

Claverack Free Library
9 Route 9 H, Claverack, NY 12513
Annual Organizational Meeting of the Board of Trustees (Held via Zoom)
January 19, 2021

Approved Minutes

Present: Mame Bradley, Betsy Cashen, Audre Higbee, Kara Keeler, Stephen King, Jenny Post, Vicki Rosenwald, Mike Sullivan, Mary Elizabeth Vincent, Julie Nack, Library Director Dorothea Schoep, Treasurer Susan Roberts, FRIENDS Liaison Paula Ptaszek, Tech Committee Rep. Mario Verna.

Absent: Marion

1. The meeting was called to order by Jenny at 6:01 PM.
A motion to approve minutes with a correction to the spelling of Paula Ptaszek's name was made by Vicki Rosenwald, seconded by Jenny Post and approved by all. Motion carried.
2. Financial Reports-Susan, Betsy, Marion (Documents attached) Susan announced an upcoming workshop, summarizing the library's finances for 2020, to be given by the Finance Committee. Since the finances of the library are the responsibility of all trustees, the committee welcomes attendance and questions from all trustees. Workshop date: Feb. 4, 2021 via Zoom.
3. Director's Report-Thea (Document attached) The library received a \$1400. grant from Berkshire Taconic Foundation for Carol Rusoff's Teen Improvisational Theater Workshops, which will begin Spring 2021. Thea commented that part of the funding goes to library for advertising costs etc. Vicki commended Thea's efforts in arranging a local chef's program, "From Local Kitchens to Yours". The new library signage has been installed and all agree that it looks great. There will be a slight adjustment to the sign over the rear entrance to the building. A small solar light will be placed to illuminate the sign on Route 23B.
4. Friends-Paula (Document Attached) Paula reported that the total amount raised for the November Holiday Extravaganza was \$850. The FRIENDS are working on a Spring Brunch raffle. Feb 14 is the deadline for donations. Then a month remains for selling tickets. Jenny would like a FRIEND to serve on the Three-Year Plan Committee. Paula will ask FRIENDS. Friends are purchasing a Pull up banner: Film can be changed for various events such as Book Sale, Food Trucks etc. The banner company provides a template, we design, and Pro Printers prints it.
5. Public: None
6. Committees
 - A. Buildings and Grounds-Michael and Stephen (No Document)
 - i. Status of library improvement projects -A/V Equipment Installation
Stephen reported that the interior window in the Children's Room has been successfully replaced by Hoosick Valley Contractors.
Much AV equipment has been installed in the Community Room. Tony has donated quite a bit of audio equipment for the Community Room, for which the trustees are grateful. Jenny will give him a tax letter and send a thank you note. Jenny will ask Mario for itemized receipts for purchases and work completed as needed for the completion of the DLD grant. Mario, Mike and Tony are strategizing how to hang the motorized screen.

Mike added that Scott Wiley will breakout the cost for a ceiling mounted outlet. Scott will be on site this week to put in the automatic door openers. Tim Wyman submitted new estimates for hot water heaters.

Stephen has received comments that the Book Drop at the rear parking lot level is hidden a bit from sight. He is creating a small sign directing patrons to the Drop Box. The hearing Loop still needs to be completed and the committee would like to add echo silencing panels and light to the luminants. Stephen supports going ahead with these additions and ordering the necessary materials.

Rebalancing: Mike is working on getting this done. He will follow up.

ii. Original Property Committee, Town of Claverack lease.

Stephen reported that last week the Town Board accepted our lease for the building.

The lease is currently being reviewed by the library's attorney and will then be given to Jenny and Supervisor Kippy Weigelt for signatures. Town Attorney Fitzsimmons was very supportive of the library, commending us on the cost calculation and the structure of the lease. It is now very important to clean out the old library building.

B. Communications-Jenny (no report)

C. Development-Mame (Document Attached)

Mary Elizabeth is working to enter all 2020 donations, including the responses to the end-of-year letter. David and Susan will prepare a final report detailing 2020 donations for the January 25 Development Committee meeting. The committee will analyze from where donations have come this past year and how to proceed with fundraising for 2021.

D. Nominating Committee-Vicki (no report) We still have a spot on the the board for a new trustee. With four trustees stepping down over the next 2.5 years, we must be vigilant in recruiting new trustees.

E. Human Resources-Jenny (no report)

F. Programming-Vicki (report enclosed) Vicki reported that Robyn Niver's Bats program on January 14 was attended by 60 people. David is working on putting the Bats program on the website. Stephen said that people were exclaiming over the program. The local chefs' program, "From Local Kitchens to Yours" begins January 25. Maureen McNeil's memoir writing workshop begins January 26. Program information is on the website.

G. Policy and By-Laws-Audre (report enclosed)

Audre reported that MHLS recently provided and recommended a new Pandemic Policy, which the Policy Committee believes brings pandemic protocols to a new level. The committee recommends wholesale adoption of this new policy. **A motion to insert the MHLS Pandemic Policy in place of our previously approved pandemic policy (June 2020) was made by Audre, seconded by Stephen and approved by all.** All agreed to put the new policy on the library's website and post it in the library building.

H. Technology-Mario (report enclosed)

Mario presented the following recommendations from the Tech Budget:

- a. Increase payment to MHLS by \$100. for web hosting services to the Extended Service level, which allows the library to create web pages unique from all other MHLS libraries. This will be paid out of the library's general fund
 - b. Approve the following purchases: high quality paper shredder, color laser printer for the trustee computer, hard drives on 5 staff and 2 patron computers.
 - c. Request the Board (Susan and Marion) consider using Cloud version of Quickbooks.
 - d. Request the Board consider funding some web-streaming/video conferencing hardware that can be used in the Community Roo, ranging from \$500. —-\$1500.
- I. Three Year Plan Committee: Jenny is serving. Susan, Mame and Stephen also volunteered to be members.

7. New Business

- A. Committee Memberships: Jenny urged trustees to check through the Committee List.
- B. Summer is the deadline to notify the Town Board if the library intends to request an increase in 414 funding be placed on the November 2021 ballot. Susan added that in the past we have notified the Town Board by April. A 414 discussion fits well with the MHLS Turning Outward/ Strategic Plan Program. More discussion is forthcoming. It is important to note that the Claverack Library is still at bottom of the list of county libraries in per capita funding from the municipality.

Stephen suggested a workshop to discuss pros and cons of going for a 414. Feb 9 at 5:00. Susan added that we have in the past, notified the Board by April. Mame, Stephen, Jenny and Vicki will be part of structuring the workshop.

The Annual Organizational Meeting Adjourned at 7:41PM.

Respectfully Submitted,

Mary Elizabeth Vincent
Secretary

Next Meeting: Tuesday, February 16, 2021, 6 PM.