

## Claverack Free Library

Minutes of the Monthly Meeting of the Board of Trustees  
Tuesday, June 12, 2018

**Trustees Present:** Jane Case, Stephen King, Laura Miller, Alice Platt, Jennifer Post, Susan Roberts, Michael Sullivan, Mario Verna, Mary Elizabeth Vincent, Marion Vosburgh

**Trustee Absent:** Vicki Rosenwald

**Also Present:** Thea Schoep, Library Director, Meredith Winch, Barbara Ullman

The monthly meeting of the Board of Trustees convened by Stephen King at 5:01 p.m.

1) **Motion to approve the minutes of May 15, 2018 made by Alice; second by Mike. Motion carried.**

2) Treasurer's Report – Reports submitted by Susan and Marion, attached  
Susan reported that additional income is coming in from Book It!

3) Director's Report – Report submitted by Thea and attached

A) Toddler Story Hour has been suspended until fall.

B) Thea reported that Camilla Trischetti is working out well as our publicity assistant. She's been at work to update to the website, shared calendar and has worked with David Baylen on MailChimp eblasts. She's currently coming in on Monday and Wednesday, but plans to work from home in the future.

4) Friends Report –

A) Thea reported that Book It! 2018 was a success thanks to great support from the Friends. Virginia Ambrose baked fresh bread for the top runners of each gender.

B) The Friends will sponsor a NYS Empire Pass to allow patrons access to state parks.

5) Committee Reports –

A) Building & Capital Committee – Report submitted by Jenny and attached

i) Jenny updated the board on the grant closeout status. Invoices are needed for the final phases of work (HVAC and interior window installation). Mike agreed to contact Hoosick Valley Contractors to get a payment application for work remaining work in this grant. Deadline is 6/30.

ii) Mike reported that Mario noticed that the recently delivered HVAC equipment is not the high-efficiency quality as specified in the contract; Mike will look into the discrepancy. The goal for systems for the new library is to provide maximum efficiency for the price. He conducted a payback analysis for equipment for the building's upper level and projects that it will bring returns in just over five years. Jenny asked if this system fits within the overall contracted budget and Mike said that it most likely did. Stephen requested that details about the choice of systems be made available for the July meeting of the Building & Capital Committee (date to be set).

iii) Mike spoke with the site contractor, Del Signore Paving, who has agreed to hold to the contracted price through August.

iv) On behalf of the Three-Year Planning Committee, Mario requested that a clear accounting of anticipated income and construction costs for the new library be made available. Susan, Stephen, Mario and Jenny will meet on June 25<sup>th</sup> at 4 p.m. at the library to compile this.

B) Communications/Newsletter –Laura and Mary Elizabeth

The summer newsletter has been mailed. Thanks to Laura and Mary Elizabeth for their hard work. Johnny's was able to design the newsletter in-house (although the cost of design is not broken out in the invoice). Mary Elizabeth will provide comparative costs with previous mailings.

C) Programs – Report submitted by Vicki and attached

Thea reported that the committee is to meet next week.

D) Policy – Opioid Overdose Prevention Policy submitted by Mario

After discussion, **a motion was made to accept the Opioid Overdose Prevention Policy (with the following revision: change “during business hours” to “when the library is in use”). Motion made by Susan; second by Laura. Motion carried.**

E) Nominating Committee – Alice

i) **Motion to accept Alice’s resignation, with thanks for her service. Motion made by Laura; second by Mike. Motion carried.**

ii) **Motion to nominate Meredith Winch to a first three-year term made by Mario; second by Mike. Motion carried.**

iii) **Motion to elect the following slate of officers as presented at the May Meeting:**

**President – Stephen King**

**Vice President – Mario Verna**

**Treasurer – Susan Roberts**

**Secretary – Jenny Post**

**Motion made by Marion, second by Laura. Motion carried.**

F) Filtering Committee – Report submitted by Marion and attached

i) Stephen thanked the committee and Dave for their hard work on this complex issue.

ii) Marion explained that filtering is much more than blocking objectionable content; it also protects patrons and network services from malware and phishing. Further considerations include lowering costs through the Federal government’s E-rate program. A requirement to receive these funds is to be Children Internet Protection Act (CIPA)-compliant, which includes adopting an Internet safety policy and having Internet filtering in place to screen out content that is harmful to minors.

iii) Mario suggested that we begin the lengthy E-rate application process now so that we can move to the new library with filtering in place. **Motion made to accept the recommendation of the Filtering and Technology Committees to pursue E-rate funding (CIPA-compliance) and to develop appropriate policies and procedures. Motion made by Mario, second by Laura. Motion carried.**

G) Buildings & Grounds Committee –

i) Alice reported that the trees on the library property need work. An estimate of \$900/\$1,000 was received, but the committee felt it was high. They will continue to look into this.

ii) The wooden sign and post on the front lawn need to be repainted; Stephen agreed to see what he could do to improve them.

6) Public Forum –

Barbara Ullman introduced herself as a past trustee and library supporter and expressed her thanks to the board for their work to create the new library.

7) New Business –

i) Stephen mentioned that our neighbors at the school may be coming before the Town Planning Board to seek a variance to include a professional office in the front of the building (with additional parking places in front). He recommended that some trustees attend the next meeting if the application is on the agenda.

ii) Stephen will follow up on a previous conversation with Councilwoman Maryanne Lee regarding the Town’s interest in the current library.

**Motion to adjourn the meeting at 6:16 p.m. made by Jane, second by Marion. Motion carried.**

**THE NEXT REGULAR BOARD MEETING is on TUESDAY, July 17, at 5 p.m.**

~ Submitted by Jennifer Post