

Claverack Free Library
9 Route 9H, Claverack, NY 12513
Board of Trustees Annual Meeting
June 15, 2021

Approved Minutes

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

1. The Claverack Free Library Annual Meeting was called to order by Jenny Post at 6:01
2. **A motion to approve the minutes (attached) of the May 18 minutes was made by Jenny Post, seconded by Susan Roberts, and approved by all. Motion carried.**
3. Financial Reports-Treasurer, Fiscal Officer, Bookkeeper (Documents attached) Susan, Betsy, Marion. Donation update: As of June tonight's meeting, approximately \$3000.00 has been received since the newsletter was mailed. Permanent records of 2020 financial information are being filed at the library. Jenny thanked Marion for her continuous detailed monthly reports. No information has been received to date from Community Solar, in response to Vicki's inquiry on behalf of the library. Thea's and Susan's suggestion that we replace our credit card machine with Square at a savings, was agreeable to all.
4. Director's Report-Thea (Document attached) Summer Reading Program: Plans are well on the way for an exciting summer of programming. Turning Outward: To date there have been two successful Turning Outward community conversations. Several participants would like to be part of a results conversation. Mask Policy continues to follow the school protocols since many younger children are still not able to be vaccinated.
5. FRIENDS of the Library-Paula reported approximate earnings of \$300.00 from the May Saturday book sales and urged folks to buy raffle tickets. Ice cream sold by Krazee Rollz will be featured at Food Truck Wednesdays, beginning June 30
6. Public: No comments at this time. Stephen suggested having public comments after committee reports. There was agreement among the trustees.
7. Committee Reports
 - A. Buildings and Grounds-Stephen and Michael
 - I. Status of library improvement projects: ST Hudson has not found the source of the ceiling stain over the computer table. Stephen suggested looking for another professional to investigate the origin of the leak. Stephen and Mike will investigate possible choices for the repair. Lights in Thea's office cannot be dimmed. Tim Wyman will give us an estimate for installing two switches to make the lights independent. Air filters: Mike will follow up on this project.

Sound panels: Chuck Hover has volunteered to work with Stephen and suggests using Hippos' acoustic specialists to help us with the installation of the sound panels. He will research options and present them to us. Rebalancing: Mike is still looking into this. Pergola: We have an estimate for \$26K. Stephen and Jenny continue to explore options. Engraved Bricks: Since Cantele's has been unable to fill our August 2020 order, NextGen Signs will complete the order for us at a cost of \$20. per brick. (32 bricks). Storm Drain Project: DOT has given approval for the planned connection to repair the drain issue. Mike and Stephen will meet with Assembly Member Didi Barrett's staff next week to explore possible financing sources. Cost Estimate: \$32,000. with tax. Repairs: The estimate to replace the elevator button is \$1300. Building Manager Proposal: Stephen expressed concern that building repair issues demand a great deal of Thea's time. Stephen will come back to the board with some suggestions on how to fund a building manager.

- II. Original Property: J&R has not yet installed the septic system. Stephen suggested Stephen Hook may give them a push since the Town of Claverack is hoping to move into the building in July. There is also a waiting period for Harry Halaco's services.
- B. Communications-Jenny (No Report) The Newsletter/Annual Report to the Community was sent out in June. A small committee will be established to meet with Chatham Printers to review the newsletter printing process.
- C. Development-Mame (Document attached) Next committee meeting is Monday, June 28.
- D. Nominating Committee-Vicki (Document attached). **A motion to approve the following slate of officers for a one-year term was made by Vicki and seconded by all: President: Stephen King, Vice President: Michael Sullivan, Fiscal Officer: Betsy Cashen, Secretary: Mary Elizabeth Vincent. The motion carried unanimously.** The trustees gave a standing ovation for our departing president, Jenny Post., who remains a trustee.
- E. Human Services-Jenny (Document attached) Expanded Hours: The HR Committee recommends that the library add open hours of operation to reach its pre-pandemic status of 33 hours per week beginning July 2021. Salary Considerations: Based on input from the Director, salary levels were reviewed. **A motion to adjust salary levels for two employees per the following for the remainder of fiscal year 2021, with the additional open hours factored in: Position 1: Increase of .56/hour to \$13.50/hour. Position 2: Increase of .50/hour to \$13.00/hour. was made by Jenny, seconded by Mary Elizabeth, and approved by all. Motion carried.** The total increase in wages for the six-month period is \$913.38. Building: The committee requested that Thea oversee the continuing process of controlling storage in the basement and history room.
- F. Program-Vicki (Document attached) Vicki highlighted some of the upcoming programs. The Kick-Off for the summer reading program, Tails and Tales is June 26. African Dance and Drum Workshop begins June 26. The Red Cross Blood Drive on July 24 will need volunteers.
- G. Policy & By-Laws-Audre (Document attached) Diversity and Inclusion: Audre suggested we consider a paid internship for a young person who may not otherwise have the opportunity for work, as well as exposure to the library's educational environment. Audre & Jenny will

plan a meeting to set a procedure for finding a candidate. Susan suggested contacting Kelly Radzik at CGCC.

Audre reported that the committee continues work on records management policies. **A motion to approve and adopt the “On Site Photography and Videography Policy as presented by the Policy and By-Laws Committee was made by Stephen King seconded by Susan Roberts and approved by all. Motion carried.**

H. Technology-Thea (Document attached). S&F has repositioned the upstairs camera to better record movement near the elevator. S&F is investigating inaccuracies in recording by the building’s surveillance system. A new laser printer has been ordered for the main room. The ink jet color printer (printer and fax photo copier) will be moved into the Board Room. Stephen added that Solar Farms will soon be making a presentation to the Town in our community room. It is important to have clear Instructions for the use of the Community Room’s audio-visual technology. Mask Policy: After discussion, it was agreed that the Town will use their established Mask Policy for this event. It was also agreed that there is no community room rental charge to the Town for this event.

8. Old Business-None

9. New Business-

A. A committee of Board and FRIENDS representatives will meet to explore options for future library book sales. Mario, Alice, Jenny, Mike, Paula, Mame will make up the committee.

B. Turning Outward/Cohorts Initiative (Thea). They conversations have been very enjoyable. Thea invited all to attend. The committee will make report to the board and community.

C. Three Year Plan Committee: Jenny would like to begin meeting soon. Stephen, Mame, Audre, Thea, Jenny (as editor), a representative from FRIENDS and the public are potential committee members.

D. Consider changing meeting time back to 5PM...no change.

A motion to adjourn was made by Stephen, seconded by Jenny and approved by all. Meeting adjourned at 7:20.

Respectfully Submitted,

Mary Elizabeth Vincent, Secretary

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