

Claverack Free Library
9 Route 9H, Claverack, NY 12513
Meeting of the Board of Trustees, October 20, 2020

Approved Minutes

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

1. The meeting was called to order by President Jenny Post at 5:01 PM. **A motion to accept the minutes of the September 15 meeting was made by Mike Sullivan, seconded by Stephen King and approved by all. Motion carried.**
2. Financial Reports-Susan, Betsy and Marion (Documents attached) Susan explained that since 2008, the library has had annual audits of our financial records, particularly because of the new library building project. Moving forward, she suggests that we follow the recommendation of the MHLS and have library finances audited every 4 or 5 years, with reviews performed in the years in between audits. All agreed. Susan will ask Sue Baer, CPA and Robert Patterson, CPA for cost estimates on their review process. Trustees were invited to suggest other CPA firms.

Jenny reported that the 2019-2020 DLD Grant has been announced for \$182,429. We will be receiving 90% of this award in the coming weeks.

3. Director's Report=Thea (Documents Enclosed) Thea reported that the Community Art Show featuring works of artist D. Jack Solomon is taking place in the Community Room. A virtual Opening via YouTube on the library website is planned, featuring a conversation with the artist. The exhibition originally scheduled for March 2020 was delayed until this month because of the pandemic.
Two estimates have been received for seasonal snow removal. Postings will be placed on Claverack Community Board and Neighbors for Claverack with a deadline of November 4 for any additional proposals. The Building Committee will meet soon to discuss parking issues with neighboring eatery, Jacksons.
4. FRIENDS Organization Report-Paula (Document attached) The FRIENDS Events Committee will meet soon to plan specifics of a Holiday Sale, which will be held the week of Nov. 16.
5. Public-No Comments

6. Committee Reports

- A. Buildings and Grounds-Mike and Stephen. Roof Drain: Recently Mike briefly toured the roof area of the library and noticed some debris in and around the roof drain but saw nothing obvious that would cause leaking. ST Hudson is on stand-by to be on-site the next time leaking occurs. Storm Drain and Dry Well: Rick Cartwright will begin work on Monday, October 26. Mike will meet with him Friday, Oct 23 to review the plan. Mike was also asked to get an estimate from Rick for footings for the proposed pergola. Community Room Upgrade: The Building Committee is awaiting the Hover Grant funding for the tech upgrades to the Community Room. Building and Grounds Committee will meet Oct. 28 after the Original Property Committee meeting. On November 2, the Claverack Town meeting regarding the proposed Claverack Market will be held in the Community Room with appropriate distancing.
- B. Original Property Committee-Stephen has gathered most of the costs related to the proposed lease with the Town of Claverack to house the Town Court. He has also secured a draft lease agreement from the Town Board. The Original Property Committee will meet October 28 at 5PM to discuss specifics of proposed costs and next steps in the lease process.
- C. Communications-Jenny (document attached) After a brief discussion, **a motion to accept the Next Gen estimate of \$2835.00 for signage with our new logo was made by Vicki, seconded by Audre and approved by all. Motion carried.**
To note the library's one-year anniversary in the new building, Thea and Kara are creating a slide show of photos taken over the year, which will be made into a video collage by Lance Wheeler. The video will be widely shared to mark the occasion. Members of the Communications and Development Committees will meet with reps from the FRIENDS group to discuss the text of the end-of-the year mailer and donation card.
- D. Development Committee-Mame (Document attached) The 2020 Donor page for the library website has been finalized and is ready to be posted. Mame attended the FRIENDS meeting, where a discussion of integrating the fundraising efforts of the FRIENDS and the trustees took place. The discussion will continue at a forthcoming Development meeting. FRIENDS officers Paula and Mario will become members of the Development Committee. Mame also reported that a special welcoming letter will be sent to new property owners as part of the end-of-year mailing.
- E. Nominating Committee-Vicki: The Nominating Committee will be meeting Tuesday, October 27 at 9:30.
- F. Human Resources-Jenny (Documents attached) Jenny reminded trustees to return the director's annual job performance evaluation forms. The committee will soon meet to work out salary recommendations for all staff, which will then be sent to the Finance Committee. The information is necessary for the creation of a draft 2021 budget.
- G. Program Committee-Vicki (Document attached) With the help of Elena Mosley, Vicki has been working on a NYS Council on the Arts grant application for \$4325. The

grant will cover a series of African dance and drum workshops for all ages, genders and abilities. The proposed eight workshops will run from April through October 2021 culminating with a performance in the Claverack Town Park. **A motion to authorize Vicki to sign the grant application for \$4325.00, on behalf of the Claverack Free Library, which is due on Oct. 28, was made by Jenny, seconded by Mame and approved by all. Motion carried.**

- H. Policy and By-Laws-Audre reported that the committee continues to update the Pandemic Policy when necessary. Audre is also waiting to receive ideas on equity and diversity from Mid-Hudson Library System.
- I. Technology- Tony Martino is willing to help with the technology upgrades to the community room.
- J. New Business -Jenny reminded trustees that the MHLS Annual Meeting is scheduled via Zoom for this Friday, Oct. 23.

Thea announced that David Baylen, through association with AARP, would like to help people with tax preparation Tuesdays and Wednesdays in the Community Room during the 2021 tax season, (Feb1-April 15)

Mike would like to investigate partnering with the Columbia County Chamber of Commerce to have a tourism and business cart display in the main area of the library. The chamber will maintain the cart.

Jenny suggested that committees establish specific monthly dates for meetings. A brief discussion yielded general consensus and each committee chair was asked to bring their planned meeting date to the November trustee meeting.

Meeting adjourned at 6:05.

Respectfully submitted,

Mary Elizabeth Vincent
Secretary

Next Board of Trustees Meeting is scheduled for November 17, 2020