

**Claverack Free Library**  
**9 Route 9H, Claverack, NY 12513**  
**Annual Meeting of the Board of Trustees, June 16, 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, Victoria Rosenwald, Mame Bradley, Julie Nack, Audre Higbee, Mary Elizabeth Vincent, Library Director Dorothea Schoep, Treasurer Susan Roberts, Friends Group Rep Paula Ptaszek.  
Public: Barbara Ullman. Absent: Betsy Cashen, Kara Keeler, Michael Sullivan.

1. The meeting was called to order at 5: 04 by President Jenny Post. **A motion to approve the minutes (attached) of the May 19 meeting was made by Vicki, seconded by Mame and approved by all. Motion carried.**
  
2. Financial Reports-Treasurer & Fiscal Officer, Susan and Marion (Documents submitted)  
With the Construction Grant process opening, Vicki and Susan will attend the Mid- Hudson Construction Grant Technical Assistance Workshop on June 18. Deadline for applications is in August. There are cost estimates for projects in the new building that will be needed soon as they begin the application process. Susan and Thea have completed the verification that we are following correct procedures to protect credit card users for library events, donations etc.
  
3. Director's Report-Thea (Document submitted)  
Thea reported that Curbside Pick-up is beginning the following day and staff is very prepared and excited about this move toward re-opening. Inter library deliveries are scheduled to begin the following week (June 22), again for curbside pick-up.  
**A motion to appoint Thea Schoep as Coordinator for the length of the pandemic with Deb Byer as Backup was made by Audre, seconded by Mame and approved by all. Motion carried.**
  
4. Friends Organization Report-Paula Ptaszek  
Paula reported that the calendar for Food Truck Wednesdays is filling up fast for June, July and August dates. Some of the Food Trucks that have committed are "This and That", "Mei's Homemade Dumplings," "Yummy Kitchen", "Micosta", "Claverack Brewery" At this time all participant are asked to follow social distancing guidelines by wearing a mask and maintaining a 6 ft. distance

from others and not gathering in large groups. "Take out only" begins at 5:00 and runs until 7:30 on Wednesdays on the library lawn.

5. Public Comments: In Chat Box- Barbara Ullman: "Thank you for inviting me to the meeting. I am happy with the new usage for the original library building."

6. Committee Reports

- A. Buildings and Grounds-Stephen and Mike (No report submitted)

Stephen reported that Jenny has provided the committee with a list of unfinished projects relating to the library building, some of which are: Water build -up in the parking lot (seen again after a recent rainfall), roof drain over the community room, pergola design and construction drawings, Children's Room mural (Artist Ted Esselstyn is completing the work offsite and will install it when the mural is done). With work on the DLD grant application beginning soon, it will be important to have cost estimates from the Building Committee for larger projects that may be part of the grant application. Cost estimates for the expansion of the parking lot should be calculated. The refurbishing of chairs for the community room and a malfunctioning air conditioner in the library director's office were also listed as possible expenses.

- B. Original Property Committee- Stephen (Document submitted)

Stephen brought us up to date on the activity surrounding the agreement with the Town of Claverack for temporary use of the original property as the Town Court. Stephen met with Town Board members Katy Cashen and Stephen Hook and Judge Michael Brandon to walk through the building to draw up a list of significant projects to be completed for use by the town court. One such project is construction of an ADA bathroom and an additional building entryway by bumping out the mid portion of the back wall of the building. Stephen Hook will oversee the project estimates and Mike Sullivan is looking into ways to add parking spaces for the future. He will obtain cost estimates for parking as well as remediation of the old septic for the ADA bathroom. Insurance agent Kirk Kneller will need to look at insurance coverage once a lease is signed. A list of projects and a cost agreement will be presented at a future date. Stephen also reported that the Original Property Committee reviewed the estimates to restore the Palladian Window and selected Robert Krisniski, whose estimate is \$9000.00. **A motion to accept Robert Krisniski's estimate of \$9000.00 to restore the Palladian Window was made by Vicki, seconded by Mame and approved by all. Motion carried.** Before work begins, a contract sign by Jenny and a certificate of insurance will be necessary.

- C. Communications Committee-Jenny (Document submitted)

No questions. No discussion.

- D. Development Committee-Mame Bradley (Document submitted)

Mame thanked Jenny for personalizing and producing the sustainer letters of solicitation and offered help for those making follow-up phone calls. A Development Committee meeting will be held Monday, June 22 at 1:00 PM.

E. Nominating Committee-Vicki (Document submitted)

Vicki thanked Marion Vosburgh for her dedicated service to the library during her trusteeship and expressed the board's gratitude for her agreement to continue to serve as bookkeeper for the library.

**A motion to accept the following slate of officers was made by Vicki, seconded by Marion:**

**President: Jennifer Post; Vice President: Stephen King; Secretary: Mary Elizabeth Vincent; Fiscal Officer: Betsy Cashen. All voted in favor. Motion Carried.**

F. Human Services-Jenny (No report)

Jenny reported that library staff went through thorough customer service training in anticipation of the library's eventual reopening.

G. Program Committee-Vicki (Document submitted)

Vicki gave the following highlight from her report: A long scheduled American Red Cross blood drive will be held in the library Community Room on Saturday, July 18, 8:00 AM-1:00 PM, with set up beginning around 6:30 AM.

H. Policy Committee-Audre (Document submitted)

Audre presented the four policies that were approved by the Executive Committee on June 4, 2020 and are now on the Claverack Library website: Code of Conduct, Pandemic Policy, Patron Code of Conduct and Employee Telecommuting Policy. A short discussion followed on implementation of pieces of the Patron Code of Conduct. Thea assured all that signs for social distancing and a mask requirement will be well placed throughout the library building and entrance. The staff has been well trained in how to respond to the variety of issues that may be presented as the library reopens: For those unable or unwilling to enter the building, Curbside Service will continue. Google chrome books will be available for patrons to borrow and use in the library parking lot. Patrons will be able to put in requests for copies to be printed with curbside pickup. Jenny thanked Julie, Marion, Audre and Thea for their enthusiastic, dedicated work related to the phases of reopening.

I. Technology (No Report)

Thea reported that the Technology Committee has moved a staff computer to the Children's Room to establish good spacing related to the reopening distancing rules. Marion explained to the trustees that she is currently using a 2016 version of QuickBooks on the library computer and requests that the Tech Committee look into upgrading QuickBooks to a newer version.

7. New Business There is no new business at this time.
8. Adjournment -Jenny closed the meeting at 6:03.

Respectfully submitted,

Mary Elizabeth Vincent, Secretary

Next Meeting: Tuesday, July 21, 2020.