

Claverack Free Library
Minutes of the Monthly Meeting of the Board of Trustees
Tuesday, May 21, 2019

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

Trustee Absent: Michael Sullivan

Also Present: Thea Schoep, library director, Linda McNutt, architect, Paula Ptaszek, representative of the Friends Organization.

The monthly meeting of the Board of Trustees convened by Stephen King at 5:00 p.m.

1) A motion to approve the minutes of April 16, 2019 was made by Susan; second by Vicki. Motion carried.

2) Treasurer's Report – Reports and financial statements submitted by Susan and Marion
Susan reported that invoices have been signed and submitted to DASNY for \$82K, the final reimbursement due for the Economic Development Program grant (EDP). The State and Municipal Facilities (SAM) grant awarded in full on 4/30 and is closed out.

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

A) Thea reported she has received three completed acknowledgment forms by trustees who have watched the required sexual harassment prevention training.

B) She has started a list of volunteers willing to help move into the new library.

C) Thea is seeking a student (aged 14 to 18) to work at the library this summer through the Work Force program at Columbia-Greene Community College. The student will work 20/25 hours per week.

D) Thea reported that the new delivery company has started and explained that there is a new assessment process for libraries through MHLS. We can expect a 1% increase in assessment this year.

4) Nominating Committee –

A) Laura announced that she will be moving to Kinderhook next month, but agreed to continue to serve for the time being.

B) Vicki presented the following slate of officers:

President: Jenny Post

Vice President: Mario Verna

Treasurer: Susan Roberts

Secretary: Mary Elizabeth Vincent

Fiscal Officer: Marion Vosburgh

This slate will be voted upon at the June annual meeting.

C) Stephen distributed a new committee list with the addition of several new members to the nominating committee. All trustees are encouraged to seek out potential board members and the committee plans to be more active in its search of trustees through both personal contact and online media.

5) Friends Report – Paula Ptaszek

Paula reported that food trucks are now confirmed for five Wednesdays and Virginia Ambrose is lining up coverage of three more.

6) Committee Reports

A) Policy & By-Laws – Mario

i) There is no policy report.

ii) Mario presented the amended bylaws. Several proposed changes will be made: addition of a fiscal officer; clarification that the treasurer need not be an officer, nor even a board member to serve; and annual financial reviews be added as an alternative to audited financial statements. **A motion to accept the bylaws as amended was made by Vicki, second by Laura. Motion carried.**

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

i) Cost updates:

Linda reported that the cost of electrical fixtures has dropped by \$13K and that interior framing costs increased by \$16K.

ii) Construction updates: Sheetrocking is near completion; a start has been to install light fixtures in the children's library. The drop-ceiling grid is in. All contracted work should be wrapped up in the next few weeks. Interior trim and doors package (cost estimate: \$45K - 48K) is ready for order. Flooring, carpet, tile and wood refinishing will be done this summer. Cabinets are next. Marvin will replace all windowsills under warranty (due to peeling). The committee will meet soon to plan the interior furnishings package. Thea and Linda will review the figure for linear feet of shelving.

ii) Stephen mentioned that Peter Bevacqua will come to the June meeting to present competitive estimates for landscaping.

iii) Stephen and Jenny will meet with Jeffrey Gibson and Rune Olsen to discuss parking plans.

iv) Electrical Vehicle Charging Station ownership: Maryanne Lee continues to pursue how we might work with the town of Claverack.

v) Linda and Mike were asked to work up estimates of cost for additional parking. Jenny mentioned that this project could qualify for inclusion in the next round of DLD funding.

C) Current Property Committee – Stephen

i) It was agreed to plan a workshop seeking public input regarding the future of the current property.

ii) Linda suggested that a suggestion box inviting ideas for the current library property be placed at the circulation desk.

D) Communications Committee – Laura

Laura and Stephen will plan groundwork information for the community workshop in July. Word will be shared via the website and will include a way for the public to share comments and ideas.

E) Programs – Report submitted by Vicki (attached)

i) Mahjong began today (5/21)

ii) History of Old Time Radio will be held on 6/1

iii) Thea requested help with Harry Potter nights.

F) Technology – No report

7) New Business –

A) Spring Book Sale:

i) Mario sent an updated event report detailing the record-setting sale.

ii) The board thanked Roland Vosburgh; it was agreed that his careful sorting enhanced both the quality and the bottom line of the sale.

iii) Alice suggested that thank-you notes be written to all who contributed to the lunch and bake sale. Notes will be written and supplemented by postings on social media.

B) Chapter 414 –

i) Susan reported that 120 signatures have been collected to date; Vicki mentioned that many more petitions are out with carriers. We need 280/300 total. The board will vote in June to accept the signatures on the petitions, which then go to the Claverack Town Clerk and on to the BOE.

ii) GOTV efforts will be planned.

C) Thea requested that the box for newspaper delivery be set up. Request to be sent to the Buildings & Grounds committee.

D) June Annual Meeting --

i) Jenny will place media releases at least two weeks in advance of the meeting.

ii) The move-in date (possibly in late October) will be set at the June meeting. A sub-committee will be formed to plan events and publicity for the grand opening.

E) Thea shared Arvin Schoep's sketch of the custom wrought iron gate for the bottom of the new library's stairs.

8) Public Comments – No public comments.

Motion to adjourn made at 6:10 p.m. by Jane, second by Stephen. Motion carried.

THE ANNUAL MEETING OF THE BOARD OF TRUSTEES will be held on TUESDAY 18, June, at 5 p.m.

~ Submitted by Jennifer Post
Secretary