

Claverack Free Library
9 Route 9H, Claverack, NY 12513
Board of Trustees Meeting
July 20, 2021

Approved Minutes

Present: Mame Bradley, Stephen King, Julie Nack, Jenny Post, Susan Roberts, Vicki Rosenwald, Michael Sullivan, Mary Elizabeth Vincent, Library Director Dorothea Schoep, FRIENDS Liaison Paula Ptaszek.

Absent: Audre Higbee, Kara Keeler, Betsy Cashen. Public Present: Tim Wyman, Diane Cantele.

1. The Claverack Free Library Board of Trustees Meeting was called to order by Stephen King at 6:02. Trustees introduced themselves and welcomed Diane Cantele and Tim Wyman, each of whom has been active with library committees.
2. **A motion to approve the minutes (attached) of the June 15 Annual Meeting was made by Jenny Post, Seconded by Mame Bradley, and approved by all. Motion carried.**
3. Financial Reports-Treasurer, Fiscal Officer & Bookkeeper: Susan, Marion (Documents Attached) June deposits totaled \$12,865.12 (including quarterly Doty Trust income and \$3000.00 from the Children's Foundation. The "Finance" section of the library website has been updated.
4. Director's Report-Thea (Documents attached) Turning Outward: The committee will meet with the Town Board to share ideas that are forming from the Turning Outward group conversations with the community. New York State Library Network Assessment Pilot Project: Claverack Library is one of two libraries (Amenia is the other) in the Mid-Hudson region, invited to participate in this pilot project that will lead to an assessment of our library's broadband-related technology and suggestions for improvements we may need. The aim of this pilot project is to improve access for all libraries in the state and to support improved access to broadband for all library patrons. Tuesdays Fun at the Park: Special thanks to the following sponsors: Kneller Insurance, Meltz Lumber and The Claverack Democratic Committee. Mask Policy: During library hours all are required to wear a mask. Adult programs that take place in the conference room or community room: Once in those rooms, vaccinated adults are welcome to remove masks. Summer Reading programs: They are now divided into 3 three groups, in consideration of Covid health protocols. Thea corrected the amount of the grant received from The Children's Foundation: \$3000.00.
5. FRIENDS-Paula (Document attached) Raffle: The trustees congratulated Paula on the success of the FRIENDS raffle and thanked her for her outstanding efforts. Outdoor table: Paula suggested tying the construction of an additional table for the lawn to Junior Engineering Program as a project. The possibility to have an older group of students do it in the Fall was briefly discussed. Food Truck Wednesdays: Continue to be very popular. Ice cream truck will no longer be participating. Food Pantry: The FRIENDS now receive a list of needs every two months, which helps local donors decide what to give, and seems to be increasing donations, according to Paula. Bike racks: Paula is reaching out for monetary donations for bike racks. Jenny suggested adding ADM to her list.

Book Sale: Response to the library's call for help has been good. **A motion was made by Mario for the Board to support moving forward with the fall book sale. The motion was seconded by Mike and approved by all. Motion carried.**

Mame reported a price of \$500.00 for tomato boxes. The trustees supported the purchase and use of the tomato boxes for book storage and transport during the sale.

6. Public: No Comments.

7. Committee Reports

A. Buildings-Stephen and Mike (Document Attached)

Status of library improvement projects: Building Committee will establish a list of furniture, part of the original plan, needed for the community room. Sound panels: Chuck Hover has talked with a sound expert who confirmed that the sound panels we had purchased are appropriate for the Community Room. Walkway: Stephen suggested moving stones from the long, unused path that runs in the front of the former library building to route 23 to the back to create a path from the back door to the sidewalk of the new building. All trustees agreed with the move. Signs: There appears to be an excess of signs on the library property. Jenny reminded everyone that when a sign is no longer needed, to place it out of public view.

DLD Grant-Vicki listed the four projects covered in the submission of the DLD Grant application: 1. Correction of the drainage problem in the library parking lot, with a cost estimate of \$26,000.00 from J&R Contracting. 2. Installation of an interior retractable ladder to the library roof hatch, located near the elevator on the main floor. 3. Solar powered lighting for the library parking lot, with a \$15,000.00 cost estimate. 4. Additional lighting for the Library Community Room. **A motion to approve the public library construction grant application #9295 for 2021-22 for submission, for an amount not to exceed \$65,000.00 was made by Vicki, seconded by Mike, and approved by all. Motion carried.** The grant must be submitted by August.

Assessment of leaks in AC/Heating : Neither Hoosick Valley Contractors or ST Hudson have found the source of the water stain in the ceiling over the computer table. Stephen asked Mike to present names of possible third-party professionals to find the source of the leak. Mike agreed to bring that information to the August meeting.

Storm Water Update: Zoom meeting with Councilwoman Did Barrett and Gunnar Wordon was held this afternoon. Joseph Landy and Michael Ebole represented Home Streets Renewable Projects in their discussion of funding sources to repair the storm water drainage issue. They were very willing to help us and Mame will follow up with them to discuss logistics.

- ii. Original Property Committee: The Claverack Town Court plans to move into the original property building during November's election week. Town and ZBA may move in earlier. Storage Pod is in place. Signage on the storage container appears to be out of code. Discussion followed on making the exterior of the storage box more appealing to passersby.

While Harry Halaco was doing electrical work in the basement, he found 3 inches of water in the storage room. It appeared that the sump pump had been unplugged. Now that the sump pump is working again, water is flowing into a pipe and discharging out back and will soon be connected to the dry well.

Stephen would like to meet with Town officials to discuss some practical issues such as meeting time schedules of both the Town and the library and shared services such as snow plowing,

- B. Communications-Jenny (No report)
 - C. Development-Mame (Document attached) on behalf of the committee, Mame congratulated Paula on her hard work and success with the FRIENDS raffle, which realized total of \$2580.00.
 - D. Nominating-Vicki (Document attached) **A Motion made by Vicki, seconded by Mike to accept Betsy Cashen's resignation with gratitude was approved by all. Motion carried.**
 - E. Programs-Vicki (Document attached) Red Cross Blood Drive is Saturday. Vicki reported that the library is working hard at being more inclusive and diverse in our collections and in programs. She urged trustees to support our programs and encourage others to attend.
 - F. Policy & By-Laws-Audre (Document attached). **A motion to approve the review and revisions to the following policies: Whistleblower, Hiring Practices, Program Policies was made by Vicki, seconded by Julie, and approved by all. Motion carried. A motion to approve The Hero Act, a new infectious airborne illness policy, mandated by NYS was made by Julie, seconded by Vicki, and approved by all. Motion carried. Thea made a motion to revert to the pre Covid Code of Conduct with a caveat for masks referenced in her director's report. Julie seconded the Motion. All voted in favor. Motion carried.**
 - G. Technology Committee-Thea (Document from Mario attached) New Color Printer is now operating in the Main Room and is set up to work with staff computers. The color inkjet printer has been installed on the trustees' computer. Wall Plate: Thea has been asked to purchase a wall plate for the Community Room Audio/Visual system Audio/Vid to provide the ability to connect to the system without touching the AV system. Mario will make the instruction plaque approved at a previous meeting.
 - H. Human Resources-Stephen (No Report.)
8. Old Business
9. New Business- Mike reported that the Columbia County Chamber of Commerce will give us cards for the display board and will hold a Business After Hours in the future.
- A. Update: Turning Outward-Thea (Director's Report)
 - B. Executive Committee: Action and formal approval of use of public room

Facilities Use Requests: **A motion to accept the following Facilities Use Requests: “Quilt Group”, “Climate Smart Committee”, “Columbia County Democratic Committee” was made by Vicki and seconded by Susan. The motion was approved by all. Motion carried.**

Truck Study: Stephen opened a brief discussion on the Truck Study regarding alternate truck routes around the City of Hudson. Suggested routes will have a major impact on the roadways and neighborhoods through the Town of Claverack. The Committee of Concerned Residents of Claverack has asked for the support from the library particularly in having a table at events like the library book sale to have petitions signed. The Committee’s efforts have been endorsed by the Town Board. The library board offered support for the committee’s efforts.

A Motion to adjourn was made by Everyone at 7:35.

Respectfully submitted,

Mary Elizabeth Vincent
Secretary

Next Meeting: Tuesday, August 17, 2021, 6:00 PM