

Claverack Free Library

Minutes of the Monthly Meeting of the Board of Trustees
Tuesday, November 20, 2018

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

Trustees Absent: Jane Case, Michael Sullivan

Also Present: Thea Schoep, Library Director, Linda McNutt, architect, Alice Platt

The monthly meeting of the Board of Trustees convened by Stephen King at 5:00 p.m.

1) **Motion to approve the minutes of October 16, 2018 made by Laura; second by Marion. Motion carried.**

2) Treasurer's Report – Submitted by Susan and Marion

a) At Susan's suggestion, **a motion was made to transfer \$70,000 from the library's checking account to the Bank of Greene County savings account to be temporarily restricted for operating costs of the new library. Motion made by Jenny; second by Mario. Motion carried.**

b) Stephen requested a line-by-line worksheet be drawn up to track expenses related to operating the new library. It was agreed that this can be adjusted as we begin to incur regular costs in the new building.

c) Mario asked about reflecting in-kind services in our budget. Susan responded that this is more complex than thought and that she would like some guidance from those with experience. Thea will ask Rebekkah Smith Aldrich at MHLS. It was agreed to begin by estimating the value of services that the library now receive at no cost from a CPA/treasurer, bookkeeper and technology consultant.

3) Director's Report – Report submitted by Thea

a) Thea reported that she was able to speak to Robert Drake at the NYLA conference regarding the filing process for E-rate reimbursement. It is not as insurmountable as she had thought. With annual filings, we will be reimbursed in three years.

b) Thea and Tobi Farley will attend the December Claverack Town Board meeting to report upon the many shared services and programs our libraries offer the community at large.

c) A committee is being formed to head up the 2020 Census and looking into how libraries can help to gather this vital data.

d) Book donations have slowed, thanks to a notice on the library door, and Roland Vosburgh is continuing to sort and store donations in the new library.

e) Thea met with representatives for the next "Big-Reads" for grades 4 through 7 to be held during the February and April school breaks.

f) It was agreed not provide a library key for delivery of Field Goods, instead to work to assure that someone will be on premises on Thursdays to provide access to the library.

4) Committee Reports

A) Building & Capital Committee – Report submitted by Jenny

i) Linda McNutt reported, in spite of additional work necessary to remove several old septic systems, we don't expect an increase of costs in Del Signore's contracted amount of \$318,536. Due to weather delays, the curbs will be poured on November 21. Next steps, estimated to take two to three weeks are: put in propane tank, sidewalks, drainage lines and run conduits, and hard pack sub-base. The asphalt coating will be done in the spring. The contractors assured Linda that this surface will survive the winter as it will freeze. There may be

some grading necessary after winter and DSP will work to protect drains and septic with fencing, if necessary.

ii) Stephen mentioned that Peter Bevacqua will come to the December meeting to present his landscape plan. The asphalt has been removed from the 9H frontage with new topsoil added. Thank you to Peter for donating his professional design services.

iii) Linda reported that interior work is underway to complete duct work for the HVAC and that the electrician is behind in his jobs. She and HVC have met with an alternate (who also worked on the electric for the elevator and service to the building). S&F communications will have specifications for the telecom work by next week. Insulation is expected to be installed by late January. Then the sheetrock can go up.

iv) It was agreed to acquire a smaller generator to stabilize and protect the building and contents (we can always upgrade to a larger one in the future, in case we determine the need for an emergency shelter in the community).

v) Stephen mentioned the need for exterior spigots at the building's front and rear to water landscaping.

vi) Thea will look into protection of patron privacy regarding security cameras. Linda pointed out that these cameras will not be trained upon our computer screens; they will be placed at both entrances and in the children's room.

vii) Jenny asked if the engraved brick material specs work for the sidewalk project and Linda responded yes. She clarified that the concrete sidewalks will be poured in the coming weeks and that stone dust will be laid along the sides for bricks to be added later (in the spring or early summer).

B) Communications Committee – Laura and Mary Elizabeth

i) Mary Elizabeth reported that two-thirds of the fall/winter newsletter has been mailed. Laura will mail the remainder on 11/21/18.

C) Programs – Report submitted by Vicki

i) Vicki commented that the committee will not mount two programs on the same weekend again.

ii) Thea reported that Meg and Betsy Cashen would like to sponsor a program featuring the author of Mum Bett, the life of Elizabeth Freeman.

iii) Claverack Town Historian Jeane LaPorta mentioned that she may know of grant funding to support our local history room.

iv) Upcoming programs: December 9 – Star Show, with cookies (for children); December 23 – Stew Sommerville on Charles Dickens, with punch (for adults).

D) Technology – Report submitted by Mario

5) Friends – No report

6) Public Forum – No public present

7) Old Business –

Status of Franco house – Susan and Jenny will follow up with the law firm representing the bank holding the mortgage.

8) New Business –

A) Jenny suggested that we perform a board self-evaluation (last done in 2011). Stephen will produce copies of the form for all to complete and submit for compilation.

B) Thea mentioned that there is now an annual requirement for trustees to attend training. MHLS is working to coordinate a variety of programs to facilitate compliance.

C) Thea has been looking into numbers to support a case for more funding from the town of

Taghkanic and it has proven to be complicated because of geography.
D) Vicki expressed thanks to Laura and Mary Elizabeth for their hard work on the newsletter. Also, to Mary Elizabeth and committee for the final Three-Year Plan.

Motion to enter executive session to discuss personnel issues at 6:20 p.m. Motion made by Marion; second by Laura. Motion carried.

Motion to exit executive session at 7:01 p.m. Motion made by Meredith; second by Mary Elizabeth. Motion carried.

E) The 2019 Budget will be voted upon at the December 18th meeting.

Meeting adjourned at 7:02 p.m.

THE NEXT REGULAR BOARD MEETING will be held on TUESDAY, December 18, at 5 p.m.

~ Submitted by Jennifer Post