

The Claverack Free Library

9 Route 9H, Claverack, NY 12513

Monthly Meeting of the Board of Trustees

April 19, 2022

Trustees Present: Mame Bradley, Audre Higbee, Stephen King, Jenny Post, Susan Roberts, Vicki Rosenwald

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

Absent: Stephanie Keyser, Julie Nack, Michael Sullivan

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

Jenny will be away for the May and June meetings. Susan offered to take minutes at the May meeting. A volunteer to take minutes in June is needed. (Jenny will provide the template and give the acting secretaries a running start and support throughout.)

2) Minutes of the board meeting of 3/15/22 were approved. Motion to approve made by Vicki, second by Audre. Motion carried.

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

Susan clarified that income from the lease of the former library is not taxable. Income paid for two years will be applied to capital improvements to the property.

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

i) Thea's detailed report included updates on varied library services, grant writing and summer reading and other programs for all ages.

ii) She will be away from May 11 – 17.

iii) Thea has been working with Julie and Stephen on various repairs and building improvements.

5) Friends Report – Paula (no report submitted)

A) The Friends met on April 11.

B) Paula reported that the food truck schedule for Wednesdays from May through August has been set. Stephen asked that she send the schedule to him to forward to the town to keep them informed.

6) Committee Reports

A) Nominating – Vicki

- i) Several members of the committee met with Sue Soltano on April 9.
- ii) Vicki will invite Sue to join the board. Pending her acceptance, she will be nominated at the May meeting.

B) Buildings & Grounds – Julie and Stephen (detailed report submitted)

i) Stephen reported that the town is concerned about crowded conditions during meetings in the former library and suggested that the library offer the town, specifically the Planning Board, the use of the community room on the first Monday of each month. The library will need new tables to accommodate such meetings. Susan mentioned that money from the Cole trust can be used for this acquisition. Thea and Stephen will look into options.

ii) Thea reported that library will be closed all day May 2, when HVC comes to excavate and replace the sewage drain pipe in the downstairs entry hall. For several days after, patrons will use alternate entrances while the work is completed.

iii) Thea has received a quote of \$650 - \$750 for steam cleaning all carpeted surfaces in the library.

C) Communications – Jenny (report submitted)

The spring/summer newsletter will be sent to every household in our area by early June. Jenny and Mame will work together on the contents, which will also support and inform our 414 efforts.

D) Development – Mame and Jenny (report submitted)

i) Mame reported that the solicitation letter to major donors will be mailed around May 1.

ii) Referendum 414:

Jenny presented the following for a vote: **Motion to proceed with placing a Chapter 414 funding referendum on November's ballot asking voters' approval of an additional \$12,500 annually from the town of Claverack. This will bring the total annual payment from the town to \$86,000. Motion made by Jenny, second by Mame. Motion carried.**

Jenny also presented a **resolution to override the tax cap. The motion is attached. Motion made by Jenny, second by Vicki. Motion carried.**

Note: this resolution should be made every year at the time the library adopts its new budget; it should be placed on the calendar.

E) Human Resources – Stephen (no report)

F) Programs – Vicki (detailed report submitted)

i) Vicki thanked Thea and Deb for their help with publicizing and mounting the many programs the library is offering.

ii) She shared that a performance grant application through NYSCA was awarded for six dance performances. This series is in the planning stages and will likely start in early fall.

iii) The Two of Us Productions will stage *A Shayna Maidei* May 13-15, 20-22

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

Audre presented the attached policy and requested the following motion: **Motion to accept The Trustee Orientation and Exiting Procedures. Motion made by Audre, second by Vicki. Motion carried.**

H) Technology – Mario (report submitted)

i) Stephen reported that we will need to replace the interface receiver.

ii) Thank you to the Friends organization which has paid costs associated with A/V automation.

I) History Committee – Julie (report submitted)

i) The committee met on March 23 and is planning history-related programming with the Columbia County Photography Club.

ii) Paula reported that several members of this committee will meet with John Olson to learn about his interactive maps (options and cost).

7) New Business –

A) Stephen brought up the possibility of changing the meeting time to 5 p.m. It was agreed to revisit this at summer's end.

B) Stephen reminded all that the annual Prioritized Facilities Plan must be approved at the May meeting. Buildings & Grounds will send the updated plan prior to the May meeting.

C) Thea mentioned that the NYS 2023 budget restores library construction funding to \$34 million.

A brief discussion followed about applying for another round of DLD funding for a generator. No decision was reached, but we must notify MHLS of our intent to apply (or not) next month.

D) Nominating officers:

Jenny reminded the board that the Nominating Committee will present a slate of officers at the May meeting. The committee will ask the current officers if they are willing to continue to serve and all trustees are invited to nominate themselves or others. The final slate will be voted upon at the annual meeting in June.

At 7:02 p.m. a motion to adjourn the meeting was made by Jenny, second by Vicki. Motion carried.

Submitted by Jennifer Post, Secretary

The next Board of Trustees meeting will be held on: Tuesday, May 17, 2022, at 6 p.m.