

Claverack Free Library  
9 Route 9H, Claverack, NY 12513  
Board of Trustees Meeting  
November 16, 2021

Present: Mame Bradley, Audre Higbee, Stephanie Keyser, Stephen King, Julie Nack, Jenny Post, Susan Roberts, Vicki Rosenwald, Mary Elizabeth Vincent, Library Director Dorothea (Thea) Schoep, FRIENDS secretary Alice Platt. Absent: Trustees Kara Keeler, Michael Sullivan, FRIENDS Liaison Paula Ptaszek.

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 October 16 meeting (Document attached) was made by Vicki, seconded by Stephen and approved by all. Motion carried.**
3. Stephen introduced special guest Kirk Kneller of Kneller Insurance. Mr. Kneller gave a general review of the Claverack Library's current insurance coverage with Kneller Insurance, touching on the Director and Officers Liability Policy and the Property Liability coverage. He also informed the trustees that the library building is covered for \$1.33 million dollars and the old building for \$390,000. In response to a question about the unexpected rise in the cost for the library's 2022 insurance coverage, Mr. Kneller explained that the amount of our coverage has increased. As for future costs, the remarketing of insurance coverage rates begins at the end of this month. He offered to return to a board meeting to give a side-by-side comparison of our current coverage and cost with proposed coverage and cost for 2023, which he believes will show considerable savings.
4. Financial Reports-Treasurer and Bookkeeper, Susan and Marion (Documents attached)  
Review of proposed 2022 Budget: Susan explained that this has been a challenging budget to create, with attempts to best utilize the library's new space, while maintaining sufficient funding to pay bills now and in the future. She thanked Audre, who provided thoughtful suggestions on difficult compromises. The version agreed upon at the November 15 Workshop (Enclosed) will be the Budget presented for approval at the December BOT meeting.  
Operating Account Cash: The 7-month Certificate of Deposit at The Bank of Greene County has been opened.
5. Director's Report-Thea (Document attached)  
Holiday Hours: The library is open from 12:00-5:00 on Fridays. After a brief discussion, citing historically low patron usage on the day before Christmas, the trustees agreed to close the library on December 24.  
Wish List for FRIENDS: Thea presented her Wish List (updated 11/17) for FRIENDS: 1. Support programming services with a fiscal donation of \$1000. 2. Water bottle filling station-to replace a water fountain. Estimated cost: \$1,000-\$1500., including labor-current water fountains see little use. 3. Sponsorship of E-resources-Kanopy or Hoopla-Annual cost for each is \$1200.00. 4. Sponsorship of Family Make and Take project. Cost about \$100. /month for project tool kits to be borrowed for in-library use with associated craft items. A book or story is included for themed events. 5. Podium for community room and conference room to share (suggested it be on wheels and have a place to put a microphone for community room). Estimated cost: \$170. 6. Mahjong table- Estimated cost: \$1000.-Patrons can use the new Booking System to book the table for two -hour increments.

Local Supports Local: Special discounts with a Claverack Library card at local restaurants.

Land Conservation Backpack Program: Backpacks are ready to borrow. We are planning to participate in several guided walks.

Hover Foundation has approved \$2500.00 for library use toward becoming part of NY Heritage and digitizing our local history. The application has been sent to NY Heritage and we should be able to start the process in December. Our works will also be available through the MHLS catalog.

Free Direct Access Plan- The Free Direct Access Plan reflects MHLS's commitment that no resident in the area served by MHLS will be excluded from direct or on-site access to the resources of any of the system's member libraries based on age, cultural, economic, or civic status. **A motion to approve and adopt the Free Direct Access Plan was made by Mary Elizabeth, seconded by Mame and approved by all. Motion carried.**

6. FRIENDS-Paula (Document attached) In Paula's absence, Alice Platt represented the FRIENDS this evening.
7. Public- No Comments
8. Committee Reports
  - A. Buildings and Grounds Updates:

Storm Water Drain Project: Stephen reported that work should begin very soon and completed before snow falls. The work should not impact activity in the library parking lot.

Basement Storage Areas: Stephen urged the trustees and FRIENDS to make a serious effort to clean up and clear out the hallways and storage areas in the library basement, to avoid a fire hazard. Clean up dates need to be planned.

HVAC: No update. Community Room: No update. Piano Tuning: No update. Audio Visual: No update.

Original Property: No update.
  - B. Communication-Jenny (Document attached)

2021 Year-end Newsletter, with the theme Gratitude, designed to be sent to the library's patron and donor database, is currently at the printer and will be mailed this week. Approximately 2400 newsletters will be mailed.
  - C. Development -Mame (Document attached) Mame and Stephen met with Mario to coordinate membership/fundraising appeals by the Board and the FRIENDS. The FRIENDS membership drive will take place in early September. Mame reported that the Donations Summary Report includes only those gifts that were received by Sept. 30 and which Mary Elizabeth entered in FileMaker. The topic for the next Development Committee meeting, Monday, November 22, will be Growing the Sustainer List.
  - D. Human Resources-Stephen reported that the committee had met recently to discuss the director's evaluations and to help plan the salary sections of the 2022 Budget. The committee will soon meet with Thea to discuss her annual evaluation.
  - E. Program – Vicki (Document attached) Vicki shared final plans for the Nov. 20 Opening Ceremony of the Children's Book Illustrators Exhibit, honoring the memory of Joan Steiner, children's author, illustrator, and former trustee of the Claverack Library Board of Trustees, who spearheaded the campaign to purchase and repurpose the AB Shaw Firehouse to house

the new Claverack Library. Spotty Dog Books and Ale has been instrumental in securing the participation of local illustrators for the exhibit and Saturday's opening ceremony. Steiner's "The Cathedral", professionally restored by Linda McNutt with framing and exhibit table crafted by Peter Hoffman, will be installed in the library entryway this week. The Children's Book Illustrators Exhibit will run through January 15, 2022. Grant: Vicki also announced the library's receipt of a \$2300.00 grant for live performances from the Greene County Arts Council.

- F. Policy and By-Laws-Audre No update currently.
- G. Technology-Mario & Stephen (Document attached)  
A/V System: SnapOne has declined the library's application for equipment needed for making the A/V system in the Community Room. They have provided a list of installers they work with. Tony Marino is reaching out to the installers.

9. Old Business- Three Year Plan: The committee continues to meet to shape the plan, with the following format: Strengths, Challenges, Actions, Results.

10. New Business-Stephen

- A. Calendar Project-Stephen initiated a plan to construct a google calendar of monthly library tasks to accompany the library agenda for each board of trustees meeting, which he hopes will help trustees organize such tasks efficiently.
- B. Local History Committee- Stephen made a proposition that the local history committee become an official library committee, with a chairperson who will make monthly reports to the trustees. He suggested adding the committee to the library by-laws.
- C. Since there was no opposition to holding the December meeting on December 21, the meeting date held as planned.

**11. A motion to adjourn the meeting was made by Audre, seconded by Julie and approved by all. Motion carried.**

Respectfully submitted,

Mary Elizabeth Vincent  
Secretary

**Next Meeting: Tuesday, December 21, 2021, 6PM  
Budget Vote**