

## Claverack Free Library

Minutes of the Monthly Meeting of the Board of Trustees  
Tuesday, December 18, 2018

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

**Trustees Absent:** Mary Elizabeth Vincent

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

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

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

New Business –

Stephen reported that Thea and Tobi Farley were well received at the Claverack Town Board Meeting on 12/20/18. He suggested that the library make quarterly appearances. One topic discussed at the meeting was the 2020 Census. Because the data will be gathered online, libraries will provide a crucial service for those without internet or access to computers to assure an inclusive and accurate count.

He also reported that he met with NY Assembly Member Didi Barrett on 12/16 and that, beginning in the new legislative session, she will no longer chair the Committee on Libraries & Education Technology.

Jane mentioned that she spoke with NYS Senator Kathy Marchione's Columbia County representative, Bob La Porta, who hopes to work for Senator-elect Daphne Jordan. It was agreed that we should introduce our library to the new Senator and invite her to visit to assure that she is aware of our pending SAM grant.

**2) Treasurer's Report – Reports and financial statements submitted by Susan and Marion  
Motion made to approve the 2019 budget made by Jane; second by Mario. Motion carried.**

Susan reported that she spoke to Tom Lawrence of the Poughkeepsie Public Library about reporting in-kind donations as part of a budget. Mike mentioned, and all agreed, that in-kind donations are valuable to the library both as cost savings and a reflection of the board's commitment to fiscal responsibility. Susan said that the estimated value of in-kind services should not be used to raise the budget amounts. The finance committee will meet to craft a plan to best reflect the value of these donations.

**3) Director's Report – Report submitted by Thea (attached)**

A) Thea reported that she has subscribed to a service that allows patrons to read the *Register Star* (as well as other publications) digitally for free. The library will continue to provide the hard copy through 2019.

B) The Mormon Sisters will be leaving for seven weeks. Their help has been greatly appreciated.

**4) Committee Reports**

A) Policy & By-Laws – No report

B) Building & Capital Committee – Reports submitted by Jenny and Susan (attached)

i) Linda McNutt reported that work on the parking lot has wrapped up for the winter, with the exception of some backfilling along the curbing.

ii) Del Signore has added large markers on new drains and septic to assure that they're not damaged by snowplowing. Mike mentioned how important it is that the snowplowing contractor has adequate insurance. Thea responded that she has spoken to Kevin Sweet and that he told her that he is covered. Both Del Signore and Hoosick Valley have assured Linda that this parking area is okay to use this winter.

iii) It was agreed that Sweet should come before the next big snow to view the new area and that we should make every effort to coordinate plowing with our neighbors at the former school. Mike added that we should request that concrete-friendly salt/sand material be used.

iv) Discussion followed of lighting the new parking lot. It was agreed to add a motion-activated floodlight to the corner of the current building. Linda will ask HVC.

v) In spite of the additional costs of removal of old septic systems, etc., Del Signore's work is presently coming in under the contracted amount of \$318,536.

vi) Peter Bevacqua presented draft of his landscape plan for the 9H side of the library. He plans to get a quote from a company he has a long relationship with to establish a range for future pricing. Next, he will look into donations or discounts of materials. The objectives of his plan are ease and low cost of maintenance, while creating something simple and elegant throughout the four seasons. There will be two steel planter boxes to contain a blend of grasses, perennials and bulbs, the surface will be multi-color gravel, and there will be two groupings of trees (i.e. three river birches and three oak leaf hydrangeas). There will be a drip irrigation system. He hopes to begin installation in May.

v) Mike updated the board on the EV charging station. Sam Chapin has been very helpful in addressing questions. Mike will submit a proposal for the January meeting with more details. This project is eligible for reimbursement for most of the costs from NYSEDA. Thea suggested that Mike speak to Rebekkah Smith Aldrich about how other libraries go about charging users for the electricity (we are not to make a profit on this).

vi) Mario suggested that a brick be purchased by the board of trustees to read (to be confirmed) "The CFL Board of Trustees – 2019."

C) Communications Committee – Laura

Mary Elizabeth is away. Laura and Mary Elizabeth will prepare a report on year-end donations at the January meeting.

D) Programs – Report submitted by Vicki (attached)

i) Vicki reported that the Wednesday morning programs – now called Claverack Neighbors – will commence on January 9<sup>th</sup>.

ii) Coming up: December 23<sup>rd</sup> – Stew Sommerville will present *The Christmas Writings of Charles Dickens*, with punch (for adults).

And February 9<sup>th</sup> – *200 Years of Ghentness* by Gregg Berninger.

Future: Jr. Historians

iii) Thea shared that Philmont and Roe Jan will coordinate with our library on The Big Read. The *Silver Wings* book series has been chosen.

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.

5) Friends – No report

Thea mentioned that the Friends will help with Book-It, now to be held in early May, and that they are planning a Paint-and-Sip event.

6) Public Forum – No public present

7) Old Business – No old business

8) New Business –

A) Meredith offered to compile the results of the board self-evaluation and generate a simple report.

B) Meredith also will head up a special committee to create a central calendar to track recurring board votes, things such as personnel evaluation dates, etc.

Meeting adjourned at 6:35 p.m.

**THE NEXT REGULAR BOARD MEETING will be held on TUESDAY, January 15, at 5 p.m.**

~ Submitted by Jennifer Post