

**Claverack Free Library Board Meeting
March 19, 2019**

Attendance

Present: Laura Miller, Marion Vosburgh, MaryElizabeth Vincent, Vicki Rosenwald, Meredith Winch, Mario Verna, Susan Roberts

Absent: Stephen King, Jennifer Post, Jane Case

Other/Director: Thea Schoep

Public: Virginia Ambrose, Paula Ptasek, Roland Vosburgh, Linda McNutt

Meeting called to order by Mario Verna at 5:04pm

1. Minutes from February: Vicki motions to accept the February minutes, Marion 2nd. All board members vote in favor.
2. Treasurer's Report: Susan spoke to her work on the request for total of 200,000 from DASNY. Susan presents new updated status for construction report and spreadsheet. April 6th at 4:00pm meeting with Ted Esselstyn regarding sculpture in the children's room.
 - a. Linda McNutt is making necessary modifications to construction report
3. Director's report: Thea asks board to note the E- Data base increase in use, reports on Deb Bider's broken ankle and Barbara Elsworth helping. Game night at House Rules Café possible library cards museum pass. Thea will meet with engineers to discuss Junior Engineering.
4. Nominating Committee: Members ask for all trustees to continue to give recommendations to the committee, and send via email. Good recommendations are needed.
5. Friends: 2 different food trucks have committed to attending Wednesday afternoon sales in the summer months, Micosta (one such food truck enterprise) mentioned that they would be happy to come often- 4 Wednesdays. David has been working with a Friend's group to organize Book It. July 13th, is the Friend's Pig Roast.
6. Items for Vote
 - a. 414 –Discussion of Board agreeing to pursue a town vote this year. Board discusses pro's and con's. Susan reports on statistics and timeline of projects to be completed in order to pursue the 414 tax increase. Meredith asks for clarification of process. Vicki volunteers' services to help Susan prepare necessary items for process to apply for 414. Board asks the Public to speak about their feelings on the 414 increase in funding. Paula mentioned how education is very important. Board is in agreement to vote for \$10,000 increase to be in April.
 - b. S&F Technologies: For E-Rate, Mario states that for E-rate eligibility, David has been working with S&F Technologies to file with the FCC for a vendor/service provider ID number. This is an involved process and is required for us to submit the S&F contract for E-rate funding consideration. The deadline for submitting our application is next week. Once the application is submitted it will be reviewed by the FCC. If our application is approved we will be notified some time this spring. Mario asks the Board to consider that S&F participation will be contingent on receiving E-Rate Funding. Library will receive results the week of March 24th. Discussion on receiving and working toward E-Rate funding and application, along with current wiring and cabling progress ensued. There have been a number of bid responses to David's E-rate application, some from out of state. The S&F proposal matches closest to the new library building technology needs. Mike motioned to accept the proposal with the following stipulation: "The S&F Technologies bid will be contingent on approval of Universal Service Administrative Company (USAC) and receiving E-rate funding commitment." Susan seconded the motion. A unanimous Board voted in favor of the motion.

7. Committee Reports
 - a. Policy and By-Laws: Nothing at this time
 - b. Building & Capital Committee: Linda Reports about the spray insulation being finished, as well as completing interior walls with sheet rocking in the next 2-weeks. Sidewalks and pavement in the next two weeks. Discussion of curb height. She points out on cost sheet – Section 1 is firm numbers, Item #2 estimates unconfirmed- possible revisit of prices. Minimal \$50,000 needed to move in. Summer can be used to fundraise for items needed for move in.
 - c. Current Property: Stephen will meet with lawyer to discuss issues being collected by all trustees. No other news at this time.
 - d. Communications: Laura will talk with committee members to be sure items are confirmed for newsletter.
 - e. Programs: Vicki discussed shifting dynamics of Wednesday programming. March April and May will get a yoga instructor. Story hour for grownups for Saturday afternoon.
 - f. Technology: Mario and David have been working on E-Rate funding as mentioned in SF technologies section.
8. Spring Book Sale (May 10, 11,12)- Mario
 - a. Tents put up on Friday May 3 tents taken down Wednesday May 15
 - b. Where to place the food tent? Mike and Mario will look at site plans. Discussion of maintaining plant swap due to Cornell Cooperative Extension Master Gardner recommendation of discontinuation due to Asian worm. Board will discuss all possibilities of plant swap and revenue funding at sale in next meeting.
 - c. Bill Williams- Mario announces 93.5/98.5- 20 Second PSA
9. NYS Sexual Harassment Education: Thea is holding training. Board members are encouraged to come on April 2nd. Thea suggests to show sexual harassment video after board meetings in April and May. Thea is currently sourcing appropriate trainings for ALL volunteers.
10. Timeline of Key Library Events: Meredith welcomes board to give additions! Discussion of which items shall remain on the timeline. April add October, snow removal. Discussion of where to put this timeline. Mario states that this timeline acts as a reminder. Susan inquires if By Laws need to be given to the state- Thea answers No this is not the case and will follow up with email. Thea states By-Laws should reflect the charter. Meredith will add additional submissions to timeline after meeting. Suggestions to revisiting and rewriting timeline are given.
11. Committee for new library opening Public Event: As many trustees are absent the suggestion was made by Laura to wait until next meeting to form committee.
12. New Business: Thea suggests that board members attend MHLS trainings, Laura and Meredith are signed up to go on April 10th.
13. Public Comments: none at this time.
14. Adjournment: Michael motions to adjourn and Marion seconds this motion. All members vote in favor. Meeting comes to a close at 6:24pm