

The Claverack Free Library

9 Route 9H, Claverack, NY 12513

Monthly Meeting of the Board of Trustees

May 17, 2022

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

Also Present: Alice Platt, Friends Liaison to Library Board, Deb Byer, Library Assistant

Absent: Thea Schoep, Library Director, Jenny Post, Michael Sullivan

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

2) Minutes of the board meeting of 4/19/22 were approved. Motion to approve made by Mame, second by Vicki. Motion carried.

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

Thanks to Stephen King and Peter Bevacqua for donating the proceeds, \$1,865, of their May 7th open garden and workshop to the library.

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

- i) Because the Town Court meets at the former library on Tuesday evenings, the trustees will meet on the third Thursday of the month to ease parking.

Motion made by Mame, second by Stephanie to change the Board of Trustees meeting to the third Thursday of the month at 6:00. Motion carried unanimously.

- ii) Thank you to Thea for being willing to change her schedule to accommodate the change in meeting time.
- iii) Notice has been received that Berkshire Taconic will give the total grant request for the summer reading program.
- iv) The Stewart's grant of \$500 has been received.
- v) We are waiting to hear from Berkshire Taconic about the grant request for senior programs.

- vi) Stephen requested that Thea include a pdf of the library calendar for the upcoming month with her Director's report.
- vii) Volunteers are needed at the Columbia County Fair on the afternoon of September 1 to talk with fairgoers at the county libraries booth.

5) Friends Report – Alice (no report submitted)

The second picnic table has been assembled and is on the lawn.

6) Committee Reports

A) Nominating – Vicki

- i) Sue Soltano wasn't able attend the meeting tonight but will attend next month.
- ii) Barring any nominations from the floor, the following slate of officers is presented to the board to be voted upon at the Annual Meeting in June:

President – Stephen King

Vice-President – Audre Higbee

Treasurer – Susan Roberts

Secretary – Jenny Post

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

- i) The outside doorbell will be replaced.
- ii) Work continues on plans for the pergola.
- iii) Stephen suggested adding the painting of the former library exterior to the list of pending items.
- iv) Stephen also reminded us that we need tables for the Community Room and that there are a number of options.
- v) The committee is trying to coordinate parking lot drainage and the additional parking.
- vi) Work on the improvement of lighting in the community room continues. Julie has been working with Scott Dolbert and they have found a solution which requires new parts, but no electrical work. There will be a dimmer switch for all of the lights. In the foyer, the lights will be activated by the level of darkness.

vii) Board approval is needed for the updated Annual Prioritized Facilities Plan. The approval has been tabled until June. The updated plan will be sent to trustees for review.

C) Communications – Jenny (report submitted)

D) Development – Mame and Jenny (report submitted)

i) The first quarter donations are about half of what was received last year. Mame will address the issue with the committee to determine the cause and what should be done.

ii) Trustees and Friends are reminded that three hundred 414 resolution petition signatures are needed by June. Please submit completed forms to Jenny, who will update trustees on the progress.

E) Human Resources – Stephen (no report)

i) The committee will meet to assist the Buildings and Grounds committee as they work to hire a building manager.

ii) Also, the committee will consider whether or not guidelines are needed for the library hiring process.

F) Programs – Vicki (detailed report submitted)

We were reminded that the Two of Us Productions will have three more presentations of *A Shayna Maidel* this coming weekend.

G) Policy & By-Laws – Audre

No report this month.

H) Technology – Mario (report submitted)

Work has been slow on making the library audio/visual technology easily accessible for use. Alice will ask Mario if the committee could use some paid outside help to expedite the process.

I) History Committee – Julie

New York Heritage has removed the scanner but will return it in August for more work. Julie has been the only one doing the scanning of historical documents. Mame suggested asking Friends for help; Alice will ask the Friends.

7) New Business –

The Town Board has reserved the Community Room for 6:00 on June 2, 2022, for a public meeting to review the future town solar guidelines.

At 7:10 p.m. a motion to adjourn the meeting was made by Audre, second by Stephen. Motion carried.

NOTE:

The next Annual Meeting of the Board of Trustees will be held on: Thursday, June 16, 2022, at 6 p.m.

~ Submitted by Susan Roberts, Acting Secretary