

Claverack Free Library
9 Route 9H, Claverack, NY 12513
Board of Trustees Meeting
August 17, 2021

Approved Minutes

Present: Trustees Mame Bradley, Stephen King, Audre Higbee, Julie Nack, Jenny Post, Susan Roberts, Vicki Rosenwald, Michael Sullivan, Mary Elizabeth Vincent, Library Director Dorothea Schoep, FRIENDS Liaison Paula Ptaszek. Absent: Trustee Kara Keeler. Public: None

1. The Claverack Library Board of Trustees meeting was called to order by Stephen King at 6:01PM
2. **A motion to approve the minutes (attached) of the July 20, 2021 meeting, with two corrections, was made by Vicki, seconded by Jenny and approved by all. Motion carried.**
3. Financial Reports-Treasurer and Bookkeeper: Susan and Marion (Documents attached). Susan noted that July deposits totaled \$10,879.41 and included \$2,000.00 from the Council on the Arts and \$3,000.00 from The Children's Foundation. August Deposits as of August 13 totaled \$3582.00 and included a \$1000.00 grant from The Bank of Greene County and \$1750.00 from a private foundation. She added that an additional \$5000.00 donation was recently received from a family's charitable foundation.
Independent Contractors should submit a Certificate of Insurance to the library, as well as a completed W-9. Documents are needed for IRS Reporting and annual Workers' Comp audit.
4. Director's Report-Thea (Document Attached). Building: AC and Fans are set at 70 degrees to run continuously in the community room, mechanical room, and entryway to help reduce humidity in those areas. The new printer is installed and working. Library Services: Summer Reading Program is coming to an end. NYS Senator Daphne Jordan will be the guest reader at the library's Pop-Up Storytime Wednesday at 5PM on the library lawn. Ethan Halpin is volunteering to help older patrons with on-line struggles. Ben Halpin is an assistant coach with Battle of the Books. Federal Stimulus Funds: Thea explained that there is more to be learned about funding but at this point the expenditure is narrowly defined for technology and access to libraries. Thursday, August 19, county librarians will attend the Columbia County Board of Supervisors meeting to thank them for their support and inform them of the need for their continued financial support. Volunteer Flower Care: Kitty and Cheryl weeded and watered the flower beds in front of the original building.
5. FRIENDS of the Library-Paula reported that Food Truck Wednesdays, Food Pantry collection and Saturday Coffee Carts are all going well. The FRIENDS are exploring ideas for T-shirts and other ways to be recognized more readily at community events.
 - A. Bike Fix Station and Rack. Thea met with Ryan Niver to investigate possible locations for concrete pads for bike rack foundations. He thinks it will be easier than originally thought to find appropriate areas and ways to install them. He will give Thea a cost estimate for installation. Paula reported a \$3000.00 estimated cost for two bike racks and one fix station and a pump.

- B. Book Sale Update: Paula and other volunteers are sorting books that have been stored in the library since the Fall 2019 Book Sale. She said that by October 1, the library should be ready to accept book donations for the Fall Book Sale. A brief discussion followed with trustees recognizing safety concerns in light of the current rise of Delta Variant cases in the county. It was agreed to move cautiously ahead in preparing books, but to meet soon with the Book Sale Committee to further discuss the feasibility of a Fall Book Sale.

6. Public Comments: None

7. Committee Reports

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

- I. Original Property-Valley Energy is aware the Town is moving into the original library building and will credit the library for the \$595.08 Pre-Buy fuel payment. The B & G Committee will make a recommendation on how to handle the refund. Valley Energy will set up a new "Tenant Plan" for the Town. Stephen and others will meet with Town officials to discuss turning over utilities (Oct.1), snowplowing and other procedures.
- II. Building and Grounds: Storm Water Update. Stephen and Mame reached out to Mike Tucker (Pres, Columbia County Economic Development Corp) for help in finding funding for this and other possible future undertakings. HVAC and Leaks: Mike is preparing a list of issues and steps taken by the library to fix them and will approach Hoosick Valley with his findings. Sound Panels: Chuck Hover and Brian Fox are ready to install after lighting work is done by Harry Halaco. Community Room AV: Wall plate has been installed. Instructions will be written by Steven Race. Stephen King suggested also having a brief check list of mechanicals to be adjusted before closing the building when staff is not present. Pergola: The committee recommends putting this on hold until Spring 2022 when lumber prices are forecast to drop. Bike Fix/Rack: When installation specifics are delivered, Buildings and Grounds will recommend locations and then the Board will need to approve the bike project. Rebalancing of HVAC System: Vicki reminded the B & G Comm. that the HVAC rebalancing is the only billing item left to be completed before we can receive the final payment from the 2020-21 DLD Grant.

B. Communications-Jenny (No Report)

- C. Development-Mame (Document Attached). Fundraising Proposals: Mame reported that several proposals for new fundraising efforts were discussed. Possible fundraisers include June event to be held at an organic lavender farm whose owners have offered to host the event; Big ticket raffle such as an electric bike, a tractor, or a car; FRIENDS Rep Paula Ptaszek proposed a raffle similar to the Spring 2021 Raffle. Book Sale: The FRIENDS agreed to be the official sponsors of the Book Sale, with trustees working along with the FRIENDS. Development Calendar: The committee developed a fundraising calendar to avoid confusion and over-exposure in the community. Jenny advised Mame that the year-end mailing is sent in November rather than December.

D. Nominating Committee-Vicki (Document) **A motion to nominate Stephen King to a third term as trustee was made by Vicki, seconded by Mary Elizabeth, and approved by all. Motion carried.**

A motion to accept the changes in the Claverack Library By-Laws regarding the elimination of the need for a Fiscal Officer if the Treasurer is a Trustee, was made by Vicki, seconded by Mike, and approved by all. Motion carried. (Edited version of By-Laws is enclosed.)

E. Human Resources-Stephen (No Report)

F. Programming-Vicki (Document Attached)

G. Policy and BY-Laws-Audre (No Report) Audre alerted the trustees that she will be sending some older policies that need updating for us to review before the September meeting. In the fall the committee will continue work on a Procurement Policy.

H. Technology-Thea & Stephen (Document, submitted by Mario, attached)

8. Old Business-None

9. New Business- Three Year Plan: Jenny will be putting together a plan and date for the Three-Year Plan Committee to begin revision of the library's plan. Document Shredder: FRIENDS Liaison Paula Ptaszek researched the possibility of having a professional document shredder bin available for community use four times a year, on library property. Discussion followed with no decision.

Update: Turning Outward/Cohorts Initiative-Thea will be setting a meeting date for a report of the committee's findings to the community.

Respectfully submitted,
Mary Elizabeth Vincent, Secretary

Next Meeting: Tuesday, September 21, 2021