

**The Claverack Free Library
9 Route 9H, Claverack, NY 12513
Board of Trustees Meeting (Via Zoom)
March 16, 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 6:02 PM.
2. **A motion to approve the minutes of the February 16 meeting was made by Vicki, seconded by Audre and approved by all. Motion carried.**
3. Financial Reports-Susan, Betsy, Marion (Documents attached). Susan reported that the total Town of Claverack payment of \$73,497.67 has been received and deposited in the Bank of Greene Co. checking account.
Cole Trust: \$10,000. was bequeathed to the library in 1925 from the estate of Julia M. Cole. Over the 100 plus years of its existence, there has been minimal growth. Susan has been investigating reasons for the small return with its managers at Key Bank. Legal assistance will be necessary if Trustees wish to liquidate the Trust, the market value of which is currently listed at \$27,780.74. A motion to liquidate the Cole Trust with a plaque in the library, noting Julia Cole's generosity to the Claverack Free Library, was made by Jenny, seconded by Susan and approved by all. Motion carried. Susan will ask Ted Hilscher to represent the library.
Library Insurance Costs: Susan reported the library's insurance costs since 2016. The Director's insurance has remained steady at \$1,078.00. The insurance for both buildings has risen incrementally, from \$5371.79 (2016) to \$6,444.74 (2021). Mike will confirm reasons for the increase with Kirk Kneller.
4. Director's Report-Thea (Documents attached) Thea thanked the FRIENDS for sponsoring a new non-fiction animal book set. With the help of the HRBT Foundation the library will be purchasing children's books that are inclusive of traditional and non-traditional families.
Tech. Closet: Thea met with Tony to review the instructions for A/V equipment that will be laminated and taped to the tech closet door. Thea briefly explained the easier-to-use museum passes that will be available through TixKeeper.
Director's Hours: Mon/Wed: 12:30-7:30, T/Th: 10:00-2:30, Fri: 9:30-5:00. These are best hours to reach Thea.
Thea offered thanks to Dave Baylen for his help in renewing Zoom services with the county.
Annual Report: **Susan made the motion to approve the following: The Claverack Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner and assures that the "Annual Report" was reviewed and accepted by the Library Board on 03/16/2021. The motion was seconded by Mame and approved by all. Motion carried.** Jenny applauded Thea's successful efforts in keeping library operations active and relevant during the pandemic, especially during NYS Pause. Thea added that with library workers now cleared for vaccinations, all staff will have had first shots by the end of this week.
5. FRIENDS-Paula (Document attached) Spring Basket Raffle: Paula reported great success in securing donations for the raffle: 35 businesses with total raffle value of \$2000.00. There will be

three baskets: Taconic, Berkshires and Catskills, each worth a minimum of \$500.00. David Baylen is investigating the legalities of selling raffle tickets on-line, which may influence the way tickets are sold. Final raffle plans will be made by the end of March.

6. Public: None

7. Committee Reports

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

I. Status of library improvement projects: Stephen reported that acoustic sound panels have arrived. Help is needed to install them. Tony Marino and others have strongly advised us that the panels should not be glued directly to the ceiling. A sun-blocking shade and someone to install it are needed for the parking lot entrance. Stephen plans to have Tim Wyman install a dimmer switch in the director's office and a switch added to the light in the parking lot entrance. Stephen, Mike and Thea will meet with the County DOT on March 19 to discuss storm water issues.

II. Original Property: Stephen received an extension to our site plan approval from the Town Planning Board. Stephen Hook will speak to the Town CEO about obtaining a building permit. Peter Fonda and J&R Contracting will begin work on the transition of the old library building to the offices of The Town Court in mid-April. Stephen Hook would like to see the court occupying the building by the end of May. Stephen reminded trustees that the original property building must be cleared out before work begins. A brief discussion on the future of the shed followed, with no firm decision. Stephen will reach out to those who have expressed interest in it.

Lease Agreement: The Original Property Committee and the library Treasurer will meet in the near future to discuss financial payments so the second part of the agreement can be signed. Rent payment begins at the time the ADA bathroom is completed and the Town begins working on the interior of the building.

B. Communications-Jenny (No Report)

Newsletter/Annual Report to the Community: The Communications and Development committees will work together to craft our message for the annual report that will be sent out in June.

C. Development-Mame (Document attached).

The committee set a rough schedule for fundraising appeals for the present year.

April: Letters to current sustainers and potential sustainers. May: Fundraising for Book-It.

June: Mid-year report and "soft ask". December: End of year report and "ask". Fundraisers are asked to coordinate any other fundraising campaigns with the Development Committee. Because of pandemic protocols, there is consideration to put "Book-It" on the back burner for this year,

D. Nominating-Vicki (No report) Vicki welcomed Susan to her new three-year term as Trustee.

E. Human Resources-Jenny (No report)

F. Programs-Vicki (Document attached) Vicki reported that sub committees are beginning to meet. With the growth of programming, the smaller sub-committees can handle planning more efficiently.

- G. Policy and By-Laws-Audre (No Report)
 - H. Technology-Mario (Document attached). David Baylen continues to obtain WiFi data to compare WiFi usage between the time the library is in “lockdown” mode and when it fully opens.
8. New Business-
- A. Turning Outward/Cohorts Initiative: Thea reported that our library committee met briefly on Monday. Casey Conlin of MHLS will be guiding our committee as the initiative begins. First meeting is Thursday, March 19.
 - B. Board Self-Evaluation results: Trustees agreed that improvement is needed on Response #2, “The Board reflects the diversity of our community”.
 - C. Planning for Book Sales in 2021: A brief discussion took place on the feasibility of future book sales. The FRIENDS are considering smaller book sales, perhaps organized by subject “Themes”. Future discussions were suggested. An idea to turn the shed into a small facility for selling books on specified days each month, was offered for consideration
 - D. Comprehensive Meeting Calendar, with notifications. Thea will re-invite committee chairs to enter their meeting dates on the library’s google calendar.
 - E. Pergola: Stephen reminded the group that it is time to continue plans for the construction of the pergola. Jenny agreed to seek cost estimates.
 - F. April Meeting: Jenny suggested we give thought to a safely distanced in-person meeting with a Zoom option.

A motion to adjourn at 7:05 was made by Jenny, seconded by Mike and approved by all. Motion carried.

Respectfully submitted,

Mary Elizabeth Vincent
Secretary

Next Meeting: Tuesday, April 20, 2021, 6PM