 2017 library audit.

3. Director’s Report – Thea presents the 2018 annual report, **Jane Case motions to approve the annual report. Marion 2nds the report All in Favor**

a. Vote on hiring Program help: Received \$5000 grant from the Hover Foundation to hire a program/publicity assistant for 1 year. At the Communications Committee meeting 2/12 Dave Baylen suggested looking for a community college student. Susan recommended calling Kelly Ann Radzik at Columbia Greene Community College, whose office matches students with internships. Work would include Mail Chimp, Facebook, flyers, website, calendar posts, IMBY etc. **Vicki proposes using the grant funds to hire for this position- Susan 2nds. All in favor.**

b. New Business: the US department of state allows libraries to process passports. She describes some pros and cons.

c. Thank you to all of the homeschool families for coming back

d. Nice work on my Library Saved me \$ Instagram post.

4. Friends – David is absent. Thea fills in. June 15th will be a concert on the lawn- Mike Pagnini.

5. Public Forum: No public present.

6. Committee Reports

a. Building & Capital Committee – Jenny brought up the notion of Linda not needing to attend the meeting every month. It was decided that this decision would be left up to the committee. HVAC installed by June. Discussion held about renegotiating Linda’s contract. Discussion about how to pursue our contracts for hourly work with Linda McNutt. Stephen and Susan discussed creating a limit to the amount of funds the library will use to pay the architect. Decision needs to be made about who will contact Linda.

Library has the option to take a loan up to \$200,000 at 2% and a donor will cover the interest. We will not borrow more than what we anticipate coming to us in funding/grants. Use the funding if and as needed. **Jane makes a motion to take advantage of the line of credit (not to exceed \$200K). Laura 2nds. All in Favor.**

Discussion brought up by Vicki to discuss choosing realtors. Stephen spoke. Jenny spoke about the how Land Conservancy is not interested in purchasing land. Vicki will reach out to Didi

Barrett's office for their assistance to explore the property's use as a Taste of NY site with Taste of NY.

b. Communications (no written report)–Vicki: Mail Chimps should be regularly scheduled. All material submitted 7-10 days in advance.

c. Programs – Vicki: The Tick Borne Illness program was well attended by community members beyond those who usually show up for library events. There was some heated discussion. The collaboration among the library, the firehouse, the assembly office, and the County Department of Health was great. Our next program is Estate Planning for Everyone by Morgan Bowers. We are planning programming about the Opioid Crisis- hopefully in April. Thea Programs: Community Reads collaboration between the Philmont and Claverack Libraries is ongoing. 17 children & 19 parents attended Claverack's last event, a tight squeeze.

d. Technology – Mario not in attendance. Report submitted.

e. Policy – Mario

i. Vote on submitted new Policies: Americans With Disabilities Act, Continuing Education, Inclement Weather, Outside Employment, Patron Complaint Process/Form, Public Relations, Records Management

ii. **Stephen motions to approve all of the policies, Laura 2nds. All in favor.**

7. Old Business: No old business at this time.

8. New Business: No new business at this time

a. Nominating committee – Jenny submitted a report from committee to discuss potential trustees to step down early and to fill those positions. Board members discussed different possibilities for maintaining all spots and encouraging new members. All board members are encouraged to speak to community members in order to find effective candidates and forward the names to the nominating committee.

9. Executive Session: Stephen motions to enter executive session at 5:55 p.m. Laura 2nds. All in Favor. Discussion of matter requiring library Internet usage policies to be posted on computer desks in the library followed.

Steven moved to close executive session at 6:15 p.m. Jenny 2nds. All in favor

10. MHLS Trustee Trainings- Thea lists details and supplies handouts.

11. Adjournment: Stephen motions to adjourn the meeting at 6:18, Jane 2nds. All in Favor.

Next meeting March 20 (first day of spring), 5:00PM at the Library