

**Claverack Free Library**  
Minutes of the Monthly Meeting of the Board of Trustees  
Tuesday, August 21, 2018

**Trustees Present:** Meredith Arto-Winch, Stephen King, Jennifer Post, Susan Roberts, Vicki Rosenwald, Michael Sullivan, Mario Verna, Mary Elizabeth Vincent, Marion Vosburgh

Trustees Absent: Jane Case, Laura Miller

**Also Present:** Thea Schoep, Library Director, David Baylen, 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 July 17, 2018 made by Marion; second by Mario. Motion carried.**

2) Nominating Committee – Jenny

**Motion to approve Stephen's second three-year term. Motion made by Susan; second by Vicki. Motion carried.**

3) Policies – Report submitted by Mario and attached

A) Discussion of policies (all external policies are found on the library's website): computer use; Internet use; wireless use; Children's Internet Protection Act (CIPA); unattended children.

**Motion to approve these policies made by Mario, second by Vicki. Motion carried.**

B) Mario and David explained that it may take up to three years to qualify for the Federal E-Rate program to offset Internet costs.

4) New Business –

A) **Motion to accept the following recommendation by Ted Hilscher, attorney: The Board of Trustees authorizes the board president to execute any and all documents necessary for the procurement of the New York Economic Development Program (NYEDP) grant and ratifies the execution of any such documents by the president which have taken place. Motion made by Vicki, second by Mike. Motion carried.**

B) Donation of a baby grand piano for new library from Cyndy Hall

i) After some discussion, a **motion was made to accept the donation of the piano from the estate of Cyndy Hall. Motion made by Vicki, second by Susan. Motion carried.**

ii) Stephen and Vicki will speak to Colin Stair of Stair Galleries/Stair Restorations about the possibility of moving and storing the piano.

iii) Stephen will inform Cyndy's family of the library's gift policy.

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

Susan recently sent backup information to Sue Baer for the 2017 audit; an extension has been filed for November.

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

A) Thea thanked David Baylen, Mario and Michael for their hard work with 25 students in the Jr. Engineering Program.

B) Also, thanks to Val Delaney and Linda Halpin for volunteering for Battle of the Books

C) Our summer intern has completed his internship and did a great job.

D) Thea requested additional help filling time slots at the County Library booth at the Fair.

7) Friends Report – David Baylen

A) David reported that the Friends are gearing up for the fall book sale and are focused on fundraising efforts and membership drive.

B) The organization is looking for new members of the core committee.

#### 8) Committee Reports –

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

i) Susan updated the new library status and construction overview (attached)

ii) Thanks to Vicki and Susan, the 2019/2020 DLD grant application was submitted. We will learn of the award amount in late September.

iii) Mike reported that he and Andy Aubin (of Crawford Associates) are considering an independent septic system for the current library building on the front lawn (rather than tying it to the new library's system). This could be as simple as two 150-gallon dry wells. He believes this option will cost approximately \$10K, but will speak to Jeff Gaylord and Hoosick Valley.

iv) The committee will meet in mid-September

B) Three-Year Plan Committee – Mary Elizabeth

i) Mary Elizabeth reported that the committee has been meeting on a regular basis since February and that the full committee has been consistently engaged in the process. The new plan will be distributed to the board for review in the coming days.

ii) The committee combed through the 2015 version and re-examined the strengths, weaknesses, threats and opportunities to create a map to guide the library's service to the community for the next three years. The new plan includes additional strengths and opportunities and fewer weaknesses and threats and will be a shorter document than its predecessor.

C) Technology – Report submitted by Mario and attached

D) Programs – Report submitted by Vicki and attached

i) Vicki clarified that the subject of the Robert Titus program on September 15<sup>th</sup> will feature the Catskills.

ii) The American Revolution program with Col. Jim Johnson will be held at a future date (to be determined).

E) Communications/Newsletter –

In response to Laura's request that a due date be set for copy for the winter newsletter, the trustees decided on November 2<sup>nd</sup> to allow time for editing, design, printing and mailing so that the newsletter will arrive before Thanksgiving.

9) Public Forum – No public present

10) Old Business –

Buildings & Grounds –

i) Alice noted that the tree trimming is a great improvement.

ii) Several trustees have noticed that the new library has messy materials visible through the windows.

11) New Business –

A) Susan submitted the minutes of the Current Property Committee meeting of August 3 (attached). Also attached is a draft format for the future community forum to be reviewed at the next committee meeting. The goal is to set the forum date roughly four months prior to moving into the new library.

B) Stephen requested that we set a rough estimate of minimal operating costs for the current library if mothballed until a suitable use/transfer becomes evident. Thea and Susan will look at the current operating budget for projections.

**Motion to adjourn the meeting at 6:20 p.m. made by Marion, second by Vicki. Motion carried.  
THE NEXT REGULAR BOARD MEETING will be held on TUESDAY, September 18, at 5 p.m.**

~ Submitted by Jennifer Post