

Claverack Free Library
Minutes of the Monthly Meeting of the Board of Trustees
Tuesday, April 16, 2019

Trustees Present: Jane Case, Stephen King, Jennifer Post, Susan Roberts, Michael Sullivan, Mario Verna, Mary Elizabeth Vincent, Marion Vosburgh

Trustees Absent: Meredith Arto-Winch, Laura Miller, Vicki Rosenwald,

Also Present: Thea Schoep, library director, Linda McNutt, architect, Virginia Ambrose representative of the Friends Organization, Sharon Davis, MHLS trustee, Roland Vosburgh, volunteer.

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 March 19, 2019 was made by Jane; second by Mike. Motion carried.**

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

A) Susan presented architect Linda McNutt's extended contract for \$12,500 for architectural services for the final quarter of the previous contract, plus interior completion of new library (contract attached). **Motion to approve Linda McNutt's contract made by Susan; second by Mike. Motion carried.**

B) Susan thought that the trustees should be aware of heating costs incurred recently in the new library.

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

A) Thea reported that attendance was down slightly for the Community Read, which wrapped up on April 12.

B) The Summer Reading Program finale will feature John Farrell on August 20th.

4) Nominating Committee –

A) Jenny reported that suggestions are welcome for several openings on the board in 2020. Jane agreed to contact Robin Cozzolino and Donna Keeler to see if they may be interested in serving. Stephen and Jenny will speak to Tim Wyman.

B) A slate of officers will be presented at the May. Nominations will be accepted from the floor. The slate will be voted upon at June's annual meeting.

5) Friends Report – Virginia Ambrose

A) The Friends now meet on the third Monday of each month.

B) Three food trucks are lined up for summer Wednesdays.

C) The Friends will hold a raffle at Spring Book Sale featuring a single share from the Farm at Miller's Crossing. They also are considering the Winner Take All raffle.

D) The pig roast planned for July has been cancelled. Alternative ideas include hosting a Brooks BBQ and help from the AB Shaw Fire Company.

6) Committee Reports

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

There is no policy report.

i) Mario presented the updated Trustee's Handbook. **Motion to accept the new handbook made by Susan; second by Jane. Motion carried.**

ii) Mario presented the updated bylaws. After some discussion, it was agreed to table the acceptance of the bylaws until the May meeting. All suggestions are to be emailed to Mario well in advance of the May meeting.

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

i) Jenny presented the Annual Prioritized Facility Plan required to apply for DLD funding in 2019/20. **Motion to accept the Prioritized Facility Plan made by Mike; second by Mario. Motion carried.**

ii) Jenny requested help for the June 22nd fundraising event. Thea agreed to go to the Vanderbilt Lakeside to ask if they may cater. Another idea is to approach Elizabeth Angello and Josephine Proulx. Jenny will send the guest list to all trustees for input. Mario also offered to help with the party. Linda suggested music be included and Jane mentioned student talent.

iii) Stephen reported that Stair will continue to store Cyndy Hall's piano.

iv) Linda reported that \$164K is needed for completion. The final paving will be done as soon as weather allows. Exterior painting has been done and HVC is making a big push to complete the interior shell by June. The lighting package is 90% complete. Next work is floor leveling, tile, drop ceilings, lights, sprinkler finish, and interior door package. HVAC grills are almost in place.

v) Linda recommends that the landscaping be installed front and back to increase curb appeal and help raise remaining funding. Peter Bevacqua and Stephen King will seek three estimates for planters and installation.

vi) Mike reported that Andy Aubin of Crawford Associates conducted test borings on the library's front lawn and found 8 feet of sand. He estimated that it will cost roughly \$10K to install two dry wells.

vii) Thea reported that Melanie Sers will donate tiles to be custom designed for a charge of \$10 for the bathrooms.

C) Current Property Committee

i) Stephen reported that he has spoken to an interested local business owner. It was agreed to invite him to meet with the committee to discuss options.

ii) Susan reported that she spoke to an attorney to confirm that the driveway easement goes with the current property and that the attorney felt there was no legal impediment to our leasing or selling the building.

iii) Stephen and Jenny will speak to Jeffrey Gibson and Rune Olsen about parking options along the school building.

iv) Stephen will ask Jay Trapp about the easement.

v) Linda mentioned the possibility of attaining additional space for parking from our new neighbor to the north. It was decided that Mary Elizabeth will reach out to a colleague of his to decide how to proceed.

vi) Jenny suggested that we include the Columbia County Chamber of Commerce as we explore future use of the current library and approach move-in. Mike agreed to contact the Chamber to see if we could host another Business After Hours.

D) Communications Committee – Report submitted by Laura (attached)

i) The spring newsletter is expected any time from the printer. We'll proofread before final submission.

ii) Mary Elizabeth reported that counting has begun and bagging and stuffing can begin this weekend.

E) Programs – Report submitted by Vicki (attached)

At Vicki's recommendation, Thea asked the board to approve an extension of Camilla Trischetti's contract for communications outreach during the move-in phase. Susan noted that

this comes to \$5,000 per year. **Motion made to extend Camilla's contract through the end of 2019 made by Mike; second by Marion. Motion carried.**

F) Technology –Report submitted by Mario

Mario suggested that the board chip in \$10/\$15 each to purchase a dining gift certificate for David Baylen to acknowledge his generous donation of time and expertise. Mario will make an envelope for the contributions.

7) Old Business –

A) Stephen distributed a draft of committee structure and membership. It was agreed to approve this, with any changes, at the May board meeting.

B) **Motion presented to approve Caroline Merritt's lawn contract to include spring clean up. Motion made by Susan; second by Mary Elizabeth. Motion carried.**

C) Spring Book Sale –

It was decided not to hold the plant sale this year due to the jumping worm crisis.

Alice shared a draft of a script email and encouraged each trustee to reach out to their friends to encourage them to come to the sale.

Mario has arranged for a dumpster, ideally to arrive on the Monday after the sale. Linda will check on timing of a HVC dumpster. Mike and Mario will decide where it should go.

D) Chapter 414 –

i) After some discussion, **a motion to approve proceeding with placing a Referendum on November's ballot for an additional \$10,000 from the Town of Claverack was made by Mary Elizabeth; second by Susan. Motion carried.**

ii) Susan also presented the following motion:

Whereas, the adoption of the 2020 budget for the Claverack Free Library and Reading Room Association may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Claverack Free Library and Reading Room Association voted and approved to exceed the tax levy limit for 2020 by at least the sixty percent of the board of trustees as required by state law on April 16, 2019.

Motion made by Stephen; second by Susan. Motion carried.

iii) Susan has the latest list of registered voters and has contacted the BOE for dates for petitioning. We will need approximately 200 signatures to appear on the ballot.

iv) Vicki and Susan have updated all 414 materials and will send letters to the Town of Claverack's various boards (Town Board, ZBA and Planning Board). Susan requested that at least one library board member attend the following meetings: 4/24 – ZBA – Jenny and Mike agreed to attend; 4/29 – Town Board workshop – Stephen and Mary Elizabeth; 5/6 – Planning Board – Stephen and ?. Mario and Alice will inform the Town of Taghkanic and Thea has spoken to Tobey to include Philmont.

v) Thea agreed to find an updated chart ranking funding for libraries in Columbia County.

D) Libraries and seniors –

Stephen has learned of many opportunities countywide to work with seniors. Further discussion was tabled for the May board meeting.

E) Fundraising offer –

Charlotte Herzhauser, an 8th grader at Hawthorne Valley, has produced a calendar of regional photos and would like sell them for \$10/each to raise \$200 for the library. It was agreed to have one at the circ desk and to make orders available at the book sale.

F) August meeting conflict –

Thea suggested that the August board meeting be moved to August 13th to avoid a conflict with the summer reading program featuring performer John Farrell on August 20th. **Motion to change the meeting to August 13th made by Mike; second by Jenny. Motion carried.**

G) Public Comments –

Roland Vosburgh reminded the board that he had offered to paint the current library. He is still willing to do so. Mike will check with our insurance agent to be sure that we are carrying adequate insurance to cover volunteer workers. The board accepted Roland's generous offer of help, with thanks.

H) Website update –

Mario has worked to update the website to include the library's mission and vision statements, as well as new library materials. There is now a link on the homepage that goes directly to "What's Happening" and other new library updates. Thanks to Susan for supplying recent financial statements. As we near the move-in, Mario will work to have a larger presence for the new library on the homepage, including a photo in the leader.

THE NEXT REGULAR BOARD MEETING will be held on TUESDAY, May 21, at 5 p.m.

~ Submitted by Jennifer Post
Secretary