

Claverack Free Library
9 Route 9H, Claverack, NY 12513
Meeting of the Board of Trustees, March 17, 2020

Approved Minutes

Present: Trustees Audre Higbee, Stephen King, Jennifer Post, Michael Sullivan, Mario Verna, Marion Vosburgh, Mary Elizabeth Vincent; Treasurer Susan Roberts; Library Director Dorothea Schoep. By Phone: Trustees Mame Bradley, Betsy Cashen, Vicki Rosenwald. Public: Kara Keeler, Julie Nack, Roland Vosburgh
Absent: Trustee Jane Case, Architect Linda McNutt, Friends Representative

1. The meeting was called to order at 5:01 by President Jenny Post. Due to the health and safety concerns surrounding COVID-19, the meeting was held in the large Community Room with all trustees seated 3-6 feet from each other. Also, for this reason, Jenny rearranged the order of some agenda items.
7. H. Policy and By-Laws-Mario (Document Attached)
A motion to approve the Emergency Response portion of the Pandemic Policy which was sent to all trustees for review prior to the meeting was made by Jenny, seconded by Stephen. The motion allows the Director, during times of emergency, to make decisions that affect the Board in the time between regular board meetings. After a brief discussion the following language was added to update the motion: The officers of the board are permitted to make all necessary decisions on behalf of the Board of Trustees during times of emergency when the Board of Trustees cannot meet. Motion passed unanimously.
2. Minutes (Document Attached)
A motion to approve the minutes of the February 18, 2020 meeting with a correction that the library receives all proceeds from the car charging station was made by Mike, seconded by Mario and approved by all.
3. Financial Report- Treasurer and Fiscal Officer (Documents Attached)
Susan reported that there is a need, for accounting purposes only, to divide the land value and new building value. A brief discussion followed on what percentage of the new library's real estate is designated as land and what percentage is designated as building. With no decision made, Susan agreed that she will talk with our auditor and make a decision. In response to a question from Marion, Susan referenced her report which stated that Robert Patterson, CPA Craryville made a proposal to handle the library's audit for \$7250.00, which we accepted. Susan suggested going for a financial review beginning next year, with an audit performed every four or five years.

4. Director's Report- Thea (Document Attached)

Thea announced that all programming is cancelled through the end of April. The library will close at the end of the day March 18 and remain closed until the State of Emergency is lifted by Governor Andrew Cuomo. Library Directors will also continue to receive guidance from the Mid-Hudson Library Association.

5. Friends Organization Report (No Report)

Jenny reported that Mame has been asked to step in as the Board's liaison to the Friends Organization as Mario steps down from the Board of Trustees. Mame is considering the request.

6. Public Comments (none)

7. Committee Reports

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

A motion was begun by Stephen to authorize the allotment of \$800.00 for the completion of the Children's Room Mural Project. Jenny added that a motion was not necessary. Trustees expressed unanimous support for the expenditure. Stephen reported that Caroline Merritt is cutting back on her mowing business. The library will need to find a new lawn service. This will be addressed at the next committee meeting. Recommendations for lawn service providers were encouraged.

Parking lot drainage issue: Mike reported that it appears that the drainage areas served by each of the two drainage basins are imbalanced, perhaps because the two basins were not interconnected when Delsignore completed the work on the parking lot. He presented diagrams of the area showing the placement of the drainage basins. Mike suggested adding a third drainage basin in a strategic location to further ease drainage. A plan to remedy the drainage issue will be discussed at the next Buildings and Grounds Committee.

Pergola: Stephen presented a design created by Stephen King and Peter Bevacqua for the Scott Fuch's Memorial Pergola. The Building and Grounds Committee will discuss the design and make recommendations.

Linda's document, "Additional Purchases for New Building" was presented to the Board and will be discussed at the next Building and Grounds Committee meeting. The Community Solar Project will also be referred to that committee for discussion.

Charging Station: Mike reported that the reimbursement the library is to receive is from one charging station. Usage: there were 32 charging sessions made by 18 vehicles. The library spent \$37.46. Fees received were \$91.10. The library will be receiving reimbursement from Charge Point in the near future. Mike also suggested that the installation of the second charging station can be put on hold for now.

- B. Original Property- Stephen (Document Attached) Four proposals for window restoration in the original property have been received. The committee will review the proposals and make a recommendation to the board.
The town is increasingly interested in using the original property building for Town Court. Talks continue with town officials regarding possible use. PIECONIC also continues interest and must devise a plan to remedy parking and septic issues.
- C. Communications-Jenny (Document attached)
A motion to approve the expenditure of \$1200.00, the library's share under the Dyson Foundation's funding guidelines, for the Claverack Library rebranding by design consultant Arthur King was made by Jenny, seconded by Mary Elizabeth and approved by all.
- D. Development Committee-Mame (Document Attached)
Mame will be rescheduling the meetings planned at her recent Development Committee meeting.
- E. Nominating Committee-
The Board of Trustees congratulated Mario Verna on his outstanding tenure as Board Trustee and expressed appreciation particularly for his leadership in the semiannual Book Sale, and diligence in leading the Policy Committee. We wish him well in his work with the Friends Organization.
Vicki nominated Kara Keeler to fill the board vacancy made by Mario's departure. Motion seconded by Mike and approved by all. A warm welcome to Kara!
- F. Human Resources Committee- Jenny (Document Attached)
Jenny reviewed the summary of the board members' self-evaluation, highlighting the preference for shorter meetings and the need to make sure the community understands the library's financial structure.
A motion was made to approve an eight hour extension per month of Deb Byers' hours to provide time for communications (eg. mail chimp, flyers etc.) and social media outreach. The extension of hours is intended to begin when the library reopens after the present state of emergency. Motion made by Mario, seconded by Marion and approved by all.

Staffing during COVID 19 State of Emergency: Thea explained that one clerk is stepping back from on-site work for health reasons during this emergency period. While staff hours may decrease a bit during closure, much work remains to be done to complete organizing the library after the move-in on October 26. Thea 's hours will remain the same, as will Deb Byer's. Thea will oversee hours and expects staff to cover 2-3 hours per weekday. In addition to her clerk hours, Maxine will do a "safety check walk through" the library each day. Staffing may need to be revisited if the State of

Emergency continues for a long period of time. Thea will continue to explore options for federal and/or state aid.

G. Programming Committee-Vicki (Document Attached)

Vicki reported that the Programming Committee has cancelled/postponed all programs through April with no attempts to reschedule yet. One exception may be Tai Chi when weather becomes favorable for outdoor classes. There are many great programs coming when life becomes more normal. Thea added that social opportunities will be offered online through this emergency: Knitting discussions on line, “live storybook time” with librarians Thea and Tobi, on-line yoga classes. Thea will display offerings and library news on the website as well as FaceBook and Instagram. David Baylen has reworked the library webpage to provide many free offerings (New York Times, Washington Post, Wall Street Journal) to library patrons during this state of emergency.

I. Technology Committee-Mario (Document Attached)

The Technology Committee is waiting for Board approval before moving ahead with audio-visual enhancements for the community Room. The PA System will cost an additional \$600.00. The Building Committee will address the Audio Visual part of their budget for the additional purchases for the new building at their next meeting.

J. Pressing New Business

Stephen asked if the library closings will have an effect on the library’s efforts with the US Census. Thea said the library would be looking for the effort to pick up once we are through this emergency.

Mario offered sincere appreciation to Audre for writing the Emergency Response to the Pandemic Policy.

A brief discussion followed on the possible need to postpone the May Book Sale until June. The board decided to consider this possibility at a later date.

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

Respectfully Submitted,
Mary Elizabeth Vincent, Secretary

The April Board of Trustees meeting is scheduled for April 21, 2020.