

**Claverack Free Library**  
**9 Route 9H, Claverack, NY 12513**  
**Board of Trustees Meeting**  
**October 19, 2021**

Present: Trustees Mame Bradley (Zoom), Audre Higbee, Stephen King, Jenny Post, Susan Roberts, Vicki Rosenwald, Michael Sullivan, Mary Elizabeth Vincent, Library Staff Member Deborah Byer, FRIENDS Liaison Paula Ptaszek, New Trustee Stephanie Keyser. Absent: Trustees Kara Keeler, Julie Nack, Library Director Dorothea Schoep

Approved Minutes

1. The meeting was called to order by President Stephen King at 6:08 PM.
2. **A motion to approve the minutes (attached) of the September 21, 2021 meeting was made by Mike, seconded by Vicki and approved by all. Motion carried.**
3. Financial Reports-Susan, Marion (Documents attached). Cole Trust: The required paperwork to dissolve the Julia Cole Trust was submitted to the Attorney General's office on September 24, 2021. If there are no questions or objections within 90 days, the request will be honored.  
Operating Account Cash: **A motion to move \$75,000.00 from the library's checking account to a 7-month Certificate of Deposit at The Bank of Greene County, with Stephen King, Jennifer Post and Susan Roberts as signers, was made by Susan seconded by Mike and approved by all. Motion carried.**  
Financial Activity: September deposits totaled \$5776.29. As of October 15, October deposits equal \$13,301 (\$5,005 from the Doty Trust, \$7,666, revenue from the book sale.  
Budget Meeting: Stephen announced a workshop on Nov 5 for interested trustees, to help prepare the 2022 library budget. Details on time will follow. Mike warned that we need to be aware of rising energy costs as we prepare the budget.
4. Director's Report-Stephen and Deb (Document attached) No discussion.
5. FRIENDS- Paula Book Sale: Paula reported a gross earning of \$7500. and net income of \$5000. from the sale. The Thank You gathering for Book Sale volunteers was lightly attended the Saturday following the sale at a cost of about \$150.00 for food. Paula also said there are plans for a Holiday Sale in the Community Room from November 10 through November 13.
6. Nominating Committee-Vicki. **A motion to approve the nomination of Stephanie Keyser to a three-year term as trustee was made by Vicki, seconded by Mike and approved by all. Motion carried and congratulations were extended to Stephanie.**
7. Committee Reports
  - A. Buildings and Grounds-Stephen and Mike (Document attached)  
Storm Water Drain Project: NYSDOT Engineer Mike Duval is still on board to help us out with the new storm drain. Mike Sullivan is compiling a file describing what work we plan to do. Mike Duval said it will be necessary to obtain a highway work permit. Mike Sullivan will complete a

report for Stephen's review by next week. J & R will complete the work before the ground freezes.

HVAC- Mike reported that MTI will be at the library on November 11 to rebalance the HVAC System.

Community Room Lighting: Stephen confirmed with electrician Harry Halaco that he plans to bring new lighting into the Community Room. When he will be available to complete the work is unclear.

Piano Tuning: The last tuning was done about 2 years ago. The plan is to have the piano tuned the week before the first concert in January., which is The Second Annual Cyndy Hall Concert. It was agreed that in the future an arrangement will be made to have the piano tuned regularly.

AV: See Tech report

Original Property- The Town is hoping to move into the building November 1. Painting of the new addition has been completed and a new thermostat was installed. The town is replacing the vinyl tiles in the new clerk's room. Update (10/20/2021): Stephen received word that the Town will not move into the building until late November due to a necessary updating of the internet facilities by the New York State Court System.

- B. Communications-Jenny (Document attached). Newsletter: It will be sent to the library's patron and donor database. Schedule: Copy is due on October 25, with plans to send it to the Printer on October 28, to be mailed by November 9. Printing and Mailing Cost estimates will be requested from Pro-Printers and Chatham Printers.
  - C. Development-Mame received the new resident data for 2021 from the Columbia County Real Property Tax Office and worked with Dave Baylen to compose and send out a welcome letter to new residents on behalf of the Claverack Free Library.
  - D. Program Committee-Vicki (Document attached) Vicki reported that there is a clear need for volunteers to assist with program events. Her attempts to find volunteers to be present in the Gallery during open hours for the Creativity Amid Chaos Exhibit led to a discussion with the FRIENDS on creating a system to find available volunteers. Vicki and Paula will have a discussion leading to the creation of a list of available volunteers for specific tasks.
  - E. Policy-Audre (Document attached) **A motion to approve the updated Development and Fundraising Policy with Fundraising Calendar edits, was made by Mame, seconded by Vicki and approved by all. Motion carried.** Mame and Audre will finalize the changes to the Fundraising Calendar.
  - F. Technology-Mario and Stephen (Document attached) Tony Marino initiated a dialog with SnapOne for equipment needed for making the A/V system in the Community Room easier to use. The library provided credit information, which was required by SnapOne. Once the credit approval process has been verified, Tony will provide them with a list of needed equipment.
8. Old Business-Stephen asked that Thea and staff clarify masking requirements for all areas of the library, including the Community Room and the Conference Room.

9. New Business- Three Year Plan Committee: Jenny reported that the Three-Year Plan continues to evolve. Currently committee members are reworking the library's Mission Statement. Stephen reminded trustees that the Mid-Hudson Library System Annual Membership Meeting will be held Friday, October 22. The meeting is on-line and free to attend.

**A motion to adjourn at 7:09 was made by Mike, seconded by Audre and approved by all.**

Respectfully submitted,

Mary Elizabeth Vincent

Next Meeting: November 16, 2021 at 6:00PM  
Budget Review and Visit from Kirk Kneller