

Claverack Free Library
Minutes of the Monthly Meeting of the Board of Trustees
Tuesday, September 18, 2018

Trustees Present: Stephen King, Laura Miller, Jennifer Post, Susan Roberts, Vicki Rosenwald, Michael Sullivan, Mario Verna, Mary Elizabeth Vincent

Trustees Absent: Meredith Arto-Winch, Jane Case, Marion Vosburgh

Also Present: Thea Schoep, Library Director, David Baylen, Alice Platt

The monthly meeting of the Board of Trustees convened by Stephen King at 5:02 p.m.

1) **Motion to approve the minutes of August 21, 2018 made by Jenny; second by Laura. Motion carried.**

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

A) In response to Mario's request, Susan shared an updated spreadsheet of all new library expenditures to date.

B) The board agreed not to sign on for additional online access as broached by US Trust (we currently have online access and continue to need paper statements for audits).

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

A) The board agreed to renew Valley Energy's Comfort Maintenance Plan (@ \$279).

B) Thea has renewed Kevin Sweet's contract to clear snow for winter 2018/19.

C) Revised minimum standards are underway (see report for more details). Thea feels that we are largely in compliance; the new standards must be met by January 1, 2021.

D) Thea reminded the trustees of upcoming MHLS educational opportunities and the Annual Meeting set for November 2nd.

E) The library will participate in National Voter Registration Day on Tuesday, September 25th.

4) Friends Report – David Baylen

A) David reported that the Friends booth at the fall book sale will feature a raffle of a flat screen TV (raffle to be drawn on December 9th), with the emphasis on growing membership. Discussion followed of the possible conflict of holding two raffles.

B) The Friends would like to hold an event in the new library. Jenny requested that the Building & Capital Committee be kept in the loop, as that committee is planning an event there once the sheetrock is up.

C) Alice invited David to attend a future meeting of the Claverack Library Book Group to encourage the members to join the Friends.

5) Committee Reports –

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

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

ii) Mike reported that he, Linda McNutt and Thea met with HVC last week and will meet with HVC and DelSignore on 9/20 to coordinate next steps for exterior and site construction.

iii) Stephen requested that costs associated with operating the new library be produced in draft form by the October meeting. Susan pointed out that this information is necessary for the 2019 budget (which is presented in draft form in November).

iv) Upon Mike's recommendation, the board agreed to enter into a maintenance agreement with Bay State Elevator (cost: \$510/quarterly). This will include remaining framing necessary around the elevator doors.

v) A discussion followed of the status of the Franco house next door. Susan will contact Ted Hilscher to learn more about the foreclosure process so that the board can be informed and prepared should an opportunity present itself.

vi) Jenny reported that \$188,165 (90% of the 2017/18 DLD grant) was received on 8/29/18.

vii) The committee agreed to accept the 2018/2019 DLD grant award of \$297,924. Thanks to Vicki and Susan for securing this record amount.

B) Communications – Laura

It was agreed to hold a joint meeting of the communications and finance committees to plan how best to present financial information to the public (via the newsletter and electronically.)

C) Programs – Report submitted by Vicki and attached

i) Vicki reported that 27 people attended the Robert Titus geology program on 9/15.

ii) A food truck will be on site on October 3rd to offer fare to book sale volunteers.

iii) Stephen suggested that we contact the person who recently made a presentation at the Claverack Town Board on Claverack's famed mastodon.

D) Technology – Report submitted by Mario and attached

Mario reported that he will set a meeting with Linda and the committee to design the new library's technology plan.

E) Policies & By-Laws – No report

Thea mentioned that existing policies will need to be reviewed for the new library.

F) Nominating Committee – No report

G) Three-Year Plan Committee – Mary Elizabeth

i) Mary Elizabeth presented the report, with suggestions incorporated. **Motion to accept the revised Three-Year Strategic Plan 2018/21 made by Vicki; second by Susan. Motion carried.**

ii) Susan praised the efforts by the committee to create this document.

6) Public Forum – No public present

7) New Business –

Fall book sale – Mario

i) New banners have been designed and ordered for the food tent, main tent and new library.

ii) Thea pointed out that we may need signs to keep the public from entering the new library to make book donations.

iii) Discussion of a way to commemorate Peter Larmour at the book sale. Perhaps the Geek campaign poster (does Kara Keeler still have this photo)? Also, Mike offered to look into a heavy cart to help transport books to the new storage space (the Peter Larmour sorting room) in the new library once the storage container is removed.

iv) Mario thanked those who have sorted so far and requested help on Sunday, 9/23, to put loose books in banana boxes to assure that the storage box is safe.

v) Mario has sent sponsorship solicitation letters to 24 local businesses.

vi) Mario has ordered new tote bags.

vii) At Jenny's request for a more visible presence for the new library at the sale, Thea suggested we have ("Ask Me About the New Library") buttons made up. Jenny will have one-page updated fliers available.

viii) Mary Elizabeth reported that the menu will include chili and soup.

ix) Jenny will inform our neighbors of the book sale dates and upcoming site work schedule.

x) Jenny requested donations of several hors d'oeuvres for the Friday night preview. Alice, Vicki and Thea agreed to help.

8) Old Business –

A) Cyndy Hall's piano –

Stephen met with Keith Niver, who will provide contact information for a local piano mover to move the piano to Stair once Cyndy's house is sold.

B) Buildings & Grounds –

Alice requested that the current library be painted. The B&G committee will evaluate and gather bids.

C) Drywells/Septic for Current Library –

Mike recommended that tests be conducted for the drywells and will ask DeSignore if they are willing to do this when at the library for site work next month.

Motion to adjourn the meeting at 6:38 p.m. made by Mike, second by Mary Elizabeth. Motion carried.

THE NEXT REGULAR BOARD MEETING will be held on TUESDAY, October 16, at 5 p.m.

~ Submitted by Jennifer Post