

Claverack Free Library  
9 Route 9H, Claverack, NY 12513  
Board of Trustees Meeting  
September 21, 2021

Present: Trustees Mame Bradley, Audre Higbee, Stephen King, Julie Nack (Zoom), Jenny Post, Susan Roberts, Vicki Rosenwald, Mike Sullivan (Zoom), Mary Elizabeth Vincent, Library Director Dorothea Schoep, FRIENDS liaison Paula Ptaszek. Absent: Trustee Kara Keeler, Public: Stephanie Keyser

Approved Minutes

1. The meeting was called to order by President Stephen King at 6:00. Stephen offered a welcome to Stephanie Keyser and introductions were made.
2. **A motion to approve the minutes (attached) of the August 17, 2021 meeting was made by Vicki, seconded by Audre and approved by all. Motion carried.**
3. Financial Reports-Treasurer and Bookkeeper-Susan, Marion (Documents attached)  
Cole Trust: Susan reported that as a follow up to trustee support for dissolving the Julia M. Cole Trust, Ted Hilscher has agreed to submit the required paperwork to the Attorney General's office. The necessary resolution is attached to this document. The Julia M Cole Trust was established in 1925 with the sum of \$10,000.00 bequeathed to the Trustees of the Claverack Free Library and Reading Room for the use and maintenance of said Library. The trust, now valued at approximately \$29,000.00, will be directed to future use and maintenance of the Claverack Free Library and a plaque naming Julia M. Cole as a supporter of the library will be placed in the library in perpetuity. **A motion to approve the use of the proceeds of the dissolved Julia M. Cole Trust to enhance the use of the library for the community by making improvements to the library's Community Room and entrance area, was made by Susan, seconded by Vicki and approved by all.**

Operating Account Cash: Currently there is approximately \$160,000.00 in the checking account. The high balance is partially explained by the March deposit of \$73,500 from the Town. Susan asked if the trustees wish to transfer money from the checking account to a Certificate of Deposit. **A motion to move \$75,000.00 from the library's checking account to a Certificate of Deposit was made by Stephen, seconded by Vicki and approved by all.**

August Deposits: Deposits totaled \$10,911. (They included \$1,000. From The Bank of Greene County and \$8,750.00 from four family foundations.). September deposits, as of September 13, totaled \$5,122.00

Hartford Workers Compensation Audit. Susan reported that the audit has been completed and filed with the Hartford Insurance Company. She reminded Trustees that all independent contractors should submit a Certificate of Insurance to the library as well as a completed W-9. Mike suggested asking Kirk Kneller for clarification on the library's insurance coverage for independent workers and offered to invite Kirk to attend our next meeting to address the issue. Susan is also working to clarify some information, with the help of Ted Hilscher, pertaining to the library that came up while completing the ERM-14 Form.

4. Director's Report-Thea (Documents attached) Library Services: Organizations and individuals can now reserve the conference room with their library cards. The final story walk of the year is up

at Mud Creek. Thank you to Julie for helping to install the story and to Paula for laminating the stories. Library Website: Has been updated for a better view on mobile devices. MHLS Mini-Grant in the amount of \$750.00 has been awarded the library to cover the extra hour we are open on Mondays to accommodate Tri-Form and other at-risk individuals. It has been delightful to have them in the library again. Community Room Use: The Libertarian Party requested to use the Community Room Sept. 22. **A motion to grant their request was made by Stephen, seconded by Mike, and approved by all. Motion carried.**

5. FRIENDS -Paula

A. Bike Fix Station & Rack Paula received a \$3000.00 estimate for purchase and installation. The rack and fix station will be placed by the bottom of the fire escape stairs. The second rack will be placed between the flower boxes and the building adjacent to the patio. **A motion to approve the installation of the bike racks was made by Stephen, seconded by Mame, and approved by all. Motion carried.** Paula has a fundraising letter ready to go to organizations and businesses that have an association with activities that benefit health.

B. Book Sale Update. Books are coming in...volunteers are sorting. Some books of possible value have been found. Jenny has volunteered to do some research on their worth and probability to sell. FRIENDS would like to have a thank you party in the library parking lot (after hours) on Saturday, Oct 16 for all volunteers who have helped at the library. Menu will include hot dogs, hamburgers, salads etc. **A motion to approve the volunteer thank you party, the cost of which should not exceed \$500.00, was made by Stephen, seconded by Audre, and approved by all. Motion carried.**

6. Public Comments- Stephanie liked the idea of a thank you party for volunteers.

7. Committee Reports

A. Buildings and Grounds-Stephen and Mike

i. Parking Lot Drainage Project: **A motion to proceed with the parking lot drainage project, to be completed before before winter, with a cost not to exceed \$20,000.00 was made by Stephen, seconded by Mike, and approved by all.**

ii. DLD Update-Vicki reported that the Claverack Library was notified on September 15, that it has been recommended for a \$30,000.00 construction grant award by the MHLS Board through the 2021-2024 State Aid for Public Library Construction Program.

Other Projects: HVAC and Leaks: Mike is preparing a list of issues and will approach contractors. Sound Panels: Chuck Hover and Brian Fox are ready to install sound panels after proposed lighting additions are completed by Harry Halaco. HVAC Rebalancing: Mike is working with M & T Technology to have the air survey and rebalancing completed before Thanksgiving. Once this is completed, the library is eligible to receive the final 10% of the 2020 DLD grant. Community Room AV: Stephen, Thea, Mario, and Tony Marino met recently to discuss making the AV system easier to use. A plan will be devised and brought to our October meeting for approval. Building Committee members will address a report that rain was coming in through the back door during a session of book sorting. Thea reported that the corner where the elevator shaft meets the building needs to be recalced after the bees were eliminated from the elevator lights.

Original Property: A committee of trustees will meet with Claverack Town officials this Friday to discuss issues related to the town's lease of the original library building. The exterior of the ADA bathroom addition will be painted on Oct 4. Thank you to ME Engineering for covering the cost.

- B. Communications-Jenny (No Report) The committee will soon be working on the year-end appeal. Jenny hopes to have it sent out by mid-November.
  - C. Development-Mame (Document attached) The committee is meeting Monday, Sept. 27 at 5:00 PM to discuss the revision of our fundraising policy.
  - D. Nominating-Vicki (Document attached) Vicki thanked Stephanie Keyser for attending tonight's meeting.
  - E. Human Resources-Stephen (No Report)
  - F. Programs-Vicki (Document attached)  
Gallery: Creativity Amid Chaos: What Did You Make During the Pandemic? Work was submitted by 45 artists and is hanging Sept. 15-Nov.6. Nellie Rustick and Patricia Powers did an outstanding job hanging the art. Local History: The committee has applied for a Hover grant to digitize items in the local history collection. Carol Rusoff is going to reschedule her teen improvisation workshop. A Yoga teacher will start classes the week of October 11.
  - G. Policy and By-Laws-Audre (Document attached). **A motion to approve the revised Procurement Policy was made by Audre, seconded by Stephen, and approved by all.** Motion carried. The committee is updating the Fundraising-Gifts Policy and Audre will meet with the Development Committee on Monday.
  - H. Technology-Thea (Document submitted by Mario attached) Covered in Building and Grounds discussion. (Above)
8. Old Business-
- A. CFL Three-Year Strategic Plan Committee-Jenny  
The second meeting was held Thursday, September 16. The group decided on the following format/structure: Strengths, Challenges, Opportunities/Aspirations and Results. The committee seeks one or two community members to help with the plan.
9. New Business
- 10. Adjournment-A motion to adjourn was made by Vicki, seconded by Jenny, and approved by all.**

Respectfully submitted,  
Mary Elizabeth Vincent, Secretary

**Next Meeting: Tuesday October 19, 2021, 6PM.**