

**Claverack Free Library**  
**9 Route 9H, Claverack, NY 12513**  
**Board of Trustees Meeting (Via Zoom)**  
**April 20, 2021**

Approved Minutes

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

1. The meeting was called to order by Jenny Post at 6:01PM.
2. **A motion to approve the minutes of the March 16, 2021 meeting was made by Mame, seconded by Stephen and approved by all. Motion carried.**
3. Financial Reports-Treasurer, Fiscal Officer and Bookkeeper Susan, Betsy and Marion (Documents attached). Susan reported that the assessment of the former library building has increased by 14% to a market value of \$256,000. The current library building assessment increased by 14% to a market value of \$568,000.  
Julia Cole Trust: Ted Hilscher has agreed to help the library with the liquidation of the Julia Cole Trust.  
Susan is hopeful we'll be able to submit the IRS 990 and NYS CHAR by the May 15 deadline.
4. Director's Report-Thea (Document attached)  
The summer children's reading program will be divided into 3 age groups to allow for smaller program size. The programs will be in-person and times are still being worked out.  
Library Website The re-invention of the library website is progressing. Thea hopes to have it ready for the June newsletter and will give the trustees a preview at the May BOT meeting.  
Building: ST Hudson inspected the leak in the community room while it was raining. They think the leak may be in the original cement and continue to work on it. Thea reported a malfunction in the ADA auto door opener at the library entrance on days of moderate-heavy rainfall. It was suggested that Scott Wiley of Hoosick Valley may be a resource in helping with the repair.  
Grants and Donations. The library has been approved for the following grants: Small and Rural Libraries/ALA- \$3000. for Turning Outward/Cohorts Initiative. Bank of Greene County- \$1000. for summer programming.  
The FRIENDS are sponsoring the purchase of 68 books about varieties of animals.  
Thea has seen a need for this type of collection and is very excited about the purchase.
5. FRIENDS-Paula (Document attached)  
Three Raffle Baskets, each valued at over \$600. are on display in the library. Drawing will take place on July 9, 2021.  
Food Truck Wednesdays- Food trucks will be open for business on the library lawn Wednesdays from May 5-October 27. Stephen will call a meeting to determine truck placement on the library grounds since construction will be going on in the former library building.  
Book Sales: Themed small book sales events are being planned for Saturdays to be held in the Teen Room and area outside the overhead doors beginning May 1. Trustees are asked to help with the book offering event. The Sign Up.com tool is being used to organize volunteers.  
Food Pantry: Collections for the Philmont Food Pantry continue.  
Membership Committee: The annual drive to recruit new members will be held in November.

6. Public None

7. Committee Reports

A. Buildings and Grounds-Stephen and Mike (Document attached)

I. Status of library improvement projects:

Storm Water Update: Mike and Stephen met with Assemblymember Barrett to continue discussion on the storm water drain issue (water run off from Route 9H into the library parking lot). She indicated there may be some funding available to the library to help with the cost. Mike and Stephen will speak with DOT resident Engineer Mike Duval and gather necessary information before meeting again with Assemblymember Barrett. Mike will obtain an estimate from J and R Contractors.

Buildings and Grounds The committee continues to look for someone to install the

sound panels in the Community Room. Linda McNutt has agreed to site the pergola so that the footing can be placed when the septic system for the former library is put in. The committee continues to look for someone to construct the pergola.

Vicki and Susan are winding up the DLD grant and will need a photo of the Installation of

the sound panels. Balancing of the HVAC system also needs to be completed. Paula reported that the Claverack Seniors Group is anxious to get back into using the

Community Room for their meetings.

II. Original Property: A building permit has been granted for the ADA lavatory addition. As soon as construction begins, we will establish an "end date" so the payment schedule part of the lease can be completed. The building permit will be released as soon as we provide proof of insurance from Peter Fonda. It is planned to put the new septic tank in before Food Truck Wednesdays begin.

Press Release: A proposal was made to draft a joint press release announcing the town's use of the former library building for the Town Court. Stephen and Jenny will work on the press release with Katy Cashen from the Town Board. A lawn sign could also have a simple mention: "Welcome Town Board and Court".

B. Communications-Jenny (No Report)

Newsletter/annual report to the community The newsletter is to have information from the Board, the FRIENDS and Thea. Print Deadline: Middle of May. Suggested Theme: Re-engaged.

C. Development-Mame (Document attached) The 2021 Sustainer letters were distributed to all sustainer solicitors. The committee will be deciding on potential sustainers. Development Meeting changed to 7:30 on April 26. FRIENDS business donors: Should they be listed on website? It was agreed that it is good practice to coordinate to whom we all go for donations. Further discussion of coordinating this will follow at the next Development Committee meeting. The committee needs to update the website's donors list. A suggestion for the Friends page: "Thank you for supporting our fundraiser".

D. Nominating-Vicki (Document attached) The slate of officers to be voted on in June, will be presented at the May BOT meeting. Deadline to receive nominations: May 1.

E. Human Resources-Jenny (No report) Will meet next Month

F. Programming-Vicki (Document attached) There will be an enhanced summer reading program partly funded by Hudson River Bank and Trust. The Columbia County Photo

Show will go up May 1. Stephen reminded the board that the piano will need to be tuned before the Community Room opens for music events.

- G. Policy Committee -Audre (Document attached). The committee members are drafting a Comprehensive Records Management Policy.
- H. Technology-Mario (Document attached). Steve Race and Mario have upgraded 3 of the 4 patron computers and will upgrade the hard drive and storage on the two older patron computers. The Tech Committee will purchase a new color printer with Thea's Input. Thea has asked that another computer be available on the patron computer table.

#### 8. New Business

Update: Turning Outward/Cohorts Initiative

The committee is setting up small group meetings (Approximately 10 participants) to have community members discuss how they would like to see their community; in what kind of community would they like to live? Schedule:

1. May 23- Reformed Dutch Church, Claverack, 11AM-12PM
2. June 9- Via Zoom, 7:00-8PM
3. June 11-CFL, 11AM-12PM
4. June 25-CFL 3PM-4PM
5. June 27- CFL 4PM-5PM
6. July 7-CFL 6PM-7PM

Trustee Education: Thea reminded trustees of a Link in her Director's Report for education programs useful to trustees: <https://midhudson.org/2020/06/mhls-trustee-education/>

Jenny pointed out that the library's website needs to be updated to advertise our annual meeting on June 15 to the public.

The meeting adjourned at 7:05.

Respectfully submitted,

Mary Elizabeth Vincent, Secretary

**Next Meeting: Tuesday, May 18, 2021, 6PM**