

The Claverack Free Library
9 Route 9H, Claverack, NY 12513
Board of Trustees Meeting (Zoom)
January 18, 2022

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: Kara Keeler,

Approved Minutes

1. The meeting was called to order by President Stephen King at 6:05 PM.
2. **A motion to approve the minutes of the December 21, 2021 meeting was made by Vicki, seconded by Audre and approved by all. Motion carried.**
3. Financial Reports-Susan and Marion (Documents attached) Susan reported a total of \$80,000.00 in donations for 2021. She congratulated Mame and her team, Thea, staff, trustees and Friends of the Library.
4. Director's Report-Thea (Document attached) Staffing: Thea announced the hiring of Zophia Shura as the new library clerk. In the past, Zophia has volunteered in the Teen's Dungeons and Dragons program as well as Junior Engineering. Zophia will begin the new duties on Tuesday, January 26.
Covid 19 Update: Thea reported that due to the increase in COVID 19 cases, programs with more than 12 attendees have been put on hold for the month of January. The library has also cut back on volunteers. In partnership with the town, 350 KN95 masks have been handed out at the library. Water Bill: There appears to be a discrepancy in the library's water bill, which indicates a daily usage of 240 gallons of water when library photos show 24 gallons. Mike and Thea are reaching out to Town officials to remedy the situation.
5. Friends of The Library- Paula (Document attached). Food Trucks are beginning to set up dates for 2022 Food Truck Wednesdays. Friends will allow book donations beginning Feb 2 for the 2022 Book Sale. A schedule of days/times for donations to be dropped off will be posted.
6. Public Comment
7. Committee Reports
 - A. Nominating Committee-Vicki (No Document) Jenny will temporarily assume secretarial duties at the February Board of Trustees as Mary Elizabeth's term as trustee ends. Stephen asked trustees to offer nominations for secretary.
 - B. Buildings and Grounds-Michael and Stephen (No Document) Storm Drain: Mike reported that no work has been done to date. Weather conditions will probably push work off until spring. HVAC Rebalancing: Mike continues to review the report of the survey. Rebalancing, which remains to be done, is necessary for the library to receive the remaining 10% funding from the 2020 DLD Grant. Community Room Upgrades: Trustees discussed the importance

of having the lighting upgrades for the Community Room. Stephanie offered to contact the electrician. Stephen will contact the piano tuner to set a time for tuning the library's piano.

- C. Communications-Jenny (No document) A brief discussion on the choice of title for this committee, Communications or Public Relations took place. Jenny and her committee will decide at their next meeting. Jenny and Susan suggested that committee chairs establish regular meeting dates for the library calendar.
 - D. Development-Mame (No document). Mame is waiting for final donations to be entered in FileMaker in order to complete her 2021 donations report. The Development Committee will not meet until February 28.
 - E. Human Resources-Stephen (No document)
 - F. Programs-Vicki (Document attached) Monthly Friday Afternoon Movies: This program is cancelled for January, with hopes to begin movies in February. Kate Laity will introduce each film. The committee seeks suggestions for films that can be streamed. The committee is developing a list of film possibilities for Jazz Month.
Gallery: Meier X 2+ Friends (Young Artists) is on from 1/29-3/12. Jeff Monkash's Jazz Photos Exhibit will open Jazz Month on March 26. Viewers will be able to scan QR codes on the labels to watch jazz performance videos on their mobile phones. Thank you to Thea for this idea.
Program Committee Reorganization: Planning is on-going to have most programming work done in sub committees, which will collaborate with each other. The chairs of each sub committee will meet as needed. Deb Byer will be spending more time assisting the Program Committee.
 - G. Policy and By-Laws-Audre (Documents attached) **A motion to approve the Diversity, Equity and Inclusion Policy was made by Mame, seconded by Mike and approved by all. Motion carried.**
 - H. Technology-Mario (Document attached) The Technology committee has reached out to Andy Nasser of Merrihew Consulting for assistance in designing a set-up, which allows users with minimal technical expertise to operate the Community Room A/V system. Andy has mentioned a few options, will look at costs and get back to the committee.
8. Three Year Plan Update-Jenny (Documents attached). Jenny reported that significant emphasis was placed on:
- A. Growing staff and patron services in the new, larger facility.
 - B. Assuring financial security and sustainability.
 - C. A focus on the efficient operation of the new building.

The committee has agreed to review the Three-Year Plan and note measurable results from the action points each June at the annual meeting. The goal is to adopt the plan at the February Board of Trustees Meeting. Jenny urged all trustees to read the plan thoroughly before the February meeting.

9. New Business: Stephen reported that he and Thea are working on updating the library's google calendar. Joint Fundraiser with the Claverack Reformed Dutch Church: Mike proposed a Soup and CD/DVD Sale in the library's Community Room one Sunday a month in January, February and March. Members of the DRCC will supply the soup. CFL will supply the venue and the CDs/DVDs to sell. Proceeds from soup sales will go to DRCC's Bell Tower Restoration Fund, while the CD/DVD proceeds will go to the library. Trustees gave their wholehearted support for Mike to move forward with his plan.

Facilities Use Request: The request, submitted by Mario Verna on behalf of Community Response Radio was put on hold until the February meeting to give Thea time to obtain further information from the organization.

10. Adjournment. A motion to adjourn the meeting at 7:04 was made by Mike, seconded by Stephanie and approved by all.

Respectfully submitted,
Mary Elizabeth Vincent, Secretary

Next Board of Trustees Meeting: February 15, 2022