

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

Approved Minutes

For the health and safety of the Claverack Free Library community during the COVID 19 crisis, the library is temporarily closed per NYS PAUSE. Consequently, the regularly scheduled August Board of Trustees meeting was held via ZOOM.

Present: Trustees Mame Bradley, Betsy Cashen, Audre Higbee, Stephen King, Julie Nack, Jennifer Post, Vicki Rosenwald, Michael Sullivan, Mary Elizabeth Vincent, Library Director Dorothea Schoep, Treasurer Susan Roberts. Absent: Trustee Kara Keeler

1. The meeting was called to order by President Jenny Post. **A motion to accept the minutes of the July 21 meeting was made by Mame, seconded by Stephen and approve by all. Motion carried.**
2. Financial Reports-Treasure and Fiscal Officer- Susan, Betsy, Marion (Documents attached) Susan highlighted an update on the audit, which is in progress and should be completed in September. No questions or further discussion.
3. Director's Report-Thea (Document attached) Thea reported the outdoor Pop-Up Library, held the previous Saturday in the parking area of the library was well received by the community and led to a sense of security among staff toward the eventual opening of the library, hopefully in September. Audre offered that the Pop-Up area looked cheerful and summery and gave an appearance of normalcy after months of closure. Mame commended the staff's efforts in keeping the library's homepage engaging, making the library "alive". Thea added that Deb Byer has been instrumental in keeping the website updated.
4. Friends Report (Document Attached)
Jenny briefly spoke of her meeting with the FRIENDS regarding a CFL Book Sale, Pandemic Version 2020. Her idea of holding an on-going safely distanced book sale in the library community room or in the library parking area was enthusiastically received as a joint effort of FRIENDS., trustees and volunteers.
5. Public Comment- None
6. Committee Reports

- A. Buildings and Grounds-Stephen and Michael (No Document) Stephen reported that the inside window between the children's room and stairwell was found shattered. He contacted Anthony Cirone of Hoosick Valley Contractors, who will refer the damage to the window construction company. The site drainage issue should be completed before construction of the pergola commences and before any construction of the ADA bathroom in the original building begins. Availability of contractors and materials will likely delay construction of the pergola until spring 2021.

In a DLD update, Vicki reported that of eight new library building projects, the emergency generator (\$21,000.00) and the installation of automatic door openers (\$13,500.00 HVC quote) are the most expensive. The Building and Grounds Committee will review and prioritize the list of projects at their meeting on Monday, August 24. Mike stated that rebalancing the HVAC system (\$2750.00) should be done before the heating season begins. He has installed MERVE-13 filters, which are of a higher standard than the MERVE-8 filters originally installed in the library HVAC system. As we wait for the system balancing information, he will program all thermostats to run on "Fan Mode", so the building is continually cycling a portion of outside air throughout the building, a recognized approach to improving air quality. Once we have the HVAC system balance info, he will program the fans to run before and after the library's scheduled hours.

Original Property Committee-Stephen (Document attached)

Stephen and Mike met with Crawford Engineering to discuss the projects that will be needed in the old library building, in response to the Town of Claverack's interest in using the building for Town Court. Crawford will update the site plan to show property boundaries, footprint for the ADA bathroom bump-out, and location of the replacement septic tank. Stephen and Mike will then meet with Jay Trapp to make sure they have what is needed to go before the ZBA. Stephen has delivered a request to the town that all fees for the project be waived. The Original Property Committee will meet with Town Board Representative Katy Cashen on Monday to discuss the procedure for establishing partnership with the Town Board with the goal of securing a written agreement for their use of the Original Library Building.

- B. Communications Committee-Jenny (Documents Attached)

A motion to accept the signage designs for the library building and library letterhead with the tagline "Connecting Our Community since 1829" for the letterhead, website and other communications as recommended by the Communications Committee was made by Vicki, seconded by Mike and approved by all. Motion carried.

Jenny added that the Communications Committee will be planning the year end newsletter in conjunction with the Development Committee.

- C. Development Committee- Mame (Document Attached)

Mame reported that the next round of the sustainer campaign will be starting soon with letters to mid-range donors (\$200.00-\$500.00 donations, pledges) Betsy suggested reaching out to offer library services to any second home families who have decided to stay in the area during the pandemic.

D. Nominating Committee-Vicki

With an opening on the Board of Trustees, the committee will be meeting August 27 to discuss future needs of the Board.

E. Human Services-Jenny (Document attached)

No questions or discussion.

F. Programming Committee-Vicki (Document attached)

Vicki added a future program on Columbia County Zero Waste Management Recycling and Solid Waste that the library will host on Zoom but will open up to the entire county.

G. Policy Committee-Audre

Audre reported that there is nothing new this month.

H. Technology Committee-

Thea reported that the library has 10 tablets that can be used in hot spots through a grant from Elena Mosley. David and Mario are in the process of setting up computer tables throughout the main section of the library for social distancing. Stephen asked if we can now move forward with the planned audio and visual technology for the community room. The enhancements will be welcome if the Town Board plans to use the room for meetings and if students make use of the room once the school year begins.

7. New Business- None at this time

8. Adjournment- Meeting was adjourned at 6:01.

Respectfully submitted,
Mary Elizabeth Vincent
Secretary

Next Meeting: Tuesday, September 15, 2020 at 5PM