

Claverack Free Library
9 Route 9H, Claverack, NY 12513
Meeting of the Board of Trustees, December 17, 2019

Approved Minutes

Present: Trustees Mame Bradley, Audre Higbee, Stephen King, Jennifer Post, Vicki Rosenwald, Mario Verna, Mary Elizabeth Vincent, Library Director Dorothea (Thea) Schoep
Absent: Trustees Jane Case, Susan Roberts, Michael Sullivan, Marion Vosburgh and Friends Representative.

1. Meeting was called to order by President Jenny Post at 5:06.
2. Approval of the Minutes of November 19, 2019. **Motion made by Vicki, seconded by Stephen, approved by all.**
3. Report of the Treasurer & Fiscal Officer- Susan and Marion, (Document attached)

Since Marion and Susan were both absent because of stormy weather conditions, no discussion took place. **Motion to approve the 2020 annual budget of the Claverack Free Library was made by Vicki and seconded by Jenny. All Approved. Motion passed.**

4. Director's Report- (Documents Attached)

Thea reported that circulation had increased over the previous few weeks and that attendance at recent programs was higher. Mame suggested that when we plan a program for the public, a formal introduction should be prepared, including a brief bibliography provided by the presenter. Programs also provide excellent opportunities to advertise future events as well as the benefits of securing a library card and/or becoming a Friend of the library.

Thea reported attendance of 31 people at Movie Night, bringing up the need to have help with setting up and breaking down after the event. The process is very time consuming for one person. She also announced that new clerk, Tammy O'Bradovich has resigned for health reasons. Deb Byer and some volunteers are filling in while Thea reviews credentials of prospects for the position. She will wait until after January 1 to begin a formal search.

5. Friends Organization Report -No Report
6. Public Comments - None
7. Committee Reports
 - A. Building and Capital Committee

- i. Construction. In the absence of Linda and Mike, a general discussion ensued regarding the drainage issue in the parking lot: Water is still not draining properly. The trustees agreed that final payment be withheld until the source of the problem is found and fixed. It was suggested that it may be necessary to have an appropriate third party investigate the drainage issue.
 - ii. Jenny presented the trustees with a proposal from Architect Linda McNutt for a three-month extension of her contract, to be paid by the hour, not to exceed \$3000.00. **Motion made by Stephen to extend Linda's contract on an hourly basis, not to exceed \$3000.00, to be overseen by the Building & Capital Committee with emphasis to be placed on working with Mike Sullivan on correcting the drainage in the parking lot. Seconded by Vicki, Approved by all present.**
 - iii. Funding. (Document Attached)
Jenny reported that the DLD Grant#8446 for \$182,429.00 for which we received informal notification is the only outstanding grant. It is due September 2020.
- B. Development Committee (Document Attached)
Mame emphasized that this is a new committee that has not yet met to discuss or approve the contents of her report, which she reviewed for the trustees. The purpose of the Development Committee will be to centralize, systematize and standardize all CFL fundraising policies and practices. Discussion followed on fundraising responsibilities within the library organization: Friends Group? Trustees? It was suggested that Rebekkah Smith Aldrich will help us with this issue during our January 9 workshop. Audre Asked how Branding would fit in with Development, suggesting we not wait too long to begin branding.
- C. Communications Committee- Jenny reported that rebranding will be discussed after our Jan. 9 workshop with Rebekkah.
- D. Nominating Committee- Vicki asked all Trustees to keep antennae up for prospective trustees.
- E. Original Property Committee (Document Attached)
Stephen explained that all stakeholders have the same goal to move the PieconicNY project along. He is planning a workshop for the involved parties in one room to work out the steps that need to happen and establish a time-line. Once an agreement in principle is made, he will bring it to the board for approval. Presently the septic system and parking are two large issues. After brief discussion, Stephen will move ahead to arrange a workshop during the second week in January.
- F. Personnel Committee (Document Attached)
Jenny urged all trustees to please keep Thea's scheduled work hours in mind when asking her to attend meetings. Thea will continue to look for a replacement for Tammy.
- G. Program Committee (Document Attached)

Vicki highlighted the library's first concert: The Cyndy Hall Memorial Concert, featuring the Broad Street Chamber Players (Jay Shulman) will be held Feb 1 with a Feb 8 snow date.

Thea is looking for volunteers to work with elementary and middle school children. Vicki and Jenny suggested sending out a request for volunteers. Nancy Hagin will be showing her art in the library gallery with an opening reception on January 18. Discussion took place around when the gallery space can be open after an opening reception. Mario asked about an artist's release. Discussion ended without resolution.

H. Policy and By-Laws (Documents Attached)

Mario presented the Facility Use Policy with one change noted in yellow. He also submitted a note from Kirk Kneller suggesting we increase our property damage limit from \$500,000. To \$1,000,000. During discussion Audre suggested getting a legal opinion and others asked what limit other libraries were carrying. Thea will ask area library directors. At this time, the property damage limit will remain at \$500,000. **A motion was made by Stephen to accept the Facility Use Policy with the noted change on time restriction for reserving a room. Motion was seconded by Vicki and approved by all present.**

I. Technology Committee (Document Attached)

No discussion.

J. Buildings and Grounds- Stephen agreed to chair this committee. He and Thea will meet to establish what needs to be planned to stay on top of maintenance.

8. Pressing New Business Trustees and Friends will meet with Rebekkah Aldrich Smith on Thursday, January 9 at 5:30 at the Claverack Free Library.

Meeting Adjourned by Jenny at 7:00.

Next regular Board of Trustees meeting: Tuesday, January 21, 2020, 5 PM

Respectfully submitted,
Mary Elizabeth Vincent
Secretary