

Claverack Free Library
9 Route 9H, Claverack, NY 12513
Meeting of the Board of Trustees, November 19, 2019

Present: Trustees Mame Bradley, Jane Case, Audre Higbee, Stephen King, Jennifer Post, Susan Roberts, Vicki Rosenwald, Michael Sullivan, Mario Verna, Mary Elizabeth Vincent, Marion Vosburgh; Library Director, Dorothea Schoep; Friends Representatives: Paula Ptaszek, David Baylen; Architect Linda McNutt, Public: Alice Platt

1. The meeting was called to order by President Jennifer Post at 5:00 PM.

2. Approval of the minutes of October 15, 2019. **Motion made by Jane Case, seconded by Michael Sullivan. All in favor. Motion carried.**

3. Report of the Treasurer and Fiscal Officer-Susan and Marion (document attached)

A. Although an audit is not required for the year 2019, Susan suggested having an audit done primarily because there were a large number of financial transactions this year with the completion of the new library space. Audits have been completed each year since 2008. The Board members agreed. Thea will ask Mike Torchia and Susan will get a recommendation from Sue Baer for a new accountant.

B. Motion to enter Executive Session made by Mike Sullivan, seconded by Jane Case. Motion passed. The Board of Trustees entered into Executive Session at 5:04 to finalize personnel salaries for 2020.

C. The Board of Trustees exited Executive Session at 5:20. **Motion made by Mike Sullivan, seconded by Jane. Motion approved by all.**

D. Motion to approve the Personnel Committee's recommended salary increases for Library Director Thea Schoep, Senior Clerk Maxine Williams and Clerk Tammy O'Bradovich was made by Stephen, seconded by Mike, approved by all. Motion carried.

E. Review of Draft 2020 budget (document attached)
Since trustees had had the draft budget to review prior to this meeting, Susan and Marion answered questions to help trustees understand various line items in the budget. Trustees noted the large increase in expected donations for the coming year. It was explained by Susan and Marion that there is so much uncertainty about this year's budget because of our new building. A campaign for sustaining monetary gifts and corporate sponsorship was acknowledged as a good plan and will be pursued by the Board. Mame Bradley would like a group to meet in December to plan an overview of fundraising efforts for 2020 to raise \$60,000. for the library operating fund.

Mario suggested having a separate line for fundraising for the Friends Organization. Susan pointed out that, since the Friends of the Claverack Library does not have its own 501 C3 designation, the group is considered a committee of the Board of Trustees.

Susan also explained that moving forward, all library expenditures must be approved by the Board. Susan and Marion will proceed with the recommendations for policies and procedures learned at a recent MHLS workshop. (Report of MHLS Financial and Fiduciary Workshop, document attached)

4. Director's Report (documents attached)

Thea reported that 30 new library cards were processed in the opening days of the new library space and she continues to see many new faces using the library. Last Saturday's Children's Story Hour had many new faces and she projects the possibility of having 20+ children at future story hours. Also the new binder for procedures for building use is at the main desk. Thea urged trustees to become familiar with the procedures.

5. Friends Organization Report

David Baylen, representing the Friends Organization explained that the group was formed in Spring, 2016. At that time a Memorandum of Understanding was signed, with the understanding that the Friends Organization would not have 501 3C status. He emphasized that the Claverack Library, its trustees and the Friends Group are all one organization. As a group we need to look at how the library and friends function since at times we seem to compete for the same group of people. Discussion followed with a goal to set up a workshop led by Rebekkah Smith Aldrich for the entire Board and Friends representatives to work on the organizational development of the trustees and the Friends and to appraise our roles in order to make the best use of our resources. Thea will make a plan for us to meet with Rebekkah Smith Aldrich.

6. Public Comments

Linda McNutt sees the Friends Group as a training ground for people to become actively involved with the library community. At the same time it is important to keep "non-joiners" actively involved. She also said it has been great to see younger families as part of the library community. A thank you note from Roland Vosburgh was read by Marion Vosburgh.

7. Committee Reports

A. Building and Capital Committee: (documents attached)

Linda presented a list of possible interior renovations and projected costs to complete each renovation. She also projected that all contractor billing will be in by the end of November. S & F Tech billing is being reviewed for E-Rate reimbursement. Linda reported that the Building Committee had met two weeks ago to come up with remaining items on which the contractors are whittling away. Priority items need to be cleared up before the committee moves to the wish list. Alarm monitoring must be figured out by a Building Maintenance Committee.

Mike reported on the reimbursement status for the Charging Station, explaining that they are still looking for some follow-up from us. He reported that there have been 12 users since the first week of October.

Titan has made gutter repairs and additions to successfully keep water out of the building during recent rains. They have not yet submitted their final bill. Linda presented a binder with all construction resources that are related to the new library.

Mike Sullivan suggested establishing a Date of Warranty for the new building Oct. 26, 2019.

Susan suggested having a Building & Capital Committee Meeting to address remaining issues with the new building. **Meeting is set for December 4 at 4:30.**

Update: Jenny reported that the Capital Campaign Committee received a check for \$20,907.00 from DLD to close out Grant 7230.

B. Nominating Committee: No Report

C. Communications Committee: (document attached)

Jenny and Mary Elizabeth reported that the newsletter mailing is scheduled to go out this Thursday, Nov.21.

D. Original Property Committee: Stephen reported that PIECONIC is coming back to the committee with a second proposal after presenting a somewhat fractured proposal at their last meeting. He emphasized that the Claverack Town Board is very favorably disposed toward this project. One issue to be addressed is the installation of a commercial grade septic system that meets the health code and permitting standard.

E. Personnel Committee: (document attached)
See above Executive Session and Salary Approval by Board. Mario and Thea will plan a follow up meeting with Thea to review her job performance evaluation results.

F. Program Committee: (document attached-no discussion)

G. Policy Committee: Mario had no report for this month, but welcomed Audre Higbee to the Policy Committee and added that they will be meeting again soon.

H. Technology Committee: (document attached)
Mario reported that he and David will meet soon with S & F to review at the configuration of the library and plan how to manage the network; separating the public library network from the private library administrative network.

I. Buildings and Grounds: (document attached)
Motion to approve JTS Services to move snow from sidewalks and entrances at \$40.00 per visit made by Mike, seconded by Marion, proved by all present. Motion carried.

8. Pressing New Business: Susan reported that there is a \$90,000.00 Claverack Library Reserve Fund for Operating. We expect to have at least \$50,000.00 in construction bills. While the library has been notified that we will receive a DLD Grant for \$182,429 in 2020, the Capital Campaign account does not have enough cash to pay the current bills. Susan requests borrowing the needed money from the Reserve Fund. All present agree. It was also mentioned that Mark Fingar Agency has a special insurance to offer the Claverack Library. The trustees noted that we had recently committed to the Kirk Kneller Agency for 2019-2020 insurance coverage.

Motion to adjourn was made by Mike, seconded by Mario, approved by all . Motion carried.

The Board of Trustees adjourned to enjoy some refreshments in celebration of our new library.

Next Regular Meeting: December 17, 2019, 5:00 PM

Respectfully submitted,
Mary Elizabeth Vincent
Secretary