

Draft Minutes of the Monthly Meeting of the Board of Trustees
Tuesday, June 18, 2019

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

Trustee Absent: Laura Miller

Also Present: Thea Schoep, Library Director, Paula Ptaszek, Friends Organization Rep.,
Linda McNutt, Architect, Peter Bevacqua, Master Gardener, Nadine Gazzola, prospective trustee.

Public: Roland Vosburgh

The monthly meeting of the Claverack Library Board of Trustees convened by Stephen King at 5:00 PM.

1) A motion to approve the minutes of May 21, 2019 was made by Jane; seconded by Mario. Motion carried.

2) Treasurer's Report: Reports and financial statements submitted by Susan and Marion. (Attached)
A) Susan reported that the audit documents are at the office of the Auditor.
B) She also reported that new cost numbers for work on the new library building have been received and will be reviewed with Linda McNutt.

3) Director's Report: Report submitted by Thea. (attached)
A) Thea asked all present to spread the work regarding Summer Program Registration Kickoff taking place the library front lawn on Saturday, June 22 at 11:00 AM.
B) Thea also reported that Valley Oil has offered the library a pre-pay price of \$1.59 per gallon of propane. Valley Oil suggested that we purchase 2359 gallons for a total cost \$3750.00. All trustees agreed.

4) Nominating Committee: Report submitted by Vicki Rosenwald. (Attached)

A. Election of Officers: **In a motion, Vicki presented the proposed slate of officers for 2019-2020. This was seconded by Mike.** At an earlier separate Nominating Committee meeting, Mario offered to step down from the vice presidency since he would not be able to complete his term in office. Stephen agreed to step into the spot of vice president in his place.

President: Jennifer Post

Vice President: Stephen King
Secretary: Mary Elizabeth Vincent
Fiscal Officer: Marion Vosburgh
Treasurer: Susan Roberts

Motion carried unanimously. In keeping with the By-Laws, Jenny presided over the remainder of the meeting and Mary Elizabeth began recording the minutes.

B) Trustee Search Update: Vicki reported that committee members agreed that the committee will be led by a rotating chairperson. The first chair is Stephen King. Each rotation will cover 4 months. The committee is devising a procedure to attract new trustees that will strive to draw a diversity of background, location and age to adequately represent the library's constituency. Nadine Gazzola, a prospective trustee is attending this meeting and will meet with members of the Nominating Committee at a future date. (June 24)

5) Friends Report: Paula Ptaszek reported that a poster announcing the summer Food Truck events will be set up after the June 22 Celebration. Food Trucks will be at the library Wednesday evenings during July and August. To date the library has a Food Truck for every Wednesday except August 28.

6) Policy and By-Laws: Mario presented for discussion, a change in language for Article VI Meetings, item number 10. New Language: The Annual Meeting will be held each June. Candidates for officers and treasurer will be voted for at this meeting. Newly elected officers and treasurer will take office at the subsequent meeting. A vote on this proposal will take place at the July board meeting.

7) Building and Capital Committee: Report submitted by Jenny. (Attached)

A) Construction Update: Architect Linda McNutt reported that floor leveling is taking longer than expected, but will be done by Thursday. (6/20) The library interior will be cleaned up and ready for Saturday's Celebratory Event. Lights can be turned on downstairs, but not upstairs during the event. At Stephen's request, Linda will have the light that came off the neighboring school building replaced. She is asking Hoosick Valley to do the replacement.

B) Linda reports that to remedy the water that has been cascading by the front door, a gutter must be installed along the entire front of the building to direct the water away from the building. Cost: \$8000.00

C) Interior painting is just about finished. Next estimates have been received. Interior doors have been ordered and thresholds will be added at the garage door and lower level emergency exit door.

D) Linda is confirming pricing on flooring. It appears to be almost \$30,000.00 more than expected. Ceramic tiling labor is high. The tiling is to be completed toward the end of summer.

E) Thea has been in touch with Palmieri, Brodart and DEMCO contractors, state shelving suppliers. Getting accurate estimates has been difficult. Orders must be placed before the next board meeting in order to meet delivery deadlines.

Jenny made a motion that the Building Committee be charged with review of a minimum of three bids as soon as they are available, selecting the most qualified. Seconded by Vicki. All in favor

F) Front Garden installation estimates: Peter Bevacqua explained the layout of the proposed garden in the front of the library and showed his drawings of the layout. He then presented three estimates from area garden centers for installing the garden (attached) :

Twin Brooks: \$29,854.00 Ponside: \$28,117.50 Creative Country Landscaping: \$34,000.00

In order to get started, a 50% deposit is required. Board members expressed enthusiasm for the design of the garden. Susan raised concern about the cost and availability of money to pay for it. She suggested having the Building Committee review the new estimates and costs coming in for the new building that she referred to in her Treasurer's report at the beginning of the meeting.

The Board unanimously agreed on a resolution that Ponside Nursery is the selected landscaper. However, the Building Committee will review the entire budget before approving a contract with

Pondside Nursery. On behalf of the board, Jenny thanked Peter for his work (gratis) in designing and overseeing the development of the garden.

Vicki made the following motion: Pending time and funding, to proceed with Pondside Nursery for landscaping the front garden. Stephen seconded. All Agreed.

G) Charging Station: Mike and Stephen explained that the library received a \$16,576. grant for 2 car charging port stations, which includes installation, one year of maintenance, and a 1 year subscription of wireless communication service for user interface.. The town of Claverack is applying for a grant which requires that they provide green energy initiatives. With this in mind, the town would like to lease one of the proposed car charging stations from the Claverack Library. There has been communication from Maryanne Lee indicating their interest. Stephen suggests a meeting with a Town Board representative to discuss leasing arrangements, responsibility for fee payment

A resolution was made to meet with Claverack Town Board Reps to discuss details of the possibility of leasing one charging station to the Claverack Town Board.

H) Linda will check with contractors to see when it will be safe to move the piano into the new building.

I) A motion was made by Jane: The Board of Trustees has agreed upon an Opening Date of October 26, 2019 for the new Claverack Library. Second: Mike. Motion unanimously carried.

8) Current Property: Stephen reported that the Current Property Committee has agreed to have a Public Meeting on Sunday July 14 for the purpose of discussing ideas for the future plan for the current library building. Meeting will take place in the current library at 4 PM.

9) Communications: No report. Jenny offered to head up production of the Fall Newsletter.

10. Programs : Report submitted by Vicki

Vicki reported that weekend programming will be on hiatus until the Fall. During the summer there will be TaiChi on the front lawn, MahJong on Tuesday afternoons and a story hour for grown ups.

11) Technology: No report

Mario reports that David Baylen continues to monitor for e-rate.

12) New Business:

A) 414 Update: Susan reports that 280 signatures must be submitted to the Town by the end of June. Board members must return all petitions to the library by June 27 (preferably before). **Motion by Susan for the Board to vote to accept the signatures on the 414 Petitions in order for the 414 to be placed on the November ballot.**

Second: Stephen; Motion carried.

B) “Concerned Neighbor” Letter: As a point of information, Thea explained that the Kinderhook Library recently had a Drag Queen Story Hour, which was held in a separate room in the library and was attended by 75 children and adults. Thea informed the Claverack board members that our library received

a letter from “Your Concerned Neighbors” (no return address): “Please think seriously of the possible consequences to our little ones should you be approached by the program’s promoters.”

C) Mario reported that he and Alice will attend the next Taghkanic Town Board meeting to explain the services of the Library that are used by Taghkanic residents and to request additional money from the town board.

13) Public Comments: No public comments.

**Adjournment: Motion to adjourn made by Marion at 6:34. Seconded by Mike.
Motion carried.**

The July meeting of the Claverack Library Board of Trustees will take place on July 16, 2019 in the Claverack Library at 5:00 PM

Submitted by Mary Elizabeth Vincent, Secretary