

**Claverack Free Library**  
**9 Route 9H, Claverack, NY 12513**  
**Meeting of the Board of Trustees, September 15, 2020**

Approved Minutes

Present: Trustees Mame Bradley, Betsy Cashen, Audre Higbee, Stephen King, Julie Nack (Zoom), Jenny Post, Vicki Rosenwald (Zoom), Mike Sullivan, Mary Elizabeth Vincent, Library Director Dorothea Schoep, Friends Liaison Paula Ptaszek, Treasurer Susan Roberts, Marion Vosburgh (Bookkeeper), Friends President Mario Verna. Absent: Trustee Kara Keeler.

1. The meeting was called to order by President Jenny Post. **Motion to accept the minutes of the August 18 meeting was made by Stephen, seconded by Audre and approved by all. Motion carried.**
2. Financial Reports-Treasurer and Fiscal Officer, Susan, Betsy & Marion (Document attached) Susan highlighted from the Treasurer's report that the permanent files of audits, year-end financial statements, general ledgers, IRS 990 Forms and payroll files for the last 20 years are now in the Director's Office in the library. Summary statements of the trust accounts and a history of the Doty Trust balance are also stored there. Susan and Audre are currently reviewing the MHLS financial record retention policy.
3. Director's Report-Thea (Document attached) Thea reported a smooth library reopening to the public on the preceding Wednesday (September 9,). Staff received many positive messages about what the library was doing while closed during NYS PAUSE. Thea is working with the FRIENDS to have a greater presence on the library's website in an effort to promote the FRIENDS organization.
4. FRIENDS Organization- Paula (Document attached) Paula reported that Food Truck Wednesdays are going well. The FRIENDS group is promoting the events, which will continue through October, on the library website. A new slate of officers was elected at the September meeting and a membership drive will begin in October. In response to the interest of food truck owners, The FRIENDS Events Committee will begin planning next year's Food Truck Wednesdays' schedule in the coming weeks. Mario spoke briefly on the Small Book Sales held on Wednesdays and Saturdays suggesting that the profits be shared equally between the FRIENDS and the Operating Fund of the library. There were no objections. The trustees and Mario agreed that the Fall Book Sale scheduled for Columbus Day Weekend is formally cancelled for this year.
5. Public Comment- None

## 6. Committee Reports

- A. **Buildings and Grounds**-Stephen and Mike (Document attached). Regarding the needed storm drain, Mike spoke with Rick Cartwright of J&R Contracting. He gave an estimate of \$9550. for installation of the dry well, which must be completed before work on the ADA bathroom for the original building begins. Stephen spoke with our NY State Assemblymember Didi Barrett. She offered to meet with library trustees in October to discuss the possibility of financial help for the storm drain installation. Mike reported that the certificate of insurance has been sent in for the rebalancing of the HVAC system. He needs to order more MERVE-13 filters. He will order them through his firm with reimbursement from the library.
- B. **Original Property**- Stephen (Document Attached) Stephen has met with three contractors on necessary construction in the original building and is waiting for estimates from each. In the meantime, he has submitted the library's site plan revision to the ZBA. In order to receive a building permit, there is a need for a drawing of the foundation of the original building to illustrate how the building's plumbing works. Estimated cost: \$1500.-\$2000. Once this detail is complete, an open discussion can begin with the Town of Claverack on negotiations for construction costs and use of the Original Property. Work on the Palladian window is nearing completion. Cost for replacing siding to the left of the window is now \$1075.
- C. **Communications**-Jenny (Document attached) When we begin to use the new logo and tagline on communications, the FRIENDS would like to look at the design for use with their forms of communication. Jenny asked for help in adding the updated history of the library to the library's current Wikipedia page.
- D. **Development** -Mame (Document attached) Jenny sent out nine letters to potential mid-range donors suggesting commitments of \$200.-\$500. To date three of the nine have replied and donated with commitments for three-ten years. Donor recognition will be discussed at an upcoming Development Committee meeting. Mame is putting together a welcoming letter for new residents.
- E. **Nominating** -Vicki  
The committee has been discussing the degree of need for a tech person to be considered for a trustee position.
- F. **Human Services**-Jenny  
Committee will be meeting soon.
- G. **Program**-Vicki (Document attached) Vicki reported that attendance at the Zoom programs has recently been very light. She is hopeful that the Zero

Waste zoom program scheduled for Oct. 17, which is led by the Claverack library but shared by all county libraries, will be well attended.

- I. **Policy & By-Laws**-Audre (Documents attached) Audre suggested adding the New York State Complaint Form for Sexual Harassment to our Sexual Harassment Prevention Policy and to put it on the library's website. All trustees agreed.
- J. **Technology**- No report

- 7. New Business- Jenny reminded trustees of the Mid-Hudson Library System's Annual Membership Meeting on October 23. It is on-line and free to attend. Guest speaker will be Tracie D. Hall, Executive Director of the American Library Association. Jenny thanked Susan, Marion, Roland, Mike and Thea for their work in organizing the storage area of the library.
- 8. Meeting was adjourned at 6:15.

Respectfully submitted,  
Mary Elizabeth Vincent  
Secretary

The October Meeting is scheduled for Tuesday, October 20 at 5PM.