

Claverack Free Library
Minutes of the Monthly Meeting of the Board of Trustees
Tuesday, January 15, 2019

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

Trustees Absent: Stephen King, Laura Miller

Also Present: Thea Schoep, Library Director, Linda McNutt, architect, Virginia Ambrose, Paula Ptaszek, representatives of the Friends Organization

The monthly meeting of the Board of Trustees convened by Mario Verna at 5:03 p.m.

1) **Motion to approve the minutes of December 20, 2018 made by Vicki; second by Mike. Motion carried.**

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

A) Susan reported that reimbursement for \$109,000 from DASNY is expected anytime.

B) Susan shared the multi-page 2018 statement for the Doty Fund.

3) Building & Capital Committee – Report submitted by Linda McNutt (attached)

A) Linda reported that Del Signore is back at work to backfill along the curbing.

B) Next work by Hoosick Valley is the exterior stair canopy and electrical wiring (with some miscellaneous framing), expected to be completed by mid- February.

C) Contracts are in place for this work, as well as for tech/data, security and spray foam insulation. This work is expected to be completed by the end of February.

D) Next work includes confirmation of sheetrock pricing, scheduled for end of February, then taping and priming completed by end of March. The heat will then be set to 50 degrees.

E) Linda will work with Anthony of HVC to schedule the finish work.

F) Linda spoke to Herrington's; they are likely to help with costs of cabinets, trim, etc.

G) Thea and Linda will get together to plan design work for the teen room, with grant support from the Hover Foundation.

H) Mario asked if the board's priority is to move the books and computers (etc.) to the new library in the timeframe we've announced, by fall 2019. The board agreed unanimously.

4) Director's Report – Report submitted by Thea (attached)

A) Thea is pursuing funding from the Columbia-Greene Community College Foundation to support the new summer reading program for 3rd to 5th graders.

B) She's also planning the SRP and preparing for the Big Read.

5) Friends Report – Virginia Ambrose & Paula Ptaszek

A) Virginia reported that the Friends met last week and discussed finances, with a goal to raise money. They're also working to draw in new members.

B) Coming up: A Paint-n-Sip (tote bags) is scheduled for spring. Raffle at Spring Book Sale (they hope to get a CSA share from Miller's Crossing).

C) Friends are looking into taking over Vicki's Raffle Booklet of local goods and services.

D) The Friends will support Book-It and hold a membership drive.

E) They're also looking to help with the new library's grand opening.

F) Virginia has been assigned the possibility of having food trucks come to the library on Wednesday evenings during the warm months.

6) Public Forum – No Public Present

7) Committee Reports

A) Policy & By-Laws – Mario

Mario, Marion and Thea will get together to plan for amended/additional policies needed once we move into the new library.

B) Building & Capital Committee – Report submitted by Jenny (attached)

i) With Linda's encouragement, the brick campaign will continue into the future.

ii) The board of trustees will collectively purchase a brick to read: "The CFL Board of Trustees – 2019." Each trustee will contribute \$10.

C) Communications Committee – Mary Elizabeth

i) Mary Elizabeth reported that 2,245 newsletters were mailed in late November, with approximately 100 returns. Thanks to David Baylen for preparing the addresses from our database.

ii) There were 50 donations made to the operating budget totaling \$6,650.

iii) She asked that all forward deaths, changes of address, etc. to her to correct in the database.

iv) Mario asked if the Friends were a subgroup of the main database. Mary Elizabeth responded that this is a question that David can answer.

D) Programs – Report submitted by Vicki (attached)

i) Vicki thanked Paula for her help with Wednesday morning programs – now called Claverack Neighbors.

ii) She will pursue a grant from the Berkshire Taconic Community Foundation for support for senior programming.

iii) Susan recommended *200 Years of Ghentness* by Gregg Berninger on February 9th.

E) Technology – Report submitted by Mario (attached)

i) It was agreed, per the committee's recommendation, to up our connectivity through Mid-Hudson Cable to the Bronze level (cost, with discount: \$110.52).

ii) Mike suggested that we seek a sponsor to cover this cost in future.

iii) Thea and David Baylen will meet to work on E-Rate.

8) New Business –

A) Mario, Jenny and Meredith will get together to work on the timeline/central calendar

B) Thea reported that she received a letter from Alan Zayak, who wants to house class photographs from the Claverack School in our new library's history room.

C) There was a new, negative facebook review posted. Mario responded that filters are in place and that there is a procedure for patrons to make a written report of incidents of concern. Thea has since eliminated the option to review (as is done by many other public libraries).

D) Meredith has compiled the results of the board self-evaluation. We will discuss at the February meeting.

E) Meredith asked whether the library could play a role in cyber safety and internet protocol.

The board entered executive session at 6:03 p.m. to discuss real property. **Motion to enter executive session made by Mike, second by Mary Elizabeth. Motion carried.**

Motion made to exit executive session made at 6:57 by Jenny, second by Vicki. Motion carried.

Meeting adjourned at 6:58 p.m.

THE NEXT REGULAR BOARD MEETING will be held on TUESDAY, February 19, at 5 p.m.