

Claverack Free Library

Monthly meeting of the Board of Trustees

Minutes of July 16, 2019, 629 Route 23B, Claverack

Attendance: Meredith Arto-Winch, Jane Case, Laura Miller, Jennifer Post, Susan Roberts, Victoria Rosenwald, Michael Sullivan, Mario Verna, Mary Elizabeth Vincent. Director Thea Schoep, Friends Representative Paula Ptaszek. Public: Alice Platt
Absent: Stephen King.

1. Call to order at 5PM by Jenny

2. Approval of the minutes of June 18, 2019 Motion by Jane, seconded by Mike, unanimously approved.

3. Report of Treasurer/Fiscal Officer - Susan & Marion

Check signing resolution proposed by Jane, seconded by Mike: **“We resolve to change the names of those who can sign checks on the Claverack Library bank accounts from Stephen King, Mario Verna and Susan Roberts to Jennifer Post, Stephen King and Susan Roberts.” Unanimously approved.**

4. Director’s Report – Thea invited as many people as possible to attend Columbia County Library Advocacy Day with the Board of Supervisors at 401 State St, Hudson on August 27 at a time TBD.
Paula will attend the Columbia County Fair to staff a shift at the shared county library booth on August 29th. More people would be helpful.

5. Friends Organization Report - Paula - At least 25 meals were sold at the first Food Truck Wednesday last week. Jane suggested posting the menus in advance as an added incentive for people to come. The Friends have begun to organize the Winner-Take-All raffle for this summer, winner to be drawn at the Fall Book Sale. Vicki offered to assist.

The library’s “Help Wanted” ad has attracted some volunteer names, which Vicki will give to Paula in spreadsheet format for the Friends to follow-up. The Friends need copies of library financial reports.

6. Public comments - none

7. Committee Reports

A. Building & Capital Committee –

i Construction update - Linda: phone system, interior doors, and trim are being installed now. Cabinets for behind the circulation desk, historical collection, and children’s crafts have been ordered; will be installed before flooring is put down. Ed Herrington will donate about half the cost of the cabinets to the library. Linda signed security system contract today. She is still confirming schedules with Hoosick Valley, but they expect to complete work by Oct. 1. S&F security system is complicated and will require staff training. Will probably also require a service contract for ongoing updates. The e-rate scope of work will be finalized next week. Ted Esselstyn would like access to the children’s room to install his construction once the flooring is done, probably Sept 1. Linda will talk to Williams Lumber about the kitchenette. The shelves behind our current circ desk will be refinished and used in the new library. The DVD shelving will also be cut down and refinished. Brodart shelving for the collection has been ordered from their distributor, NuTech, and should be installed by Oct 1. Thea will begin looking at furniture next week. Linda thinks putting in an interior window or door in storage area would help with book-moving logistics for book sales. Peter Bevacqua will stake out the steel planters on 9H, to be delivered in a few weeks.

ii Funding update - Jenny & Susan: **The board unanimously resolved to approve the Public Library Construction Grant Application for 2019-20 after a motion by Laura, seconded by Marion. Thea has started an Amazon Wish List for furniture and amenities.**

iii Electric vehicle charging stations & Town - Mike: The Town agreed to all of our proposed terms. The Town attorney will draw up a lease agreement. Mike will look for sponsors to cover costs after the first year. Mario asked if we count how many people enter the library. Thea said that we do it 4 times a year. If we can show an increase in traffic, it may help obtain sponsorships.

B. Current Property Committee –
Community Forum: see report.

Jane: Mike Howard was approached to ask Mr Gellert to consider a sale of the Franco House to the library. The Current Property Committee will seek proposals for the sale or lease or other potential use of the current property, to be determined by the Board.

C. Nominating Committee - **Laura Miller offered her resignation because she is moving away, which was unanimously accepted by the board (motion by Vicki, seconded by Mike) with regret and gratitude for her efforts. Vicki, as per report, nominated Mame Bradley to the vacant trustee position. A motion was made by Marion to elect her immediately, seconded by Vicki, and unanimously approved.** Vicki will inform her, noting that the August meeting has been advanced to the 13th.

D. Communications Committee: Vicki and Jenny will publicize the new date of the August meeting. The newsletter deadline will be in October. Laura was thanked for her past work.

E. Personnel Committee will meet July 25 at 9:30

F. Programs – Vicki announced that Wine and Cheese and Books will be Sunday 7/28 at 4PM.

G. Technology – Mario: after discussion, it was decided to activate connectivity in the new building in September.

H. Policy & By-Laws – Mario: We need to establish a policy for use of the meeting room after we move. The policy committee requests input from the board about use by outside groups. Do we give priority to residents of Claverack? To cardholders? Can it be used after hours? Thea will send a copy of the Kinderhook Library policy. Mario suggests we start with tight regulations that could be opened up later.

Vicki moved, and Meredith seconded, a motion to amend the language in the by-laws to state that “The annual meeting will take place in June. Newly elected officers and treasurer will take office at the following meeting.” Unanimously approved.

I. Buildings & Grounds

Thea initiated a pre-move clean up. Thanks to Roland, who has scraped the rear of the building and weeded.

8. Old Business

Jenny asked for an electronic copy of the chart of Committee membership/chairs. Vicki will send one out.

9. New Business

A. Outreach to Taghkanic Town Board - Mario & Alice, per report. Requested \$8000 from the Town for the Operating budget.

B. Graphic design, new logo for new library. Susan suggested this could be a student project for a design class at C-GCC. She will ask the instructor.

C. Jenny read a letter from Town Board member Maryanne Lee to the NYS DOT requesting assistance from the state in the implementation of a Complete Streets Program, including crosswalks, no turn on red regulations, turn lanes, bike lanes, tree planting, ADA-compliant sidewalks, reduction in the speed limit from 40 to 30 MPH, and new lighting. The Library is portrayed as an anchor of the Hamlet.

Adjournment 6:50 PM

Next meeting (note change): Tuesday, August 13, 2019