

Claverack Free Library
629 Route 23B, Claverack NY
Monthly meeting of the Board of Trustees
Minutes

Attendance: Jane Case, Mame Bradley, Jennifer Post, Stephen King, Victoria Rosenwald, Michael Sullivan, Mario Verna, Marion Vosburgh. Director Thea Schoep, Friends Representatives Paula Ptaszek, Dave Baylen. Public: Roland Vosburgh
Absent: Meredith Arto-Winch, Mary Elizabeth Vincent, Susan Roberts

1. Call to order at 5:01 PM

2. Acceptance of Minutes of July 16, 2019 **Motion by Jane, second by Marion, approved.**

Mame asked if the library had sent a letter to the NYSDOT in support of Maryanne Lee's request for a Shared Streets redesign of the 9H/23B intersection. Stephen said that Maryanne had requested such letters at the July Town Board meeting. Mame will draft a letter. Mike will solicit similar letters from our Hamlet neighbors.

It was agreed that the board will meet twice monthly, to address the volume of important decisions that must be made relating to the move.

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

Vicki Asked Marion if she could find out why the Adult Programs expenses seem to be over budget despite little being spent on Adult Programs.

The Finance Committee is not yet ready to approve additional salary lines that were recommended by the Personnel Committee. The Personnel Committee will meet on Thursday, August 22nd at 9:30 a.m.

4. Director's Report – Thea

Jack Gantzer helped Thea write a Hover grant proposal for 2 computers and a computer table for the Children's Room.

Thea still needs more help for the County Fair booth August 29 and asked for more people to show up in support at the County Supervisors meeting August 27.

5. Friends Organization Report

Paula asked that everyone show up for food trucks. Jane said the community in general is so thrilled with the food trucks. Friends would like to extend the food truck calendar into September and into the week of Book Sale set-up. The Board is in favor as long as the Friends can find enough help to set up and clean up.

There is currently no up to date list of Friends, but Patricia Gravett is sending the most current one to Marion.

6. Public comments - none

7. Committee Reports

A. Building & Capital Committee –

i Construction update - Linda & Mike

Motion to approve contract for \$12K for children's room wooden sculpture and wall mural. (includes installation). Stephen favors installation as soon as the sculpture is complete for the "WOW" factor, but Mike and Marion think that the timing for the expenditure is not as urgent as other projects necessary for move in. Vote DEFERRED until next meeting

The committee recommends that planting be deferred to Mid-September, or wait until spring. Pending results of our recent DLD application in early September, the committee will determine then whether to move forward or wait. Ryan Niver will send an estimate for brick installation. No one else responded to our request for a bricklayer.

ii Funding update attached - Jenny & Susan

iii Electric vehicle charging stations & Town - Mike & Stephen Town attorney Rob Fitzsimmons wrote an agreement on behalf of the town that mirrors what the library asked for. **Motion to sign agreement by Vicki, seconded by Stephen, approved.** Linda says that DelSignore will complete their part of the installation at the end of August. Mike asked Sam Chapin to install the first pair of ports in early September, the pair paid for by the town. Mike will seek sponsorship for a second pair, but in the meantime we will have the infrastructure installed for both pairs.

B. (Current) Original Property Committee – Stephen
RFP for future use of original property update, **Motion to approve with minor edits made by Stephen, seconded by Mike, approved; to be sent out by Vicki tomorrow (8/14).**

Letter of intent drafted by Stephen to send to interested parties requests monthly rent of \$2500, negotiable.

Jenny will ask Virginia Benedict to serve as our attorney in these negotiations.

Letter to Columbia Economic Development Corporation about availability of building was sent by Jenny.

C. Nominating Committee – Vicki & Stephen

Welcome to Mame. Date for next committee meeting August 23, 3PM. Jane will ask Audrey Higbee and Frieda Van Deusen about their interest in serving on the board or a committee.

D. Communications Committee – Jenny offered to edit the fall newsletter. We hope Mary Elizabeth will manage the mailing. This committee needs a chair.

E. Personnel Committee – Jenny - See Finance. Action on the committee's recommendation to hire two part-time staff members was deferred.

F. Programs – Vicki would like to expand and reorganize committee into subcommittees to manage various activities, which will increase in the new library. No objections.

G. Technology – Mario says it is OK to have the floor of the tech closet tiled before installation of cables.

H. Policy & By-Laws – Mario

Motion to approve new Trustee Handbook made by Jane, seconded by Mike, approved.

Motion to approve Surveillance policy made by Vicki, seconded by Mike, approved.

Motion to approve meeting room policy in concept, as suggested by Mike, subject to review by our insurance agent, made by Jane, seconded by Mike, approved. Kirk Kneller, insurance agent, will attend our September board meeting.

I. Buildings & Grounds - yard needs maintenance

8. Old Business

Committee membership/chairs -

We will need to expand the Building & Grounds committee and create a Fundraising/Development/Sustainability Committee. Jenny and Mame offered to serve on that committee. Thea will send out a podcast of Rebekkah Smith-Aldrich on future fundraising and library sustainability.

9. New Business

Marion will check the balance of our retainer with the attorney in Albany who handled our internet incident last year. Jenny to write letter.

Grand Opening committee – Jenny, Jane, Thea. Opening party noon till - ? Dedicated volunteers will issue new library cards as needed and help with circulation.

Adjournment 6:31PM

Next regular meeting: Tuesday, September 17, 2019

Interim meeting Thursday August 29 at 5 PM, with reports due only from Personnel and Finance committees.

Submitted by Victoria Rosenwald, Acting Secretary