

Claverack Free Library
Minutes of the Monthly Meeting of the Board of Trustees
Tuesday, October 15, 2019

Trustees Present: Mame Bradley, Jane Case, Jennifer Post, Susan Robert, Mario Verna, Marion Vosburgh, Michael Sullivan

Trustees Absent: Stephen King, Vicki Rosenwald, Mary Elizabeth Vincent

Also Present: Thea Schoep, library director, Linda McNutt, architect, Paula Ptaszek, representative of the Friends, Roland Vosburgh, Audre Higbee

The monthly meeting of the Board of Trustees convened by Jenny Post at 5:04 p.m. once we had a quorum.

1) A motion to approve the minutes of Oct 3, 2019 was made by Jane; second by Mario. Motion carried.

2) Jenny introduced Audre Higbee as a nominee to the board of trustees. Jane moved to accept the nominee to her first 3 yr term as trustee; Mario seconded. Motion carried unanimously

3) Treasurer's Report – Reports and financial statements submitted by Susan and Marion (attached)

Susan reported that the ST-119 forms have been filed. Audit financial statements are available at the library. There is a financial workshop at Poughkeepsie on Thursday and Susan is going. Marion will join her.

414 funding proposal information sheets are available at the library, including a sample ballot. Early voting takes place 10/26 – 11/3; 11/5 is regular vote. We are at the bottom of funding per capita in Columbia County. Ballots will be handed to people with the back side up where the proposition is located. Mario will put the information onto the library website.

4) Book Sale- Mario thanked everyone for their help with the book sale, esp Roland Vosburgh. It was a record sale. Each day was a record, including the after-sale. Post event wrap up will be Wednesday at 5:15 pm. Mario will adjust the Thank You sign board so folks don't think they can bring books.

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

Thea reported on the interviews for part time clerks and submitted action documents recommending that we appoint Deborah Byer and Tamara O'Bradovich to clerk positions up to 12 hrs per week at \$12.25 and \$11.75 per hr respectively, starting October 17, 2019. Jane made the motion to approve and Mario seconded. The board approved the salary; Thea is responsible to hire. The new positions were created per recommendation of the Library Director and approved by the Board September 17, 2019.

6) Friends' – Paula reported there was not a quorum at the last meeting so nothing was decided except they will have food trucks next July & August. There's a concerted effort to get new and renewed memberships. There are various levels to join with an insulated coffee mug as premium

for a membership donation of \$40. Trustees can and should join the Friends' Group but cannot serve on their executive committee.

7) Correspondence- Reviewed the NYS DOT letter to Senator Jordan, the Town of Claverack and the Claverack Library re the intersection of Rts 9H & 23B (attached). Mame recommended we table the discussion and Jenny suggested the Sustainability Comm might be a good place to work on it.

Jenny ask that we update our address books to be sure we have the correct names with current trustees information

8) Public comments- none

9) Committee Reports -

A) Building & Capital Committee – report submitted by Jenny (attached)

i) Construction updates: Linda reported that HV is holding to their schedule; UV film is done; donor terrace will be done by Ryan by the end of the week; shelves starting to be moved in; cleaners scheduled for Friday; start moving in on Sat. Waiting for a date that DelSignore comes to finish the parking lot. Cleaned out dry wells and flushed the system. Railings will be in on Thurs, bldg inspector for certificate of occupancy (CO) coming Monday; Tile is in, grouting tomorrow, Esselstyn coming Sat. Locks are being changed next week and we will not be charged for keys, trustees keys are couple bucks ea. Need a list of who has them. Donor plaques are shipped; Jenny has a reporter coming Saturday; signage is ordered at NexGen and they will install;

ii)Thea is organizing the move with trucks and has a list of volunteers. She will make labels for smoke detectors. Sandwiches are coming from McNan's Sat.

iii) Michael very disappointed at lack of response re getting quotes for the monitor service, as has Thea; S&F, & CIA in Catskill. We may not be able to use a local vendor.

iv) Electrical Vehicle Charging Station is in, registered & waiting to be activated. Users can pay with a card currently at \$0.35-0.45/Kwh. It could be tacked to a library card holder. We plan to charge to break even.

v) Library phone is now ringing in the new building, not here. Various choices to direct callers.

vi)Do not anchor outdoor metal chairs until they are cleaned. Jane is interested in buying one.

B) Communications Committee – Jenny

Jenny is working on the year end letter. At the book sale she met a logo designer who has done educational institutions and the London zoo who might help us.

C) Current Property Committee – Stephen not here

Christopher K came in with his contractor.

D) Programs – Report submitted by Vicki (attached)

i)Alena Mosely, Mike Carr, Robin met with Thea about how they'd like to help. Jenny suggested having a Suggestion Box at the opening asking what programs the community would like to see

ii) There is a program after the opening, **Songs & Stories of the Strange & Macabre** Sunday, 6:30pm with Ryan Niver, who has been laying the bricks in the donor terrace.

E) Policy & By-Laws –No report. Need to update the open space policy

F) Technology – Mario (attached)

i) S&F management is difficult to work with but the field guys, Ken, Sal & Nick, are fantastic to work with. Mario would like to see the invoices.

ii) Wi-fi is an at the new building but the same passwords will work

G) Building & Grounds-

i) Linda & Thea are looking into cleaning the new building and pressure washing the outside

ii) Paladian window repair- number in budget is questionable. We had another person stop by to look at the job. He will come back with a figure.

iii) Snow plowing- Sweet Tree bid is \$125/plowing and \$100/ salting, will not do sidewalks. We want to look for bids from someone who will do all or even separate the two services. We have to be careful what salt is used on the sidewalks. Sweet Tree will put posts into the ground showing curbing locations

7) New Business –

i) Grand Opening – Jenny (attached)

Apres party at Jenny's 5-7:30pm charcuterie board

ii) Audre brought up the use of Amazon Smile. We might want to publicize it more

iii) Jenny has met someone from the town of Taghkanic who might be interested in serving on the board.

Motion to adjourn made at 6:13 p.m. by Michael, seconded by Mario. Motion carried.

THE NEXT MEETING OF THE BOARD OF TRUSTEES will be held on TUESDAY 19, November, at 5 p.m

~ Submitted by Marion Vosburgh