

Claverack Free Library
Minutes of the Meeting of the Board of Trustees
April 17, 2018, 5:00 PM at the Library

Attendance -

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

Also Present: Thea Schoep Director, David Baylen (Friends Chair),

Rebekkah Smith Aldrich (Library Sustainability MHLS), Mark Wilson (MHLS Trustee)

Trustees Absent: Jane Case, Michael Sullivan

1. Commencement: Stephen called the meeting to order at 5:00 p.m.
2. Minutes – Stephen requested a motion to accept the minutes from March 20 meeting. **Alice moved to accept the minutes; second by Susan. All were in favor; motion carried.**
3. Introduction of special guests:
 - a. Rebekkah Smith Aldrich – Library Sustainability MHLS
 - b. Mark Wilson – Trustee, Kinderhook Memorial Library and President of the MHLS Board and one of three Columbia County representatives to that board. Mr. Wilson stated the importance of communication between all libraries in the MHLS and with the MHLS board. He hoped that local libraries will communicate with systems staff. He stated that the MHLS is in the process of selecting a new executive director. MHLS has 15 members of the board –three delegates from each county in the Mid-Hudson System.
4. Treasurer’s Report – Susan & Marion. Susan stated the audit package will be ready by the weekend of the 21st of April. Jenny asked about a \$10,000 in the budget. Susan will look into this. **Jenny moved to accept the report; second by Mary Elizabeth. All were in favor; motion carried.**
5. Director’s Report – Thea reviewed her submitted report. She reminded all to not park in front of the school, nor in the fire lane. She reported that circulation was up for the month of March and that around 156 items have circulated through Overdrive. The Mid-Hudson Library System has decided not to use LibraryAware and find another way to balance their needs [? Not sure about this - JFP?].
6. Friends – David stated the new secretary of the group wrote minutes and he will share later. The friends are working on Book It and look forward to deciding on the raffle prize. Vicki asked about the party on June 15th and about the possibility of sharing the use of a tent for a program on that weekend. Dave will get back to her re this. Vicki and Dave decided that holding two raffles on the same weekend will be too much and that the Winner-Take-All Raffle will be held at the fall book sale to separate the two.
7. Committee Reports

- a. NEW SPECIAL COMMITTEE – Stephen informed that board of the mission for the new special committee and explained that its purpose is to study the prospect of adding filters to library computers and that it will be in place for 30-60 days. He recommended that we continue to look for people in the community to assist on the committee. **Laura made a motion to vote to create the new committee; second by Mario. All in favor; motion carried.** Dave asked Rebekkah for a good point of contact for filter questions in the MHLS. Rebekkah stated that she is the contact person.
- b. Building & Capital Committee – Jenny and committee met last week and stated that Linda McNutt is optimistic about timely completion.
 - i. **Jenny moved to accept the annual prioritized facility plan (attached); second by Stephen. All were in favor; motion carried.**
 - ii. Stephen informed the board that the grant from Didi Barrett's office is under 3-way review at the Governor's office. We were encouraged to write Jeff Quain and urge the governor to sign off on the grant. Mario spoke with Mike and Linda and they decided that it would be good to meet with Dave to plan IT system wiring / technology plan for the new library. Jenny stated that Linda McNutt will present a new contract for her services before her current contract ends the end of June.
- c. Communications – Laura. All discussed the of use paper vs. electronic mailings. Dave said just over 25% read rate for electronic. Mark Wilson concurred that print newsletter is more effective throughout the system.
 - i. Thea stated that she has found a possible employee for programming publicity. She will work with Susan Roberts and other board members to determine who would be a good match for the work.
- d. Programs – Vicki reviewed the programming report. She thanked Jane Case for coming to the substance abuse program and speaking about children affected. Vicki informed the board about sharing proceeds from the fundraiser at Won Dharma and is looking forward to the Little Red Notebook program on June 2nd. Vicki also hopes to have a future program featuring author Claudia Coenen and her book, Shattering Grief.
- e. Technology – Mario asked if anyone had questions. No questions, all had read the report.
- f. Policy & By-Laws – Mario thanked Susan, Jenny and Marion for their help with updating the by-laws.
 - i. **Mario moved to accept the updated by-laws; second by Vicki. All were in favor; motion carried.**

