

Claverack Free Library
9 Route 9H, Claverack, NY 12513
Meeting of the Board of Trustees, February 18, 2020

Approved Minutes

Present: Trustees, Betsy Cashen, Audre Higbee, Stephen King, Jennifer Post, Mario Verna, Marion Vosburgh, Library Director Dorothea (Thea) Schoep, Architect Linda McNutt. Public: Julie Nack, Susan Roberts. Absent Trustees: Mame Bradley, Jane Case, Vicki Rosenwald, Michael Sullivan, Mary Elizabeth Vincent.

1. The meeting was called to order at 5:00 by President Jenny Post. Jenny welcomed Betsy Cashen, a former trustee, to the board. In response to recent board self-evaluation requests that the meetings be shorter, Jenny asked that committee chairs not repeat what's already in their submitted reports.
2. Approval of the Minutes of January 21. (Document Attached) **Motion by Mario to accept the minutes with correction to add Thea & Marion's names to Policy comm, seconded by Jenny, approved by all. Motion carried.**
3. Report of the Treasurer and Fiscal Officer-Susan and Marion (Document attached) Susan noted that she is still waiting to hear from Sickler, Torchia, Allen & Churchill, CPAs since Sue Baer can no longer do our audits. She had recommended Matt Mackerer and Robert Patterson, whose proposal is for \$7250. Susan will contact M Mackerer.

The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on 02/18/2020. **Motion made by Mario, seconded by Marion, to accept the Annual Report, approved by all. Motion carried.**

4. Director's Report-Thea (Documents attached)
Thea highlighted that next Tuesday (2/25/20) is Advocacy Day in Albany and encouraged trustees to join her and Deb. Requested trustees let her or Maxine know when they do anything to add to volunteer hours which are part of the annual report.
5. Friends Report- Paula and Mario
Need Jenny's signature on a Book-It form.
6. Public Comment-None

7. Committee Reports

A. Buildings and Grounds-Stephen, Linda and Mike, (Documents attached)

1. The New Library Future Phases – The New Library Building Comm. is merging into the Building & Grounds Comm.
2. A special thanks to Mike for climbing into and cleaning debris out of the dry well. He recommends we clean it out once a year and that we may want to consider a different base for faster drainage.
3. Mike will have a quarterly summary of the electric car charging station. We need to report to the town which owns half and any income they receive they will give to the library
4. Mike recommends we have Lady Rooter do a video examination of the pipe that caused the flooding of the common room to make sure it's in good condition. Stephen will call them and take care of it. Trustees are agreed pending the cost.
5. A light outside the conference room has been flickering and needs to be replaced completely. The leak in the common room is back. Linda and Stephen have a running list of things needing attention. Tim Wyman came to look at the lights and will be joining the Bldg & Grd comm.
6. Linda explained the building comm met and identified \$4500 worth of items that should be taken care of right away including window shades for the director's office, sound panels downstairs, additional gallery hanging rails, additional shelving and some other smaller things. It will cost about \$6K for sound equipment for community room. Need to add perimeter track lighting, clean the light fixtures and increase the lumens to the current light in the community room. Need another conversation with technology comm. re the sound equipment set up, seating & storage in the community room.

B. Original Property-

1. Stephen reported he had received 3 estimates for repairing the Palladian window ranging from \$9000 to \$13600. Two said that repair work done in the past had actually added to the problem. Stephen will send the estimates to the trustees so we can vote on a decision at the March board meeting
2. Septic and parking remain a concern in discussions with Pieconic. We are not agreed on some key issues. As we see growth in activities at the library we will need more parking and may need to have a low impact tenant in the original building. The committee will continue to work through this. There may be a possibility of the town using the building temporarily for

the court as they construct a new town hall. They would need an ADA bathroom.

3. There are two plans for secondary parking from the original site plan, one using a designated parking easement. The comm will meet to discuss this further.
4. A special thanks to Stephen for all the time invested in this challenging project

C. Development Committee-No Report; Mame is away.

D. Communications Committee-Jenny received the go-ahead from the Dyson Foundation to apply for funding for a communications outreach plan.

E. Nominating Committee-Jenny (Document attached) –The committee will follow up with candidates Kara Keeler and Julia Nack

F. Personnel Committee- (No Report)
To be renamed to Human Resources

G. Programming Committee-Vicki (Document attached) Thank you to Vicki for all the work she and the growing committee have been doing. Betsy would like to join the committee.

H. Policy Committee-Mario (Documents attached)
A motion was made by Mario and seconded by Stephen to accept the Display, Exhibit & Posting Policy, application and release forms as adjusted with the addendum submitted today. All approved. Motion passed. We are working to have forms able to be filled out online. Mario would like another trustee to join the committee.

I. Technology Committee-Mario (Document attached)

1) We will possibly be replacing 2 computers, or, if not expensive, we could physically upgrade all 4 computers.

2) Thea requested possibly getting another laptop for Peter Foley to use with the history work.

3) We will go downstairs after the meeting to review audio visual set up and storage options. It would be best to have 1 set of speakers that could be modified for use with the hearing loop modifier, movies and a microphone. Jenny is seeking clarification if we can submit speakers in a DLD or if they're already included.

8. Pressing New Business

Thea presented two applications for Community Room/Board Room use (Documents attached):

1. NYLA Advocacy Day, Feb 25, Albany If you wish to use the bus money needs to be with them by Feb 21
2. Self evaluation – still waiting for some responses. May move submission date so it's not at the same time as the Annual Report
3. Committee descriptions – Reflects changes. Submit tweaks to Jenny
4. Approval of Space Use Requests by CLC, Columbia County Photography and Library Book club. **Mario moved and Stephen seconded, all approved. Motion passed**
5. Broken glass from the neighbors barn had to be swept up.

Meeting adjourned 6:05.

Respectfully submitted,

Marion Vosburgh, Acting Secretary

Next Reguar Meeting: Tuesday, March 17, 5PM