

**Claverack Free Library**  
**9 Route 9H, Claverack, NY 12513**  
**Meeting of the Board of Trustees, November 17, 2020**

**The meeting was held via ZOOM**

Approved Minutes

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

1. The meeting was called to order at 5:02 by President Jenny Post.  
**Motion to accept the minutes of the October meeting was made by Vicki, seconded by Mike. Motion was approved by all.**
  
2. Financial Reports-Treasurer and Fiscal Officer: Susan, Betsy, Marion (Documents attached) Jenny suggested going to Executive Session at the end of the meeting to discuss 2021 salary recommendations  
Susan gave an update on estimates for the 2020 review of the library's finances. In addition to Robert Patterson's estimate for \$3500., Mike Bucci submitted an estimate for \$5500. At this time, she had received no response from Matt Mackerer. Susan recommended going with Patterson. **Motion to accept Susan's recommendation to engage Robert Patterson, CPA to conduct the 2020 annual review of the library's finances was made by Vicki, seconded by Mike and approved by all.**  
Susan reported that MHLS recommends 10% of the library's annual budget be placed in a reserve fund. Our reserve fund currently contains \$20,000. from previous years. It is possible to add \$15,000.00 of this year's budget to the reserve fund, which is good fiscal practice.  
**Motion to accept Susan's recommendation to move \$15,000.00 to the reserve fund was made by Vicki, seconded by Jenny and approved by all. Motion carried.**
  
3. Directors Report-Thea (Documents attached) New York State requires that Association Libraries be open a minimum of 25 hours per week. Under NYPAUSE, libraries across the state were closed to the public. The Claverack Library closed at the end of the day on March 18 and reopened to the public for limited inside use on Sept.9. To date, Thea reported that there has been no amendment to this requirement announced. Thea briefly explained our library's response to the Library Plan for the Cluster Action Initiative, the safety protocols established by New York State as the winter months approach. In order to meet the minimum hours of operation, Thea presented a slight change in hours that she hopes to put into effect in January. She announced that there were 24 new patrons in September and October.
  
4. Friends-Paula (Document attached) The FRIENDS Holiday Sale is scheduled for Wed, Nov 18, Friday, Nov. 20 and Saturday Nov. 21. Volunteers are needed. Safety protocols will be followed during the event. No more than 20 people in the room at a time with a 45-minute limit. All must sanitize before they enter. A brief discussion regarding a FRIENDS Logo followed, with an offer by Jenny to have the FRIENDS meet with the Communications Committee for further discussion. Paula has been approached by the Japanese Food (Bento Boxes) Truck vendor for approval to do a food event in the community room during the month of January. Discussion around the

protocols regarding the Governor's orange and yellow zones for safety followed, with trustees supporting the plan. Paula reported that the FRIENDS may also plan a Valentine's raffle for February

5. Public-None

6. Committee Reports

- A. Buildings and Grounds-Mike and Stephen. The committee has reached out to Tim Wyman to look at bathrooms again for water heaters and the lobby for the light switch. Jim Schoepp & Mike cleaned the debris off the roof and cleared the drains down to the community space. Once again, they could not find evidence for the origin of the leak in the community room. The work on the addition of the drywell was completed two weeks ago. When J&R Contractors tried to redirect it away from the basin, an elevation prevented them from doing this. The cost of the job was reduced. J&R found the old septic behind the library, where the committee thought it was. ST Hudson is still awaiting a part for the roof top units, which have never been connected. Mike will call Anthony Cerrone to try to speed up the correction. We are still waiting to hear from MTI to complete the rebalancing of the HVAC system. New touchless automatic doors have been ordered.
- B. Original Property- Mike anticipates approval of the revised site plan for the bathroom. Stephen reported that the committee is about ready to send cost estimates to town representatives for the modifications to the original property for a 24-month lease agreement with the Town of Claverack. Stephen displayed a chart showing estimates for the cost of modifying the former library building. Stephen thanked Susan and Mike for all their help, emphasizing that it is in everyone's interest to work cooperatively with the town. All agreed. Jenny thanked Stephen for his diligence.
- C. Communications-Jenny (Document attached) The year-end appeal is our current big push. The new residents' letter will come from the FRIENDS and will be handled separately. The printer will mail our year-end letter for just \$200. more than previous years' mailings.
- D. Development-Mame (Document attached) Mame thanked Thea for putting up the new donor page on the library website. Mame proposed that the FRIENDS may want to list their membership on the donor website. The next Development Committee meeting is currently scheduled for Monday Nov. 30. Mame suggested putting the meeting off until December when we will have more data. All agreed.
- E. Nominating Committee-Vicki (Document attached)—**A motion to nominate Jenny Post to a third three-year term, retroactively to July, was made by Vicki, seconded by Mary Elizabeth and approved by all. Motion carried.** Vicki reported that Stephen Race has joined the Tech Committee and Maureen McDonald is a new Program Committee member.
- F. Human Resources Committee- Jenny (Document attached) Discussion and approval of staff salaries for 2021 will take place during Executive Session.
- G. Program Committee-Vicki (Document Attached) The committee will meet tomorrow (Nov 18).
- H. Policy and By-Laws-Audre (Document attached) The committee will look at the way HR performs evaluations. Jenny thanked Stephen and Audre for their help with the evaluation process.

Audre asked trustees to send her any examples of library director performance policies they may come across.

- I. Technology-Stephen Race will be meeting with the Tech Committee later this week.
- J. New Business- The Three-Year Plan Committee will begin to meet soon. Stephen recalled that as president at the time of its writing, he had chaired the previous Three-Year Plan Committee and suggested that Jenny should chair the upcoming committee. Jenny asked for trustees to consider joining the committee. It was also suggested that members of the committee be included in the process.

Interest in changing the board meeting time from 5:00 to 6:00 was discussed and agreed upon. The new meeting time of 6:00 will begin in January. The fourth Monday of each month has been designated as the meeting date for the Development Committee. Other committees are urged to set a monthly meeting day and time.

Susan announced that at 5:40 the Karp Ackerman Accounting Firm had contacted her with an estimate of \$3500. for the annual review of finances. All agreed to adhere to our original choice of Robert Patterson, CPA.  
Shelving for Chamber-of Commerce materials has arrived.

**A motion to enter Executive Session at 6:10 was made by Jenny, seconded by Mary Elizabeth and approved by all.**

Trustees returned from Executive Session at 6:23

Susan asked if there were any questions pertaining to the 2021 Budget, which we will vote on at the December meeting. There were no questions or changes needed.

**A motion to adjourn the meeting was made by Jenny, seconded by Mike. All approved. Motion carried and meeting adjourned at 6:30.**

Respectfully submitted,  
Mary Elizabeth Vincent  
Secretary

December Board of Trustees Meeting: Tuesday, December 15, 5:00 PM