

Claverack Free Library
9 Route 9H, Claverack, NY 12513
Meeting of the Board of Trustees, April 21, 2020

Approved Minutes

For the health and safety of the Claverack Library community during this COVID 19 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, Kara Keeler, Mame Bradley, Audre Higby, Mary Elizabeth Vincent; Library Director Dorothea Schoep; Friends Group Reps Paula Ptaszek, David Baylen; Treasurer Susan Roberts; Public: Julie Nack, Alice Platt.
Absent: Linda McNutt, Architect.

1) The meeting was called to order at 5:06 PM by President Jenny Post. **A motion to approve the minutes (attached) of the March 17 meeting was made by Jenny, seconded by Mike and approved by all. Motion carried.**

2. Financial Reports -Treasurer and Fiscal Officer, Susan and Marion (Documents attached)

Susan announced that the library has been approved for the Paycheck Protection Program loan of \$10,500.00. Jenny offered a huge thank you to Susan, Vicki and Marion for completing the application within days of its announcement. Susan thanked Vicki for her prompting to go after the loan which will be forgiven upon submission of documented payroll and utility costs. They spoke highly of the helpfulness of Justin Goldman of Greene County Savings Bank during the application process. Susan emphasized two items from her report. The audit packet was delivered to the office of Robert Patterson, CPA on April 16. She gave a thank you on behalf of the library to Tim Wyman of Valley Energy, who during this pandemic crisis has ended all of their fixed price programs for this season. For oil, the library is currently paying \$1.59 per gallon instead of the prepay amount of \$2.859 per gallon.

3. Director's Report-Thea (Document attached)

Thea reports that she and staff have been busy during this time of the COVID 19 shutdown of the Mid-Hudson libraries. David Baylen has set up a Zoom business level account which has allowed the 6 County Directors to meet and to have meetings transcribed. Since the October opening of our new space, Thea reports 116 new patrons and 16 new patrons since closing the building for the COVID 19 crisis. Jenny expressed gratitude to Thea and her staff for their efforts in maintaining thoughtful, caring contact with the community, calling patrons, performing building checks, maintaining finances and editing the collection during the closing.

4. Friends Organization Report- Paula reported that the Friends Organization had a short meeting via ZOOM during which they discussed the status of Book-It 5K, making no decisions at this time. Possibilities of postponing to a future date or holding a virtual Book-It were discussed.

5. Public Comments: None

6. Committee Reports

A. Buildings and Grounds-Stephen, Linda, Mike (Document attached.) Mike again described the probability that the poor drainage issue in the parking lot is caused by an imbalance in the drainage flow, which he believes can be corrected by adding a third drainage basin at the northeast corner of the former library building. Mike will contact Jeff Gaylord for a cost estimate for the project in the next few weeks. It will be necessary to have the estimate as the trustees begin work on the Action Memo to apply for 2020 Construction.

Lawn Care: A motion to approve a contract with JTS Services for property management (mowing, trimming, blowing off pavement and walkways), at \$75.00 per visit was made by Mike, 2nd Mary Elizabeth. Vote: Unanimously approved. Motion carried.

Stephen reported that the new plantings in the front of the library are on hold during this COVID 19 crisis until after businesses are allowed to open up. In response to questions that have arisen regarding the library's high water bill, Mike suggested that this new billing may merely be catching up from an initial low reading followed by a high reading. Mike will contact town official Louis Lamont for an answer. 2020 Construction Funding: The board agreed to table the Action Memo until a future meeting when Linda McNutt is present. Linda is creating a construction sketch.

B. Original Property-Stephen (Document Attached) Stephen reported that presently activity with the original property is pretty much at a standstill. Sarah Dibben from Supernatural Coffee remains interested in exploring the building for possible use. In response to a question regarding the restoration of the historic window, Stephen will bring the estimates back to his committee and present a recommendation for the craftsman to perform the window restoration to the board at our next meeting.

C. Communications-Jenny (Document attached). Jenny reported on the progress of the spring newsletter. She has been in contact with the owner of Chatham Printing (formerly Johnny's Ideal) to discuss the possibility of sending a miniature annual report to the community in a large postcard format. Chatham Printing has agreed to include sorting and mailing for no additional charge.

- D. Development Committee- Mame Bradley (Document attached) Mame reviewed the committee's plan to send a letter to "Sustainers" in June. She is creating another version of the letter for Mike and Mario for business and corporate donors. Mame also conducted a poll of trustees who have been involved with the semiannual book sale to help determine the status of this year's May Book Sale in light of the current COVID 19 crisis. Mame's report indicates strong consensus (with the exception of Marion) to postpone or cancel the May Book Sale. Marion clarified her polled opinion by stating that she was of the understanding that the May sale had already been postponed and that she was in agreement with that. An official vote will take place at the end of this meeting.
- E. Nominating Committee-Vicki (Document attached)
A motion to accept with thanks, Jane Case's letter of resignation from the board was made by Vicki, seconded by Mame and approved by all. Motion carried.
A motion to accept the nomination of Julie Nack to a three year term as trustee was made by Jenny, seconded by Mary Elizabeth and approved by all. Motion carried.
A motion to nominate Vicki Rosenwald (as of Dec. 2019) to a three year term as trustee was made by Jenny, seconded by Marion and approved by all. Motion carried.
- F. Human Services Committee-Jenny (Document attached) Jenny highlighted her report that the library's successful Paycheck Protection Program application will allow staff (and some utilities) to be paid for two months. Thea will report on the work performed by the staff to the committee two times each month and she will communicate the library's extended closure through May 15 to the community through the website. Note: In a note received by me after the board meeting, Audre confirmed Marion's attendance at the April 7 meeting via ZOOM.
- G. Program Committee-Vicki (Document attached) Vicki reported that while it is impossible to make firm future plans, the committee is hopeful that Food Truck Wednesdays will return to the library grounds during the summer with appropriate social distancing. Other highlights presented were the continuation of David Haines Tai Chi classes on Tuesdays from the Community Room and a virtual chair yoga class beginning on April 24. Schedules will be listed on the library website. Mame suggested the possibility of providing links on our website to programs at other libraries in the Mid-Hudson System. Thea will look into this possibility with her fellow county librarians.
- H. Policy and By-Laws-Audre (No Document) Audre reported a very quiescent month for the Policy Committee.
- I. Technology Committee- No report. Jenny extended thanks to Tony for designing the new logo for the banner on the library website.

7. Pressing New Business

Jenny is working on a brief history of the library from its inception through the present.

Jenny urged new trustees to review the library committees and make choices on which committees they would like to serve.

Spring Library Book Sale- A motion to cancel the Spring book sale (May 8,9,10) and to make a decision about the status of the Fall book in July was made by Stephen, seconded by Marion and approved by all. Motion carried. Mike suggested that given the present economic side effects of the current “NYS Pause”, the trustees should look carefully at spending and discern between funds already committed to certain projects and new unnecessary spending

After trustees reviewed the cost of the audio visual enhancements for the community room in the approved minutes of the March 17 meeting, the trustees fully supported the Technology Committee’s immediate forward move with the purchase and installation of the audio and visual equipment for the community room with funding that has already been committed to that project.

A motion to adjourn the meeting at approximately 6:05 was made by Jenny, seconded by Marion and approved by all.

Respectfully submitted,

Mary Elizabeth Vincent
Secretary

The next regular meeting is scheduled for Tuesday, May 19, 2020 at 5PM.