

Claverack Free Library
9 Route 9H, Claverack, NY 12513
Meeting of the Board of Trustees, May 19, 2020

Approved Minutes

For the health and safety of the Claverack Free Library community during the COVID19 crisis, the library is temporarily closed per NYS Pause. For this reason, the regularly scheduled Board of Trustees meeting was held as scheduled via ZOOM.

Present: Trustees Jennifer Post, Stephen King, Marion Vosburgh, Michael Sullivan, Betsy Cashen, Victoria Rosenwald, Mame Bradley, Julie Nack, Audre Higby, Mary Elizabeth Vincent; Library Director Dorothea Schoep; Treasurer Susan Roberts; Friends Group Rep Paula Ptaszek;

Public: Karolyn Schwab (Friends Group)

Absent: Trustee Kara Keeler

1. The meeting was called to order at 5:03 PM by President Jenny Post. **A motion to approve the minutes (attached) of the April 21, 2020 meeting was made by Mike, seconded by Vicki and approved by all. Motion carried.**
2. Financial Reports- Treasurer and Fiscal Officer. Susan and Marion (Documents attached)
In response to a question it was explained that the E-Rate reimbursement check had been received earlier and that David Baylen is beginning the 2020 E-Rate application process.
3. Director's Report-Thea (Document attached)
In an update, Thea reported that the Columbia County Directors had met this morning and the Co-Chairperson of the Reopening Committee announced that when libraries are allowed to reopen during Phase 2 reopening under NYS Pause, all libraries within the Mid-Hudson Library Association will reopen at the same time. Thea added that she has placed an order for paper face masks in an effort to keep exposure for all at a minimum. Audre added that the Policy Committee has been meeting and have the policies in place that we will need to open the library when restrictions ease.
4. Friends Report-Paula
Paula reports that she has been making slow progress in getting food trucks to commit to Wednesday Food Truck Nights for the summer. She has left messages with a number of businesses and returns have been slow. Thea reported that David Baylen and Deb Byer have been hard at work putting the June Book-It information on our website. Book-It has successfully acquired 6 sponsors to date.
5. Public Comments: None

6. Committee Reports

A. Buildings and Grounds- Mike and Stephen

Mike reported that he will be meeting with Paul Burfiend at the library the day following this meeting to discuss adding an additional dry well in order to help solve the drainage issue in the parking lot, which was discussed at the April Board meeting.

Regarding the high utility bills the library has been experiencing since the October opening (discussed at the April Board meeting), Mike suggested that the elevator may be the culprit. During the Pause NYS library closing, he selectively shut down equipment (elevator, water heater etc.) and then tracked the readings on the electric meter week to week. The hydraulic pump that moves the elevator car is set up to recycle regularly to circulate the hydraulic oil. This keeps the oil at the right temperature for optimal performance even when the elevator is not in use. During the building shutdown it ran about 10 minutes every hour. Mike has been speaking with Bay State about this. They are suggesting an extremal tank mounted heater that they will loan and set up for us in June when they come for inspection and maintenance of the elevator. Vicki added that an energy auditor will be visiting the library on Friday, May 22, to perform an energy audit which is required for the library since we are applying for DLD funding for some energy-efficiency projects (a generator and perhaps changes to our hot water system, pending the results of the audit). This audit may provide additional helpful information on the reason for our increased utility costs. Mike, Stephen and Thea will join Vicki for the meeting with the energy auditor.

Stephen reported on the progress of the following projects: Roof drainage: Jenny suggested going back to Hoosick Valley to solve the drainage issue since it appears this work is under warranty until October 2020. Mike will follow up with Hoosick Valley.

Pergola: Stephen will contact Linda McNutt regarding the design drawing she had planned to do, so that construction can begin when NYS Pause eases.

Garden: Once nurseries begin to increase their plant inventories, we will be able to move forward with having the planters filled in front of the library building. Until then weeding the containers is helpful. Thea added that Kitty and Cheryl are weeding the flower beds in front of the original library building.

2020 Construction: Jenny made a motion to approve the action memo to apply for 2020 Construction Funding (submitted). Mary Elizabeth Motion seconded the motion, and all voted in favor. Motion carried. Thea will submit the action memo to Mid-Hudson Library System.

B. Original Property Committee-Stephen

Stephen reported that the committee has been in discussion with the Town Board about temporary use of the old library building for the Town Court. At the Claverack Town Board Meeting of May 14, the Town Board received a Memo of Understanding from the Claverack Free Library and this morning (May 19) the Town Attorney approved our MOU. Stephen proposed an informal resolution from the library trustees to proceed with the agreement with the Town of Claverack for temporary use of the original library building for the Town Court and to end the leasing discussion for now with PieconicNY. All Board members were in agreement. Stephen and Jenny have composed a letter to PieconicNY, notifying them of the library's decision, which was made in an effort to maintain a solid beneficent relationship with our community.

C. Communications Committee-Jenny (Document attached)

Jenny reported that the spring newsletter was successfully printed and mailed by Chatham Printing in early May.

Branding: The committee met with Arthur and Sarah King via ZOOM on May 14. A great amount of information was given to the committee for consideration. Committee members will sort through the information and make recommendations to the Board. Jenny asked trustees to think about whether we should keep "Free" in the library title for branding purposes. Eliminating "Free" from the branding name may allow for a more streamlined design but would not result in a change of our legally incorporated name: The Claverack Free Library and Reading Room Association.

Annual Meeting: Jenny will compose an advertisement to the public, announcing June's annual meeting. The announcement will be on the library website and sent out in an email blast.

D. Development Committee-Mame (Document attached)

Mame highlighted from her report that a stewardship letter was sent to approximately 40 families or individuals who have been identified as potential sustainers. The Development Committee will be meeting later this week to discuss future endeavors.

E. Nominating Committee- Vicki (Document attached)

Vicki presented the slate of officers on which to be voted at the June Annual Meeting:

President - Jennifer Post
Vice President - Stephen King
Secretary - Mary Elizabeth Vincent
Fiscal Officer - Betsy Cashen

Vicki also asked all trustees to think about possible candidates for a new trustee position, since Marion will be stepping away from her trusteeship in June because of term limits.

F. Human Services Committee- Jenny

No Report. The committee will be meeting next week.

G. Program Committee- Vicki (Document attached)

Vicki highlighted some of the programs coming up via ZOOM: Tai Chi classes, Chair Yoga and Story Hour for Grownups. She added that Sondra Loring will be zooming movement classes on Mondays in June at 10:00AM.

H. Policy and Bylaws- Audre (Document attached)

Audre reported that there are massive amounts of content from MHLA for policies relating to COVID19. The committee will be sorting through the information to determine specific policies we need to reopen the library.

I. Technology Committee

Stephen reported on the outcome of the trustees' suggestion at the April meeting that Mario go ahead with the purchase of the audio equipment for the Community Room. Tech Committee member Tony Marino said we should wait to make the purchases, believing there may be better pricing deals when things settle down after NYS Pause restrictions are lifted.

7. New Business

Jenny reminded trustees that the MHLA Workshop "Trustee Roles and Responsibilities During Restarting Library Services" is scheduled for Wednesday, May 27, at 1:30 PM. Registration: <https://attendee.gotowebinar.com/>

8. The meeting was adjourned by Jenny at 6:10 PM.

Respectfully submitted,

Mary Elizabeth Vincent, Secretary

Annual Meeting: Tuesday, June 16, 2020. 5PM.

