

**Claverack Free Library**  
Monthly Meeting of the Board of Trustees  
Tuesday, March 20, 2018  
First Day of Spring

Present: Stephen King, Mario Verna, Susan Roberts, Laura Miller, Marion Vosburgh, Victoria Rosenwald, Alice Platt, Jennifer Post, Mary Elizabeth Vincent

Absent: Jane Case, Michael Sullivan

Other: Thea Schoep (Director), David Baylen (Friends Chair)

1. Stephen began the meeting at 5:01 pm
2. **Minutes** – Vicki moved to accept the Minutes from February meeting– Jenny 2nd
3. **Update** on ‘Computer Incident’ and next steps & Policy posting– Stephen & Mario. Stephen will go to the Town Board meeting to speak and answer questions about the misunderstanding which occurred at the library and inform the town of the proactive precautions/steps and procedures the board has taken. Discussion of the incident followed. Mario has updated the library web site with policies approved in February, which included a Patron Complaint Policy and Form.
4. **Treasurer’s Report** – Stephen recently signed the engagement letter for the audit.
5. **Director’s Report** – Thea pointed out the policy binder to be at the front desk. The library received \$500 from Stewarts. Discussion of 3-year plan and CFL attorney. Book It: working with Philmont Library. Thea received board approval orf contracts for lawn mowing and waste removal. Circulation has gone up for the month. Discussed hiring an assistant through Columbia Greene using a Hover Grant.
6. **Friends** – David. Friends are sending out a letter about Book It! and working with Thea to do the prep for Book It! They are looking at soliciting more prominent raffle items to garner more interest in donations/raffles.
7. **Public Forum:** No public Present
8. **Committee Reports**
  - a. Building & Capital Committee – Jenny. Thanked Linda McNutt for the update. ST Hudson is planning to be finished next week. Jenny raised \$600 this YTD. Discussion of grants from Didi Barrett and Kathy Marchione followed.

- b. Communications – Laura. Laura will send an email regarding the newsletter to the Communications Committee
- c. Programs – Vicki. Discussed the Opioid Crisis program planned for April 15. The Won Dharma Center has offered to partner with the library on April 29<sup>th</sup> for their annual Won Dharma master festival. Stephen and Vicki spoke about meeting for this event.
- d. Technology – Mario. A Library Technology Plan was presented and approved.
- e. Policy & By-Laws – Mario will send out the latest version of the By Laws, after discussion of and action on appropriate modifications, for approval next month.
  - i. The Board unanimously voted to approve the following policies: Bill of Rights (ALA): Disposition of Surplus Property, Petty Cash, and Removal of a Trustee
- f. Nominating Committee – Alice. Nominating Committee has created two groups of people in the community to reach out to. Trustees will reach out to folks in the first group to inquire about their interest in involvement in the library. The Board discussed a Trustees’ idea to remove a Trustee after 3 to 4 consecutive absence from Board meetings. The majority of Trustees were not in favor of this idea.

9. **Old Business:** No Old Business

10. **New Business:** Thea received a quote for T-shirts for the book sale. Mario received a quote from Cantele Tent Rentals for the Book Sale which included a third tent so as not to ask Pam Banks for the use of her tent. Books are to be moved one week before book sale. Mario proposed local teens to come and help, enticing them with pizza and beverage. Thea has new students in mind. Jenny proposed that any trustee who will be away for a week or more inform the board. Jenny suggests the board perform a Self Evaluation in the upcoming months. Stephen requests all trustees keep this in mind and prepare.

11. **Adjournment:** at 6:33pm Marion moved to adjourn the meeting, Laura 2nd.

Submitted by Laura Miller April 17, 2018