

The Claverack Free Library
9 Route 9H, Claverack, NY 12513
Board of Trustees Meeting (Via Zoom)
February 16, 2021

Approved Minutes

Present: Trustees Mame Bradley, Audre Higbee, Stephen King, Julie Nack, Jenny Post, Vicki Rosenwald, Mike Sullivan, Mary Elizabeth Vincent, Library Director Dorothea Schoep, Friends Liaison Paula Ptaszek, Tech Committee Rep Marion Verna. MHLS Trustee Jill Leinung. Absent: Trustees Betsy Cashen, Kara Keeler, Treasurer Susan Roberts.

1. The meeting was called to order by Jenny Post at 6:01. Jenny welcomed MHLS Trustee Jill Leinung as a visitor to our meeting. A retired school librarian and patron of the Valatie Library, Jill expressed her excitement to be attending our February meeting.
2. **A motion to approve the minutes of the January 19, 2021 meeting was made by Vicki, seconded by Stephen and approved by all. Motion carried.**
3. Financial Reports-Susan, Betsy, Marion (Documents attached) In her report, Susan thanked Thea and Stephen for their assistance in securing the required W-9 forms from the independent contractors for the 1096, which has been filed with the IRS pertaining to work completed on the new building. She suggests that in the future it would be much easier to have the W-9 Forms completed before payments to independent contractors are made. Jenny referred to the line for insurance in the monthly financial report, suggesting that it seemed a little above budget. Vicki remembered that Kirk Kneller had told us the insurance would be lower when we were actually in the building. The question will be forwarded to Susan, Betsy and Marion.
4. Director's Report-Thea (Document attached) Thea reported that the library recently opened for visits by appointment, and will soon fully open to patrons, paying close attention to distancing protocols, specifically making sure the children's room is not overcrowded. Thea is applying for a \$3000. Literacy Grant from Dollar General to help fund a summer reading program. Updates on the building: The hearing loop, hot water heaters, automatic hands-free doors have all been installed.
5. FRIENDS-Paula (Document attached) Paula reported that the FRIENDS are doing well in securing items for the Spring Raffle Basket. The FRIENDS are supplying a brass plate for the Small Free Library in Taghkanic: "Compliments of the Junior Engineer Program, Claverack Free Library".
6. Public
7. Committee Reports
 - A. Buildings and Grounds: Two new heaters have been installed. One supplies heat to the upstairs family restroom, the craft sink, sink in the director's office and the handicapped bathroom by the elevator. A second heater supplies heat for the lower-level restrooms and the utility closet. Valley Oil was extremely efficient in their installation. The hearing loop is also installed and the lights in the upstairs entry can now be turned on and off. Ceiling panels will arrive next week.

Storm Water Update: NYSDOT Resident Maintenance Engineer Michael Duval will meet with Stephen, Thea and Mike via Zoom to discuss the ponding water Issue in the library parking lot. In a recent first inspection, he observed that the opening to drains was too small. Gunner Wordon from Assembly member Barrett's office will arrange the next meeting.

Original Property: The lease has been signed by Jenny and is awaiting Supervisor Weigelt's signature. A future meeting will address two issues: Establishing an agreement for handling snow removal for next year and developing a draft schedule for construction and a schedule for rent payments. Jenny asked Thea to make a copy of hot water heater and sound panels invoices for the grant process. Stephen suggested a future purchase of a new shop vac for community room. Paula reported that the senior citizens were excited to know about the hearing loop and new ceiling tiles.

- B. Communications Committee-Jenny (No report) Arthur King is coordinating some minor adjustments to the new library signage.
- C. Development Committee-Mame (Document attached). Mame announced the Feb. 22 Development Committee meeting and urged trustees to review the website's donation page and inform a committee member if a name is missing.
- D. Nominating Committee-Vicki (Document attached). **A motion to approve the nomination of Susan Roberts to a new 3-year term was made by Vicki, seconded by Mame and approved by all. The motion passed.**
- E. Human Resources Committee-Jenny (No Report)
- F. Program Committee-Vicki (Document attached) Vicki expressed gratitude to all on the committee. Discussion on future use of the new sound equipment installed in the Community Room followed. Mario explained the Tech Committee's plan for implementing use of the A/V system, which is found in his technology report (see below). He also asked the trustees to investigate funding for a control panel. Jenny suggested including graphics on the panel. Stephen added that Germantown Library has a control panel and Paula suggested contacting Germantown personnel for feedback on their experience using it. Thea will create a google questionnaire for trustees and other interested parties regarding possible events for which the A/V system will be used. Additional suggestions: A policy for A/V use in the Community Room will be necessary. Use of A/V equipment must be included in the Building Use form.
- G. Policy and By-Laws-Audre (No Report) The committee is reviewing good auditing practices. They continue look at ways to deal with equity and inclusion issues.
- H. Technology-Mario (Document attached) Tony, Mike and Mario completed the installation of the A/V system in the Community Room. The Tech committee members will meet with the Board or a subset to discuss the current capabilities of the A/V system, future add-on capabilities that would need to be budgeted and the various needs of the library for use of the current A/V system. After the group meets, instructions on equipment use will be written and a walk through will be scheduled to allow trustees practice in using the equipment, following the written instructions. Agreed upon instructions will then be posted in the first floor I/T closet.

Mario explained an issue with the report of users of WiFi in the building: In the old library building the system provided us the number every time a person used our WiFi. In the new building, a person's use counts only once, even if that person used the WiFi 3 times in a day. David and Mario successfully created a way to convey how many times WiFi is actually used in the new building. This is particularly important for Thea's annual report to MHLS.

- I. Three Year Plan Committee. Jenny would like to establish a monthly meeting day and time. The discussion that followed centered on the new Turning Outward/Cohorts Initiative which involves outreach to the library community and collection of data that will be important to the development of the Three-Year Plan. Consequently, the trustees leaned toward delaying writing of the plan until later in the summer.

8. New Business

- A. Referendum 414 Big question: Because of the restrictions of the pandemic, there is legislation being voted on that may require only 25 signatures for a 414 referendum to be placed on the ballot. It is possible that this is only a short-term law. Given the current climate created by the pandemic, 2021 may not be best year. A Straw Poll of trustees favored waiting until 2022.
- B. Turning Outward/Cohorts Initiative: March 1 is the deadline for committee formation. As Director, Thea will lead the committee of 6, which includes 1 staff person. Trustees interested in joining should confirm with Thea.
- C. Board self-evaluation (Due February 26)
- D. Advocacy Day Feb 26.....This year, Advocacy will be different, with appointments all week. Appointment times are listed on the NYLA page. Library supporters are urged to send letters to advocate for increased library funding. Libraries are facing a large deficit of 87,000,000. Construction aid is 58% less than last year. There is now a trustee section for NYLA. Jenny suggested that the FRIENDS place information on how to advocate during advocacy week on their website. This will be particularly helpful because of their strong outreach to the community. Additional suggestion: Place advocacy information in patrons' book orders.

**Motion to adjourn at 7:07 was made by Stephen, seconded by Julie and approved by all.
Motion carried. Meeting Adjourned.**

Respectfully submitted,
Mary Elizabeth Vincent
Secretary

Next meeting: March 16, 2021, 6PM