

Claverack Free Library
9 Route 9H, Claverack, NY 12513
Meeting of the Board of Trustees, July 21, 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. Consequently, the regularly scheduled July Board of Trustees meeting was held via ZOOM.

Present: Trustees Mame Bradley, Betsy Cashen, Audre Higbee, Kara Keeler, Stephen King, Julie Nack, Jennifer Post, Vicki Rosenwald, Michael Sullivan, Mary Elizabeth Vincent, Library Director Dorothea Schoep, Treasurer Susan Roberts, FRIENDS Group Rep Paula Ptaszek, Bookkeeper Marion Vosburgh.

1. The meeting was called to order by President Jenny Post. **A motion to approve the minutes (attached) of the June 16 Annual Meeting was made by Jenny, seconded by Audre and approved by all. Motion carried.**
2. Financial Reports-Treasurer and Fiscal Officer-Susan, Betsy, Marion (Docs attached). Susan reported that the Paycheck Protection Loan Forgiveness Program Application (Form 3508EZ) was submitted on July 7, 2020. Vicki thanked Susan, on behalf of the Board for her efforts in completing the application. Also, the work on the 2019 Audit is in progress with a target submission date of August 15, 2020.
3. Director's Report-Thea (Document Attached)
Thea reported that Curbside Service is going very well. At this time Claverack Library is second in the county for circulation stats. Pick-up service will be extended on M-W-F to 5-6PM to better accommodate working patrons. Jenny asked that in future reporting of staff hours, Thea establish a consistent time period designation for reporting staff hours (e.g. reporting hours every two weeks).
4. FRIENDS Organization-Paula (Document attached) Paula reported that participation in Food Truck Wednesdays is going so well, the FRIENDS have decided to extend the event through September. Mei's Dumplings Truck has doubled their donation to the library and will return during August. Those attending the Wednesday events are following Social Distancing rules. The Friends are currently reviewing the By-Laws and duties of the officers within the organization.
5. Public Comments: None

6. Committee Reports

A. Buildings and Grounds- Stephen and Mike (No Report)

Stephen reported that Pondsides Nurseries has begun work on filling the planters in front of the building and will be planting flowers in the coming week. Mike heard from J & R Contracting on their pricing for construction and hook up of the storm drain to control water drainage in the parking lot: \$9350. (DLD Grant). Estimate for additional parking in front of the original library, adjacent to the existing parking spots: \$20,000. And replacement of the septic for the original building: \$8500. Vicki and Susan are finalizing the DLD grant application, requesting an award of \$52,435. with a 25% match, due in early August.

A motion to approve and submit application documents for a DLD public library construction grant including eight projects at a cost of not more than \$70,000. was made by Vicki, seconded by Mike and Approved by all. Motion carried.

B. Original Property-Stephen

Bob Krisniski is working on the Palladian window and has invited Stephen to his workshop to see his progress. Stephen is looking into the cost for replacing some siding to the left of the window.

Recently Stephen King, Stephen Hook, Jay Trapp and Katy Cashen toured the original library building for town court use, focusing on the addition of the ADA bathroom. Jay spoke of the need for architectural drawings because two elevations are involved with the new bathroom. Because of the closeness of the old building to the new building, a zoning variance will also be required. The possibility of using the building for Town Board meetings was also brought up. Stephen will also contact Jay Trapp to determine the need for a variance for parking. Jay spoke with library neighbor Rune Olsen of Aiikhuna, about the possibility of extra cars on his studio's property during times of town court. Rune had no objection.

Stephen, Jenny and Susan will meet soon to discuss the finances of the agreement between the Claverack Library and the Claverack Town Board regarding the temporary use of the original library building for the Claverack Town Court.

C. Communications -Jenny (Documents attached)

A brief discussion took place over the branding examples in the Communications Committee report. Opinions varied on the presence of the word "Free" in the signage. Jenny asked trustees to continue to review the photos and material provided in her report. Interested trustees are invited to meet with the committee and communications consultant Arthur King on Wednesday July 29 on the library lawn at 4:30PM.

D. Development Committee-Mame (Document attached)

Mame reported a successful Sustainer solicitation campaign, raising \$20,000. to date with pledges for more. The Development Committee will meet within the next two weeks to discuss streamlining recordkeeping and next steps in fundraising.

E. Nominating Committee-Vicki (Document Attached)

A motion to nominate Mike Sullivan to the Claverack Library Board of Trustees (retroactively to March 17, 2020) for a three-year term ending in March 2023 was made by Vicki, seconded by Mary Elizabeth and approved by all. Motion carried.

F. Human Resources Committee-Jenny (No report)

Jenny thanked Thea for being sensitive to the needs of all library employees during this Covid19 crisis.

G. Program Committee-Vicki (Document attached)

The Red Cross Blood Drive held in the library community room was wildly successful with 52 appointments made ahead of time and 33 units of blood collected. Red Cross personnel was very happy with the turnout and the accommodations Chair Yoga is extended through the end of August.

H. Policy and By-Laws-Audre (Documents attached)

The Budget and Finance Committee (Betsy, Marion, Susan and Thea) met with Audre (Policy Comm.), to draw up a Financial Policy and an Executive Summary of Fiscal Procedures.

One change was made to the Fiscal Procedures under Petty Cash:” Donations....must be counted by two people, usually from among the fiscal officer, treasurer and bookkeeper.”

A motion to approve the Financial Policy and the Executive Summary of Fiscal Procedures was made by Vicki, seconded by Mike and approved by all. Motion carried.

I. Technology Committee (No report)

Committee members will look into the financial security and safety of the library’s financial computer.

7. New Business

Jenny and Thea encouraged all to be involved with the 2020 Census.

The trustees and FRIENDS continue to consider the feasibility of a Fall Book Sale. Jenny encouraged trustees to bring ideas of alternate community fundraisers to the attention of the Trustees if a Fall Book Sale is not possible.

8. Adjournment-Jenny

Meeting was adjourned at 6:17.

Respectfully submitted,

Mary Elizabeth Vincent, Secretary

Next Board of Trustees Meeting: August 18, 2020 at 5PM.