

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

Approved Minutes

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

1. The meeting was called to order by President Jenny Post at 5:07
Motion to approve the minutes of the November 17 meeting was made by Jenny, seconded by Audre Higbee and approved by all.

2. Financial Reports-Susan, Betsy and Marion (Documents attached)
A motion to accept the Claverack Free Library 2021 Budget as presented at the November 17 Board of Trustees meeting was made by Jenny, seconded by Stephen and approved by all. Motion carried.

3. Director's Report-Thea (Document enclosed)
Regarding the revised list of equipment purchases supplied by Tony Martino for the audio/video setup in the Community Room, Vicki asked why the projector had not been ordered. Thea explained that because of its \$3499.00 price, it needed trustee approval.
Stephen agreed with Vicki that we should go ahead and approve the spending for audio visual equipment, since it is likely there will be a learning curve in getting the equipment operational. It also was included in a DLD grant application that had been approved by the board previously. By consensus, the trustees approved the recommendation of the tech committee to add the projector (\$3499.00) and Projector Mount (\$150.00) to complete the audio/video order of \$9,296.53. Thea is contacting Sound Pro, so they are ready to install the hearing loop once the equipment comes in.
All agreed that Mario did a great job preparing his report...the Gold Standard!

4. FRIENDS of the Library-Paula (Document attached)

There was a discussion of the FRIENDS logo during the recent FRIENDS meeting, which Stephen attended. Stephen offered to do some minor editing of the design and show it to the board at the next meeting. Consequently, Arthur does not need to be involved in creating a new design. Paula and Mario will meet with members of the Communications Committee in the near future to discuss the layout of the acknowledgements for the end of year donations.
Paula will have a raffle basket in February....one basket. The FRIENDS decided there will be no food truck pop up over the winter months. Vicki thanked the FRIENDS for the Holiday Extravaganza: Paula reported that \$792.00 was earned. A brief discussion followed about the number of used books that were involved in the sale. Jenny suggested it might be helpful to have a small group regularly go through boxes to get rid of books in poor condition.

5. Public Comments.
None

6. Committee Reports

- A. Buildings and Grounds
 - 1. Status of Library Improvement projects
 - A. Mike reported that the source of the leak in the Community Room remains unresolved.
 - B. The following improvement projects remain unfinished:
 - On demand water heaters
 - Touchless automatic doors
 - Rebalancing of the HVAC system
 - Broken window in interior wall.

Stephen reported that he will meet via ZOOM with Didi Barrett this Thursday to determine if we can seek some state help to remediate problems with the storm drain off Route 9H.
 - 2. Original Property Committee
 - Stephen, Mike and Susan met with Katy Cashen and Stephen Hook for an initial general discussion on the lease proposal. Both sides had some positive suggestions concerning areas that might be negotiated. They will soon meet with Bob Fitzsimmons, Town Attorney.
- B. Communications Committee-Jenny
 - Year-end appeal, begun in December, has yielded 68 donations to date, totaling \$6450.00.
- C. Development Committee-Mame (Document attached) Mame reported that non institutional donations to date for 2020 total \$37,000. The committee will meet at the end of December to begin to analyze the donation numbers from year to year, beginning with 2019 and 2020. Mame's question: Do we want to include institutional giving in our study of finances?
- D. Nominating Committee-Vicki (Document attached)
 - Since four trustees are due to leave the Board in the next few years, it is important that we give serious thought to filling our 11th trustee spot. We should also be looking for a community member to join the Three-Year Plan Committee. Mid-Hudson Library System's "Turning Outward Cohort Program Introductory Webinar" is scheduled for January 15, 2021. Vicki encouraged trustees to register.
- E. Human Resources Committee-Jenny. Audre continues to research policies pertaining to performance evaluations.
- F. Program Committee-Vicki (Document attached)
 - Vicki highlighted upcoming programs:
 - A presentation by Robyn Niver, of the US Fish and Wildlife Service on bats, an endangered species.
 - Becky Stowe will host a Zoom Call-in, answering questions about dogs.
- G. Policy and By-Laws-Audre continues working on the library's Pandemic Policy.
- H. Technology Committee-Mario (Document attached)

Discussion above under Director's Report.

I. Three-Year Plan Committee

Jenny urges anyone who wishes to be a part of this committee to contact her.

7. New Business: Thea mentioned that Neighbors for Claverack is going to be extinct because of Yahoo's new policies. A brief discussion on time management of establishing a new neighborhood forum followed.

Mike reported that he heard some community feedback on how nice it was to have access to the library's Community Room for a recent Zoning Board meeting. After a brief discussion, Jenny volunteered to write a letter offering the use of the Community Room to the Claverack Town Board, the ZBA and the Planning Board for meetings, free of rental charge, with only a small fee to cover cleaning and sanitizing.

Meeting adjourned: 6:20

Respectfully submitted,
Mary Elizabeth Vincent
Secretary

New Time Change: Beginning January 19, 2021, monthly Board of Trustee meetings will begin at 6:00 PM.