

**Claverack Free Library**  
Minutes of the Monthly Meeting of the Board of Trustees  
Tuesday, February 19, 2019

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

**Trustees Absent:** Jane Case, Laura Miller, Michael Sullivan, Mary Elizabeth Vincent,

**Also Present:** Thea Schoep, library director, Linda McNutt, architect, Virginia Ambrose and Paula Ptaszek, representatives of the Friends Organization, and Mame Bradley, library patron

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

1) **A motion to approve the minutes of January 15, 2019 was made by Vicki; second by Susan. Motion carried.**

2) It was agreed that Thea will invite the three MHLs Trustees from Columbia County – Sharon Davis, Janet Schnitzer and Mark Wilson – to attend our April board meeting, with a tour of the new library.

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

A) Susan reported that the GDA for the DASNY SAM grant was completed, signed and returned on February 15.

B) In response to Mario's query, Susan estimates that utilities expenses for the new library for January came in at approximately \$500. We will have a better idea of monthly costs in the coming months.

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

A) Thea has submitted the MHLs annual report (attached). **A motion to approve the annual report was made by Vicki; second by Marion. Motion carried.**

B) Thea is exploring ways to determine the number of reference requests from patrons, perhaps based upon a percentage of patron visits.

5) Nominating Committee –

**A motion to nominate Mary Elizabeth to a third three-year term was made by Vicki; second by Marion. Motion carried.**

6) Friends Report – Virginia Ambrose

A) Virginia reported that the Paint-&-Sip scheduled for spring will be postponed to a date closer to the new library's opening.

B) David Baylen is working on donations to support Book-It.

C) The Friends will hold a raffle at Spring Book Sale. Arminee Bowler agreed to contact Farm at Miller's Crossing to request a donation of a CSA. The Friends will also work to collect donations from other local to fill a basket of farm products. Ed Stoller agreed to be responsible for setting up and coordinating the Friends table at the book sale.

D) The Friends plan to host two or three food trucks at the library on Wednesday evenings during summer. Linda McNutt suggested that a jar be set out for donations with a sign explaining that the library does not benefit from these meals.

E) The Friends are planning a pig roast tentatively set for July 13.

7) Committee Reports

A) Policy & By-Laws – Report submitted by Mario

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

- i) Linda reported that all electrical work should be in by late February.
- ii) She, Thea, Mario and David will meet with S&F Technologies to finalize cabling details and discuss I/T equipment (router, rack switches, wireless controller, etc.) needed for internet connectivity.
- iii) David Baylen has been working the E-rate submission.
- iv) The insulation is expected to be in by the end of March.
- v) HVC plans to have the sheetrock up and primed in late March.
- vi) Then comes the flooring (carpet, tiling, etc.) scheduled for April. Linda, responding to Stephen's query, said that if all goes according to schedule, the piano could be moved in April.
- vii) The B & C committee will meet on 2/21 to finalize the lighting fixtures package and final finishes. After, we will seek donations of materials from local building materials suppliers.
- viii) Stephen requested a move-in date. Linda believes it will be November 2<sup>nd</sup> or before. Thea mentioned that Mid-Hudson recommends that we close for two weeks to complete the move. The plan is to begin right after the fall book sale.
- ix) Linda also reported that Del Signore will return to complete the parking lot once the asphalt plants are open in April.
- x) During final construction, Triform will remove and store the two church pews and several rolling carts now in the building. The board agreed to offer them one pew to keep as thanks.
- xi) Jenny emphasized the importance of coordinating events in the run-up to the new library's opening. It was agreed to offer a number of events, from free ones to higher-end ones.

C) Technology –Report submitted by Mario

- i) Mario reported that the committee has completed necessary upgrades for the current library.
- ii) He explained that the new library's original technology plan called for switches on tables, but now recommends that direct connection be run to computers from the I/T data closet. Additional Ethernet cables will be needed as part of a change order to be discussed with S&F Technologies. The cost of these, additional hardware and Internet costs can be largely reimbursed through E-rate. NB: The library must cover all costs for one year before reimbursement.

D) Communications Committee –

The copy deadline for the spring newsletter is early April. Laura to confirm upon her return.

E) Programs – Report submitted by Vicki (attached)

- i) Vicki reported that *200 Years of Ghentness* by Gregg Berninger on February 9<sup>th</sup> was standing room only.
- ii) The Wednesday morning programs – now called Claverack Neighbors – are less well attended, but fun, thanks to help from Paula Ptaszek. The auto insurance program seems to have conflicted with the Super Bowl.
- iii) Vicki is writing a grant proposal for the Berkshire Taconic Community Foundation for support for senior programming.
- iv) Meg Cashen has sponsored *A Free Woman on God's Earth* on February 24<sup>th</sup>.

F) Current Property – Stephen

- i) The committee met with Brian Lawson on 2/7. He has expressed interest in leasing the property as a Pilates/personal training facility. It was agreed to speak to Ted Hilscher to learn of legal options involved in the sale/lease of the building.
- ii) Stephen requested that comments be returned to him as to pros and cons to help determine the best way forward.
- iii) Once the board has enough answers regarding options, a public forum will be held in the spring to help shape the future of the corner property.

iv) Discussion of the possibility of purchasing the current easement up to the former school building.

8) Old Business –

A) Checklist & Timetable: Mario, Jenny and Meredith will get together to work on the timeline/central calendar.

B) Mario and Jenny have revised the Trustees Handbook and Meredith agreed to review it.

C) Library committee membership was tabled for the March meeting.

9) New Business --

A) Thea met a ceramicist who would like to help with a family fundraising effort. The idea is to create and glaze tiles for the children's bathroom of the new library. Details such as date and cost to be determined.

B) Meredith suggested that we consider arranging some airtime on WGCX radio to discuss events at the library. All trustees are encouraged to send program ideas to her before she approaches the station.

C) Susan suggested that we review the results and comments generated by the board self-evaluation. Tabled until the March meeting.

D) Chapter 414 – It was agreed to vote at the March meeting to determine whether or not to request additional funding from the town of Claverack in 2019. If so decided, a schedule for petitions will need to be made. Vicki suggested that the petitions be prepared in time for the spring book sale.

E) Susan, Thea and Mario will meet with Phil Gellert. Thea will reach out to determine his availability.

10) Public Comments – No public comments

Meeting adjourned at 6:52 p.m.

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

~ Submitted by Jennifer Post  
Secretary