

Claverack Free Library
9 Route 9H, Claverack, NY 12513
Board of Trustees Meeting (In person and via Zoom)
May 18, 2021

Approved Minutes

Present: Trustees Mame Bradley, Betsy Cashen, Audre Higbee, Stephen King, Julie Nack (Zoom), Jenny Post, Susan Roberts, Vicki Rosenwald (Zoom), Michael Sullivan, Mary Elizabeth Vincent, Library Director Dorothea Schoep.

Absent: Trustee Kara Keeler, FRIENDS Liaison Paula Ptaszek

1. The meeting, which was our first face to face meeting since early spring 2020, was called to order at 6:02 by Jenny Post. Jenny urged committee chairs to send all committee reports for monthly meetings in on time.
2. **A motion to approve the minutes of the April 20, 2021 meeting was made by Vicki, seconded by Mame and approved by all. Motion carried.**
3. Financial Reports-Treasurer Susan Roberts, Fiscal Officer Betsy Cashen and Bookkeeper Marion Vosburgh. (Documents attached). Susan reported that Robert Patterson, CPA, has submitted the IRS 990 and the NYS CHAR 500 has been mailed
4. Director's Report-Thea (Document attached). Library Updates: Staff is gearing up for expansive summer programs with partnerships with Hudson, Roe Jan and Philmont libraries. The new library website will be up and running very soon. Thea and Deb Byer are planning a mail chimp the first and third weeks of each month. Information for mail chimp is requested 4 weeks in advance of publication. Personnel: Deb has had an increase in hours for her work with Turning Outward and website upgrading. Her Turning Outward hours are covered by funds from a Small and Rural Libraries/ALA grant. Jenny commended the library on the April 2021 stats: April 2020 total circulation: 267 (library closed for borrowing physical materials). April 2021 total circulation: 3,967. Turning Outward/Libraries Transforming Communities: The committee has met several times to plan upcoming community discussion gatherings and letters have been sent to a variety of target groups. Primary question for each gathering: What kind of community do you want to live in? How can we as a community make that happen? Mask decisions: Thea is regarding libraries much like schools. Students under 11 are not yet able to be vaccinated and it will take a while for 12-15-year-old students to be fully vaccinated. Therefore, Thea suggested to the Board that masks should be worn inside the library as we move through the summer. **A motion for the Claverack Library to follow the mask protocols of the county schools was made by Jenny, seconded by Mike and approved by all, with the stipulation that the protocol be reviewed each month. Motion carried.**
5. FRIENDS-Paula (Document attached). Jenny questioned the high balance in the FRIENDS treasury. This will be discussed at the next FRIENDS meeting.
6. Public: Stephen welcomed Chuck Hover to the board meeting.

7. Committee Reports

- A. Buildings and Grounds: Stephen and Mike (No Report).
- i) **Status of library improvement projects:** Storm Water Update: Stephen reported that we are getting an estimate for the storm drain repair. Mike has been working with J & R Contractors to secure a formal estimate. Assembly member Barrett's office staff will give the Building and Grounds Committee a list of relevant funds that are available for this kind of project. She urged the committee to hand any funding request in as soon as possible. Mike will check with the county DOT supervisor Mike Duval for any additional design specifics needed for the drain work. Sound Panels: The committee continues to look for someone to install them.
Pergola: Stephen has given Linda McNutt's plans to Peter Fonda, who may be able to help us find someone to construct the pergola. Balancing the HVAC system: Vicki emphasized the need to have this completed to finish up the paperwork for the 2020 DLD grant. Stephen also reported that Rebekkah Smith Aldrich announced sources of money available to libraries that we may want to investigate for the generator.
- ii) **MHLS Facilities Plan** (Document attached) After a brief discussion on prioritizing the three necessary improvement projects, **A motion to approve the MHLS Facilities Plan with minor edits was made by Mike, seconded by Vicki, and approved by all. Motion carried.** Jenny suggested we may want to look for a volunteer building manager for the new library building to over see minor repairs. Solar Farms: MHLS has encouraged library boards to investigate the benefits of solar energy. Vicki will begin the exploration on behalf of the board.
- iii) **Original Property**: The Town of Claverack has processed its first lease payment for the original property. We have also received our first bill from Peter Fonda for \$5000.00, partial payment to cover his work to date. The plumbing is in. The fixtures are not yet installed. We are now waiting for septic and electric work.
- B. Communications-Jenny (Document attached). New Library Website. Thea gave a brief overview of the new library website. MHLS has worked with Deb Byer and Dave Baylen in designing the website. It is still in design stage, with plans to go live by June 1, 2021. The Board congratulated Thea, Dave, and Deb on their successful design.
Newsletter Update: The annual report to the library community (newsletter), with the theme "Re-Engage", will be sent to households served by the Claverack Library, with a projected mailing date of June 4, 2021.
- C. Development-Mame (Document attached). Sustainer Update: All sustainer letters have been sent out and \$7250.00 has been raised to date. Coordinating FRIENDS and Trustee fundraising will be discussed at the May Development meeting. May Development Committee meeting is May 24 at 5:00PM
- D. Nominating-Vicki (Document attached).
The Nominating Committee presented the following slate:
President-Stephen King; Vice President-Michael Sullivan. Fiscal Officer- Betsy Cashen
Secretary-Mary Elizabeth Vincent. Vote will take place at the Annual Meeting June 15, 2021.

- E. Human Resources-Jenny (Document attached) Expanded Hours: With easing of restrictions by the CDC and MHLS, the committee and library director are preparing a plan for extended hours. Opening hours may expand from current 26.5/weekly to 33/weekly. HR will meet with the finance committee for further discussion.
 - F. Programming-Vicki (Document attached). Scheduling of in-person programming in the Community Room, 50% capacity, masked and distanced can begin in July. Refreshments will be available outside, under a pop-up tent. Thea asked that organizers of such events complete a Google Publicity Form 4 weeks in advance. Vicki is particularly excited that the sub committees are working very well.
 - G. Policy and By-laws-Audre (No Report). Mid-Hudson presented a program on record retention that the Policy and By-Laws Committee is working through. Internship to encourage inclusivity: Susan said Kelly Ann Radzik from CGCC can help with this, as she has in the past. Jenny reported the library has received a \$5000. donation from the family foundation behind the Forge Project, which promotes equity through cultural exchange and the arts. A committee will be formed to explore the possibility of a summer intern for the library. Additionally, if anyone has interest or questions about policies, please contact Audre.
 - H. Technology Committee-Mario (Document attached). Ditto Access 1 (AP-1). The unit in the main library space providing WiFi access failed to function. A replacement has also failed. The AP-1 unit has been removed from service. The four remaining operating AP units in the building should provide adequate WiFi coverage. Thank you to David Baylen, who spent considerable time working with Sal from S&F. Thea is still pursuing the purchase of a color printer. Stephen reminded us that written directions for using audio/visual system are needed. Thea reported that at times the front door randomly opens and closes. It appears that a sensor needs replacement.
- 8. Old Business- Jenny reported that our Bullet Aid Funding Request to Daphne Jordan was not successful this year.
 - 9. New Business-Jenny
 - A. Turning Outward/Cohorts Initiative (Thea). First official discussion is Sunday at the Reformed Dutch Church.
 - B. Possible Federal Relief funding through the Town of Claverack. Jenny suggested reaching out to Katy for possible funding. Stephen will Contact Councilperson Katy Cashen.
 - C. Smoke free Columbia County is offering A-frame signs for our use.

The meeting was adjourned by Jenny Post at 7:14.

Respectfully submitted,
Mary Elizabeth Vincent, Secretary

Annual Meeting: June 15, 2021, 6:00 PM

