

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

Approved Minutes

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

1. Meeting was called to order at 5:02 by President Jenny Post. Jenny welcomed Julie Nack, a potential trustee in the coming months.
2. Approval of the Minutes of December 17, 2019. (Document Attached)
Motion by Jane, seconded by Stephen, approved by all. Motion carried.
3. Report of the Treasurer and Fiscal Officer-Susan and Marion (Document attached)

From her report, Susan highlighted that if the former library building is rented, any net rental income in excess of \$1000. would be taxed at 21%. Also, to answer an earlier question regarding the library's coverage for Disability and Paid Family Leave, she verified that the library is appropriately covered.

4. Director's Report-Thea (Documents attached)
Thea highlighted from her report that 3 grant applications (Stewarts, Bank of Greene County, Heagarty Foundation) and one grant report (HRB&T) were completed in January. She added that she is investigating the merits of HOOPLA, a digital media lending service (movies, music, audiobooks, ebooks etc.) that can be offered to patrons by our library at a cost to our library. She is also purchasing Adobe (approximately \$50.) to enable patrons to complete forms on-line.
5. Friends Report-Paula and Mario
The monthly Friends meeting was held Monday, Jan 20. David Baylen is stepping down as president of the group and will remain active. The group is working on plans for Book-It, Food Truck Wednesdays, combined with Movie Nights in July and August. Virginia is checking on permit costs. The Friends Group would like to work with pianist Gili Melamed-Lev for a music program. Discussion focused on the need for an accurate shared Google calendar.

6. Public Comment-None

7. Committee Reports

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

Stephen reported that two tunings of the piano have been completed, with one more planned to be done by David Smith's tuner immediately before the Cyndy Hall Memorial Concert on February 1. After the concert Carolyn Stearns, who initially tuned this piano, will have an associate who tunes the pianos for Tanglewood, perform an assessment on the condition of our piano. During discussion on potential costs, Susan reminded trustees that Cyndy's family had left the Claverack Library \$2000. for piano care, some of which has been used. Mr. Smith also will recommend a piano cover for pianos that are used only occasionally. Also, Stephen and Thea have reviewed all necessary contact information for building issues that may come up.

Linda presented highlights from the Building Committee meeting of Jan. 9, referring to a list of future items to purchase as funds become available. Items were listed in groups from high priority to low priority. Susan presented information from her report, "Remaining Library Building Funds", emphasizing that much of the \$78,000. left to spend includes our e-Rate and car-charging station reimbursements as well as the 2019-20 DLD grant, which are expected, but not available to us currently. A lengthy discussion followed, much of which centered on improving sound in the community room to enhance current and future programming and room use by the public (There had been reports of users/groups having trouble hearing in the community room space). Also, concern was raised over the need for better lighting of the parking lot for evening hours and evening programs. At the end of discussion, **a motion to authorize expenditures on items from a modified high priority list, using careful discretion, of not more than \$8000.00 was made by Vicki and seconded by Jane. All were in favor. Motion carried.**

In the meantime, Susan reported that she would be able to borrow a portable sound system for programs when needed, from Columbia Greene Community College. Mike urged the committee to be highly motivated to get the best deals.

B. Original Property-Stephen reported on the Original Property Committee meeting, sharing that Parking and Septic remain major concerns. Rune is not in favor of a formal shared parking agreement

with PIECONIC. Stephen said that a Phase 2 parking plan was approved in the original site plan which gives 10 parking spaces along the front driveway side lawn.

The board agreed to have the Original Property Committee proceed to the next step to analyze the cost of that parking lot.
(No motion needed)

- C. Development Committee-No Report; Mame is away. Jenny recalled Rebekkah Smith Aldrich's presentation from the Trustees and Friends Workshop (Jan. 9) that for the majority of libraries in the Mid Hudson Library System, 90% of their operating funds come from public funding. Since the Claverack Free Library is at the very low end of funding through state and local government, the necessity for 414 propositions will continue in the future.
- D. Communications Committee-Jenny
The Rebranding group met with Arthur O. King, who is working up a proposal for the library rebranding.
- E. Nominating Committee-Jenny (Document attached)
The trustees offered congratulations and thanks to Susan Roberts as she completes 18 years of dedicated service to the board. A small gift was presented in gratitude.

A motion was made by Stephen and seconded by Mario to approve the nomination of Betsy Cashen to the board of trustees effective February 18, 2020. Motion was unanimously approved.

At this time, Jenny thanked Julie Nack for her consideration in becoming a trustee when an opening arises in the coming months.

- F. Personnel Committee- (No Report)
Jenny announced that the Personnel Committee will be meeting the following day.
- G. Programming Committee-Vicki (Document attached) Vicki reported on the recent Gallery Opening, Nancy Hagin's *Still Lifes*. In spite of the date change because of the snowstorm, there were at least 60 attendees with many new faces. In order to have the gallery space available after an opening, volunteers will be needed to oversee the gallery space during certain library hours. She also highlighted some of the many new programs being offered over the next few months. William Philip has offered to teach a writing workshop. Elena Mosley is working to include our community room space into some of her grants for teens. And children's author Seymour Simon will be

appearing and signing books at “Bring Your Child to the Library” on February 1 (Thank you to Wendy Wilde).

Six teens met this week for Teen Book Group. They had a very high energy meeting and have decided to meet twice monthly.

H. Policy Committee-Mario (Documents attached)

Mario presented the four policies he, Audre, Marion and Thea have been creating: The Copyright Copier Policy, Patron Service Policy, Smoking & Tobacco Use Policy and Tutoring Policy. **A motion was made by Mike and seconded by Susan to bundle the four policies together as drawn up by Mario and Audre and approve each one. All approved. Motion passed.** Susan remarked that the Patron Service Policy is well written. She added that Thea sets a great example for her staff in her kind and attentive treatment of patrons, suggesting that Thea encourage her staff to attend workshops on customer service when available.

I. Technology Committee-Mario (Document attached)

Mario reported that computer updates are taking a very long time. He has met with Ethan Halpin, a high school library volunteer with strong computer skills, who would like to help with updating our library computers.

8. Pressing New Business

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

1. Beekeepers
2. Boy Scouts

Motion to approve each room use request, made by Stephen, seconded by Mario. Approved by all. Motion carried.

Mike presented a chart (enclosed) showing a summary of car charging expenses and income.

Jenny gave a brief report on the Trustees and Friends meeting with Rebekkah Smith Aldrich (Document attached):

Activate and convene the Development Committee.

Assure that all fundraising initiatives by board members and friends are coordinated and planned in a central calendar.

Unify communications through a common brand and clear consistent language in all missives and on our website.

Advocacy Day is Feb. 25 at the NY State Capitol. Details forthcoming. Mario reminded trustees that the Spring Book Sale is scheduled for May

8,9, 10.

Jenny announced that Hoosick Valley Cont. donated \$2000. to our new library.

Meeting adjourned 6:55.

Respectfully submitted,
Mary Elizabeth Vincent, Secretary

Next Regular Meeting: Tuesday, February 18, 5PM