

The Claverack Free Library

9 Route 9H, Claverack, NY 12513

Monthly Meeting of the Board of Trustees

February 15, 2022

Trustees Present: Mame Bradley, Audre Higbee, Stephen King, Julie Nack, Jenny Post, Susan Roberts, Mary Elizabeth Vincent

Trustees Absent: Kara Keeler, Stephanie Keyser, Michael Sullivan, Vicki Rosenwald

Also Present: Library Director Thea Schoep and Allison Koskey

1) The meeting was called to order by President Stephen King at 6:01 p.m.

2) **Minutes of the board meeting of 1/15/22 were approved. Motion to approve made by Mame, second by Julie. Motion carried.**

3) Treasurer's Report – Susan (report submitted)

A.) Thanks to Marion for preparing twice monthly payments and for the monthly financial statements (submitted)

B.) Susan thanked Vicki for fielding NY SED's Division of Library Development (DLD) multiple questions regarding closeout of outstanding grants.

C.) **The following motion to accept the Annual Report to MHLS was made by Audre, second by Stephen:**

The Claverack Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner and assures that the "Annual Report" was reviewed and accepted by the Library Board on 02/15/2022. Motion carried.

4) Director's Report – Thea (report submitted)

A.) Thea forwarded the following COVID-19 update from MHLS earlier today:

Today the Governor extended the executive order related to the declaration of the state disaster emergency through March 16th, 2022. This is tied to the law extending the adjustments to Open

Meetings Law “to meet and take such action authorized by law without permitting in public in-person access to meetings and authorize such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.” Source: [Committee on Open Government](#)

. . . and commented that mask compliance is getting more difficult to enforce as recommendations change and ease. She noted that the library will follow school protocols for now. Mask use during programs and special events will be determined by numbers of participants and we may consider recommending masks in the children’s room (as many children are unvaccinated).

B.) Thea also noted that our library has a board approved Airborne Infectious Disease Exposure Prevention plan under the [NY HERO Act](#).

5) Friends of the Library –

- A.) Mame agreed to act as board liaison to the Friends and shared minutes from two previous months.
- B.) Paula reported that there will be a work party to organize boxes of books in storage this weekend and that donated books will accepted in the coming weeks.
- C.) At their next meeting in March, the Friends will determine whether to hold a spring book sale.

6) Committee Reports

A.) Nominating (no report submitted)

Stephen thanked Mary Elizabeth for her nine years of service as a trustee, many of them as secretary, as well as for her work on the donor database. She has agreed to continue to work on the database and to train her successor.

B.) Buildings & Grounds – Julie (report submitted)

- i) Discussion of the necessary replacement of elevator buttons
- ii) Still awaiting repair of siding on 9H frontage
- iii) Thea contacted HVC regarding plumbing issues and awaits a response
- iv) It was agreed to ask Mike to adjust the EV charging fees to reflect increased electricity costs

C.) Communications – Jenny (final Three-Year Strategic Plan submitted)

- i) The annual report to the community will be mailed in late May/early June to include dates for the Summer Reading Program.
- ii) **Motion to approve the Three-Year Strategic Plan made by Mame, second by Mary**

Elizabeth.

Motion carried.

D.) Development – Mame (report submitted)

- i) Susan thanked Mame for her comprehensive reporting of donations
- ii) The next meeting of the committee will be on Wednesday, February 23 at 5 p.m. via ZOOM.
- iii) 414 Committee Report submitted. Stephen and Jenny will attend the Claverack Town Board workshop on February 28th to notify them of our likely intention to seek additional funding from town voters in November. We will also request monies from Federal infrastructure funds for facilities support.

E.) Human Resources – Stephen (no report submitted)

- i) The Board self-evaluation: Stephen awaits a response from some trustees and will present the results at the March meeting.
- ii) Working with B&G, the HR committee will help shape the job description for building manager (including whether this position will be considered an employee or an independent contractor). Julie has several people in mind to approach.
- iii) Stephen and Audre will revisit the Director's Evaluation to assure that it matches the job description.

F.) Programs – Vicki (report submitted)

- i) Thea thanked Vicki, Deb and Lenny Hall for their work on the Jazz Photo exhibit.
- ii) Vicki notified the board prior to the meeting that the Second Annual Cyndy Hall Memorial Concert – with Jay Shulman, cello and Carol Anderson, piano – will be held on 3/26.
- iii) A piano tuning has been scheduled.

G.) Policy & By-Laws – Audre (two policies submitted)

- i) **Motion to accept the revised Trustees Code of Ethics Policy made by Mary Elizabeth, second by Jenny. Motion carried.**
- ii) The Code of Conduct Policy is currently under review by the committee.
- iii) The committee will work to improve the trustee orientation packet to assure that a mentorship option is readily available.

H.) Technology – Mario

Thea reported that David Baylen is helping Betty update patron computers and that a schedule is necessary for lengthy updates.

7. New Business – No new business

Motion to adjourn made by Mary Elizabeth, second by Julie. Motion carried.

Submitted by Jennifer Post, acting secretary

Next Board of Trustees Meeting: Tuesday, March 15, 2022 at 6 p.m.