

**Claverack Free Library**  
Minutes of the Monthly Meeting of the Board of Trustees  
Tuesday, October 16, 2018

**Trustees Present:** Meredith Arto-Winch, Jane Case, Stephen King, Laura Miller, Jennifer Post, Susan Roberts, Mario Verna, Marion Vosburgh

**Trustees Absent:** Vicki Rosenwald, Michael Sullivan, Mary Elizabeth Vincent

**Also Present:** Thea Schoep, Library Director, Virginia Ambrose (Friends), Alice Platt

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

1) **Motion to approve the minutes of September 18, 2018 made by Meredith; second by Mario. Motion carried.**

2) Committee Reports (The agenda order was arranged to accommodate a trustee who had to leave the meeting early).

Policy & By-Laws – Draft policies submitted by Mario

Note: All approved library policies are available in hard copy in the library and on the library's website.

Mario submitted a new policy addressing sexual harassment and an updated Unattended Child policy.

**Motion to accept both the Sexual Harassment and Unattended Child policies made by Susan; second by Jane. Motion carried.**

B) Building & Capital Committee – Report submitted by Jenny

i) Linda McNutt reported that the site contractor, Del Signore Paving, is scheduled to bring equipment and commence work late next week. Work to expected to be completed in December.

ii) Jenny will notify Rune Olsen and Jeffrey Gibson to ask their permission to share their parking with patrons throughout site construction.

iii) Linda also reported that the storage space downstairs in the new library is nearly complete. The in-the-wall wiring can be done after we begin to store boxes of books there.

iv) Hoosick Valley is coordinating with Del Signore to complete all remaining exterior work (exit stairs, a new window, painting of rear exterior walls) before onset of winter.

v) Linda, Mario, Thea and Mike met with Scheriff Electric and S&F Communications to plan data/tech/security installation and are in the process of finalizing the design and costs to complete that "interior wall" work throughout fall and winter.

C) Buildings & Grounds Committee – Alice Platt

i) Alice reported that she contacted seven painting contractors, two of whom provided quotes to paint the current library (quotes came in at \$10,100 and \$14,000).

ii) Roland Vosburgh offered to scrape and paint if the library provides materials. An insurance rider will be added to protect volunteers at work on library projects. It was agreed to accept Roland's offer, with thanks, and the understanding that work will most likely be done next spring.

D) Communications Committee – Laura

i) Laura reported that the fall/winter newsletter will be in letter format, featuring capital campaign and construction updates and projections, memorial notices for Cyndy Hall and Peter Larmour, and an "ask" for donations. This format should result in lower production and printing costs and less waste.

ii) Copy deadline is November 2<sup>nd</sup>.

E) Programs – Report submitted by Vicki

- i) Thea reported that the Defensive Driving course will be held on 11/4
- ii) An astronomy program will be held at Churchtown Dairy on 10/27
- iii) We plan to hold varied senior programs indoors on each 5<sup>th</sup> Wednesday of the month.
- iv) The film, "Brought to Light," will be screened on 11/17.

F) Technology – Report submitted by Mario

- i) Mario reported that two new computers have been purchased to replace current staff computers. The older computers will be scrubbed and available for patron use.
- ii) Stephen brought up the need for an electric vehicle charging station at the new library. Laura will speak to her husband Sam Chapin about this as he has knowledge and connections.

G) Nominating – Jenny

The committee requests the names of potential future trustees to stagger terms of current board members.

3) Treasurer's Report – Reports submitted by Susan and Marion

- A) Susan reported that the library received a check for \$1,000 from ME Engineering to support the Jr. Engineering Program. Thanks to Mike for arranging this.
- B) Susan and Marion recommended that we sign up for electronic banking with Kinderhook Bank to better monitor the deposits for DASNY grant payments.

4) Director's Report – Report submitted by Thea

- A) Thea thanked everyone who helped out during her time away to attend to family after the car accident.
- B) She will attend MHLS training on Sexual Harassment
- C) Postcards and emails are being sent to patrons whose library cards have expired or are about to expire.
- D) The Story Hour visit to AB Shaw was exciting as the company was called to a fire while the children were there.
- E) Thea and Toby Farley (Philmont director) will attend the Claverack Town Board meeting in November to give an update on collaborative (and other) programming the town's libraries provide.
- F) Jenny asked if we should request a definitive answer from the Town of Claverack regarding the Town's possible use of our current library. Stephen agreed to do this.
- G) Thea will attend the annual NYLA Conference in Rochester (11/7 -10).
- H) She and Stephen will attend the MHLS Legal Issues Course on 11/29
- I) Finally, she, Stephen and Jenny will attend the MHLS Annual Meeting on 11/2

5) Friends Report – Virginia Ambrose

- i) Virginia reported that \$525 in raffle tickets was raised at the Fall Book Sale. The drawing for the large screen TV will be held on December 9<sup>th</sup>.
- ii) The Friends are planning a children's star gazing program to be headed up by Laura and Paula Ptaszek.
- iii) The Friends are planning to arrange Wednesday evening visits from assorted food trucks next summer and hope to solicit CSA shares and other local food outlet gift certificates for future raffle.
- iv) Ed Stoler is now co-chair and Virginia suggested the Friends and trustees created a coordinated calendar for upcoming events. Can the Friends be added to the library's existing shared Google calendar?

v) Jenny suggested that the fall/winter newsletter include an opportunity to join the Friends and that some acknowledgement be sent once a member joins. Membership could move to the calendar year for ease of tracking.

6) Public Forum – No public present

7) Old Business –

A) The fall book sale numbers:

\$9,327.25 in income

\$2,223.21 in expenses (thus far)

\$7,000 raised (approximately)

B) Status of Franco house – Susan reported that County Clerk's records reflect action toward possible auction. She and Jenny will follow up.

8) New Business –

A) Meredith asked if anyone had knowledge of the Rolling Grocer program in Hudson. Virginia explained that this program, coordinated by Hawthorne Valley Farm, is designed to serve identified food deserts with discounted fresh food from area food sources. It was agreed that this fits with the library's greater mission and that we may be able to serve as a hub for pickup/delivery when the program expands throughout the county.

C) Jenny has formed a new fundraising sub-committee to market the "Buy-a-Brick" campaign to the community. Meredith and Ed Stoler have agreed to join. Jane will invite Frieda VanDeusen. All others are welcome. The committee will meet on Friday, 10/26 at 10 a.m. at the library (unless story hour must be moved to accommodate site construction).

D) Discussion of events in the new library

It was agreed that a sneak peek reception will be held in the new library sometime in the spring when the sheet rock is in. Linda McNutt will give us a better idea of the timing. Meredith asked if we might consider an outside construction cleaning service to prepare the building. We will also plan an open house in early summer to give the community the opportunity to view progress.

E) Jenny reported that a photo op with Assembly Member Didi Barrett to announce the NY EDP grant will be held at the library on Tuesday, 10/23 at noon. All are welcome.

**Motion to adjourn the meeting at 6:15 p.m. made by Jane, second by Marion. Motion carried.  
THE NEXT REGULAR BOARD MEETING will be held on TUESDAY, November 20, at 5 p.m.**

~ Submitted by Jennifer Post