

**The Claverack Free Library**  
9 Route 9H, Claverack, NY 12513  
**Monthly Meeting of the Board of Trustees**  
**March 15, 2022**

Trustees Present: Mame Bradley, Audre Higbee, Stephanie Keyser, Stephen King, Julie Nack, Jenny Post, Susan Roberts, Vicki Rosenwald, Michael Sullivan

Also Present: Thea Schoep, Library Director and Paula Ptaszek, Friends Liaison to Library Board

Note: The order of reports was modified to accommodate Vicki and Mike, both of whom needed to leave the meeting early.

1) The meeting was called to order by President Stephen King at 6:03 p.m.

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

3) Treasurer's Report – Susan & Marion (report and financial statements submitted)

A.) Thank you to Marion for preparing library payments twice a month and for distributing monthly financial statements.

B.) Proceeds from liquidation of the Cole Trust were received - \$26,239.12

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

A.) The board discussed, and informally approved, facilities use applications for:

Community Response Radio

Hudson Farmers Market

The Two of Us Productions

It was decided that Thea will send future applications for building use to the board as they are submitted, with a one-week deadline for responses or concerns. Audre will work with Thea to revise the application form to include more specifics and the facility use policy will be updated.

B.) Thea and Tobi Farley met with two Town of Claverack Board Members – Doug Cowell and George Duntz – to work out details for a collaboration between the Philmont and Claverack Libraries and the Town for the summer reading and recreation programs. The Philmont and Claverack Libraries will offer museum passes to recreation participants; the Town will provide transportation and staffing. The libraries will also provide entertainment at the Town Park.

5A) Committee Reports

A.) Nominating – Vicki

i) **Motion made to accept the resignation of Kara Keeler as trustee (due to time constraints) made by Vicki, second by Mike. Motion carried.** Stephen will write her a letter of gratitude for her service on the board.

ii) Allison Koskey has declined to join the board.

iii) Vicki has spoken to Sue Soltano and will follow up with her to set a meeting.

B.) Programs – Vicki (report submitted)

i) Jazz Month begins on March 26 with the opening of the *Jazz I Saw* photo exhibit. Later that day the Second Memorial Cyndy Hall concert will be held (26 people have reserved, with maximum attendance set at 50).

ii) Jazz Month features three films and two concerts.

iii) The Two of Us Productions will mount several productions at the library, with reduced ticket prices.

C.) Buildings & Grounds – Julie & Mike (report submitted)

i) Mike has provided drawings for the additional seven parking places; ARPA funding from the Town has been requested to support this improvement.

ii) Addressing plumbing issues: Thea has contacted HVC and awaits a response. She will follow up. Julie has spoken to Rich at S.T. Hudson.

iii) Mike reported that permits for storm drainage work have been secured and he has called Rick Cartwright to ask his availability to begin work.

iv) Community room lighting: conversion parts for one fixture have been ordered to assure that this fix will address the issue. Mike will get quotes for remaining light fixtures through his distributors. Quotes from electricians are being sought.

v) HVC has been contacted for a quote for hatch for roof access; Mike will follow up with them.

vi) A job application form has been created by HR, Julie and Thea for positions including the maintenance manager spot. This job will be advertised but, in the meantime, Julie has someone in mind to help with several small jobs.

6) Friends of the Library – Paula

A.) Shredding bins have returned

B.) At their meeting on March 14, the Friends decided not to hold the spring book sale in May.

C.) A long discussion followed about Alice Platt's proposal to place a box with free food outside the library. Thea remarked that other libraries are providing this service. It was agreed to ask Alice for more specifics.

5B) Committee Reports (continued)

D.) Communications – Jenny

i) The board agreed that the annual report to the community will be mailed to every household in Claverack, as well as to parts of Taghkanic and Craryville through Every Door Direct Mail.

ii) The report will include statistics on use and funding and a clear case for additional funding through the Chapter 414 Referendum.

E.) Development – Mame (report submitted)

i) Mame expressed her continued concern about board succession and suggested we work to raise more money for hours/paid staff.

ii) Mame and Jenny will work to create complementary messaging for the sustainer's appeal, 414 talking points, and the annual report to the community.

F.) Human Resources – Stephen (report submitted)

The board self-evaluation form reflected generally high satisfaction.

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

i) Audre and Stephen have drafted an improved Trustee Orientation and Exiting Procedure and asked that any comments be returned to Audre as soon as possible.

ii) Audre and Thea proposed the following **Motion: Masking policies in the library will follow CDC guidelines and decisions will be based upon fact-based data going forward. Motion made by Stephen and seconded by Mame. Motion carried.**

H.) Technology – Mario (report submitted)

Stephen reported that the new A/V automation system (aka "clicker") is much easier to use and encouraged trustees and Friends to attend a workshop to learn how to use it. Workshop date to be set.

7. New Business –

A.) Paula reported that no trustees nor Friends of the Library attended the recent gallery show reception on March 11. She pointed out that the young artists who participated should be encouraged as they may someday take on more leadership roles at the library. Stephen acknowledged that this is important and it was agreed to make it clearer to trustees and Friends that attendance at events and programs is expected. She also asked that a thank-you letter be sent to the participants.

B.) Stephen met with Columbia County Undersheriff Jacqueline Salvatore and announced that the library will host a presentation on public safety in the future.

**A motion to adjourn at 7:33 p.m. was made by Audre, second by Stephen. Motion carried.**

Submitted by Jennifer Post, acting secretary

**Next Board of Trustees Meeting: Tuesday, April 19, 2022, at 6 p.m.**