

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

Present: Trustees Mame Bradley, Audre Higbee, Stephanie Keyser, Stephen King, 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

Approved Minutes

1. The meeting was called to order by President Stephen King at 6:00.
2. **A motion to approve the minutes of the November 16 meeting was made by Mike, seconded by Audre and approved by all. Motion carried.**
3. Financial Reports-Treasurer Susan Roberts and Bookkeeper Marion Vosburgh (Documents attached). 2022 Budget Proposal: A slight change has been made to the library director's salary, reflecting an addition of two hours per week to the director's time. The director's salary has been revised from \$37,000.00 to \$37,628.00. Additionally, \$1300.00 of grant revenue has been added to the budget to balance the increased cost of a required annual sprinkler system inspection cost. There will be no transfer from the Operating Account to the Reserve Fund for this budget cycle. **A motion to accept the 12/17/2021 draft of the 2022 was made by Mike, seconded by Mame And approved by all. Motion carried.**
Insurance: As of December 18, we await insurance quotes for 2022 from Kirk Kneller and Mark Fingar.
4. Director's Report-Thea (Document attached). NY Heritage: The application has been submitted for the library to become a member of NY Heritage, the organization that will help us digitize our local history collection. Joan Steiner Gallery Opening: Over 50 people attended throughout the afternoon. Library Projects: Thank you to Barbara Ellsworth for making covers for the computers in the children's room. NY Mandate: We now require all in the library building to remain masked, regardless of vaccination status. Thea has contacted all building users and those leading library sponsored programs to inform them of the recent mandate. Personnel: Maxine Williams has retired after over 6 years of service to the library. Flowers and a card of appreciation for her service to the library were given to Maxine. Thea reported that she has received nine applications for the library clerk position, four of which appear very promising. The application deadline is January 3, 2022.
5. Presentations by Fingar Insurance Agency and Kneller Insurance Agency. Mark Fingar and Kirk Kneller each gave a 10-minute presentation on insurance coverage proposals for 2022 for the Claverack Library and the original library building. (Documents from each presentation attached). **Following the presentations, a motion to delegate responsibility for selecting an insurance carrier for the library for 2022 to the Executive and Finance Committees was made by Vicki, seconded by Mame and approved by all. Motion carried.** Those committees will meet the following week.

6. Friends of the Library- Paula (Document attached). Paula reported that the cost of the bike rack has risen above the original \$3000.00 quote, most of the cost coming from the repair station. Mike suggested waiting to place an order since prices may be coming down. Mike also said that Mario was very complimentary over the efforts of Paula in beginning the cleanup of the basement book storage room. Thea added that Betty Grindrod and Roland Vosburgh were also instrumental in setting up the cleaning. Paula was able to secure free heavy-duty pallets to keep book boxes off the floor, allowing air flow under the box piles to keep them dry. Paula also reported that COARC is willing to supply us with pallets in the future. Stephen reminded the trustees that a new liaison to the Friends will be needed once Mary Elizabeth steps down from the Board in February.

7. Public: No Comments

8. Committee Reports

- A. Buildings and Grounds-Stephen and Mike (Document attached). Original Property. The Town is planning to move in sometime in January. Parking Signs: No info. Septic Issue: Meeting with Matt Shook. Matt will supervise a new video snake. Storm Water drain update: Mike reported that Rick Cartwright had expected to be on site last week but was not. Mike still hopes the work can be done before heavy frost sets in. HVAC Report: Mike is hoping to study the report the week after Christmas. The report reviews a survey, rather than rebalancing, of the library's HVAC system. Rebalancing has not been completed at this time. Elevator Button Issues: The elevator button on the main floor lost its support ring for a second time. Current buttons will be replaced with tamper proof buttons. Piano Tuning: Tuning of the piano must be done soon. Snow Removal: Tom Banks is contracted to do the library and original building snow removal this season. In the event of a very large accumulation of snow, the Town will cart the snow away.
- B. Communications-Jenny (No report). The committee will work with the Development Committee on continuing consistent forward-facing messaging while attempting to cut the overhead costs of newsletter mailings.
- C. Development-Mame (Document attached) The committee is currently focusing on expanding the sustaining donor base. With agreement from all committee members, Mame postponed the next meeting until January 24.
- D. Human Resources- Stephen (No report)
- E. Programs- Vicki (Document attached) The library has been awarded a grant of \$2340.00 from the New York State Arts Council for live performances. The recent Celtic Concert was funded through this grant. Other future performances will be offered through this grant.
- F. Nominating-Vicki (No Report)
- G. Policy and By-Laws-Audre (Document attached). Audre highlighted the revision of the director's evaluation and vaccination policy for employees as projects on which the committee is focusing.

- H. Technology-Mario and Thea (Document attached). Two microphones, two mic stands, and two mic cables were purchased and set up for the Celtic Concert. The equipment worked as expected. Mario's report emphasizes that the soundboard mixer should have someone monitor it during all live concerts at the library.
- 9. Old Business: Jenny reported that the Three-Year Plan Committee is very close to completing a final copy for board review.
- 10. New Business
 - A. Calendar Project- Committees are invited to add dates to the library calendar through Google Docs.
- 11. A motion to adjourn the meeting at 7:20 was made by Mary Elizabeth, seconded by Stephanie and approved by all. Motion carried.**

Respectfully submitted,

Mary Elizabeth Vincent
Secretary

Next Meeting: Tuesday, January 18, 2022, 6PM