

The Claverack Free Library

9 Route 9H, Claverack, NY 12513

Meeting of the Board of Trustees

July 21, 2022

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

Also Present: Thea Schoep, Library Director, Paula Ptaszek, Julie Shevach, Tom Helling

1) The meeting was called to order by President Stephen King at 6:00 p.m.

2) **Minutes of the board meeting of 6/16/22 were approved. Motion to approve made by Vicki, second by Julie. Motion carried.**

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

Susan reported that the library has received the Form 990 from our accountant, Robert Pattison, well in time of the 8/15 deadline for return.

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

i) Thea reported that the Summer Reading Program is going well

ii) The circulation desk was damaged during interlibrary loan delivery. Thea will check with MHLS to see if they are insured for such damages.

iii) Thea emphasized that all library trustees are now required to attend two hours of training each calendar year. See Trustee Education Bill: **Beginning January 1st, 2023, each trustee, elected or appointed, of a public library or association library will be required to complete a minimum of two hours of trustee education annually** ([Education Law 260-d](#) added by Chapter 468 of the Laws of 2021).

The New York State Library recently issued guidance on the new trustee education requirements:

- **Mid-Hudson Library System has been pre-approved as a trustee education provider.** Therefore, all MHLS Trustee Education Series events, including the Trustee Handbook Book Club, will count toward trustee education requirements.
- **In-person and online programs will count** toward education requirements.
- If a provider does not provide a certificate of attendance **the State Library has provided a “[Self-Assurance Form](#)”** to aid an individual trustee with reporting their attendance.
- **This information will be tracked by local libraries and reported to the state through the *Annual Report for Public and Association Libraries*.** A [sample form](#) is provided by the State Library to assist with tracking this.

To help all trustees understand and meet the new trustee education requirements, Lauren Moore, Assistant Commissioner for Libraries and State Librarian established a joint New York State Library (NYSL) and Public Library System Director's Organization (PULISDO)

Trustee Education Committee. The Committee created a [Frequently Asked Questions](#) document and other supporting materials to help trustees and library directors understand the new law and the new requirements.

5) Friends Report – Paula (no report submitted)

i) Mario has proposed that the Volunteer Appreciation event be held after the book sale in October. Additionally, he is concerned that the \$500 budgeted will not be adequate. Thea said that the library will request that people RSVP so that we have an accurate count.

ii) Stephen asked for an update to the book sale planning (tent rentals, etc.). Paula will request information from Mario.

6) Committee Reports -

A) Nominating – Jenny (no report)

B) Buildings & Grounds – Julie

i) Parking lot drainage work & additional parking area will begin in early August by Jamie McCagg. A deposit on the work has been sent.

ii) Community room lighting: Julie has contacted Mike Sullivan to check on status of light parts order and is awaiting an answer.

iii) The new building maintenance position has been filled by John Metz; he has made a lengthy list of jobs to be done.

iv) Pergola installation is scheduled to begin July 28/29 by Callander's Nursery. The certificate of insurance has been secured and a deposit for the materials has been sent.

v) A building permit is needed for the cage ladder. Work is expected to be done in mid-September.

vi) Former library roof: Julie has received three quotes ranging from \$16,940 to \$20,800. **A motion was made to proceed with new roof by Phelps Brothers for \$16,940 (including building permit). Motion by Susan; seconded by Stephanie. Motion carried.**

vii) Susan created a spreadsheet of Income/Expenses for the former library from May 15 to July 16.

viii) Julie is in the process of gathering quotes for exterior painting of the former library. The gutters will be evaluated.

C) Communications – Jenny

Jenny explained that the document drawn up in response to public misconceptions tied to library funding and finances be used internally only.

D) Development – Mame and Jenny (report submitted)

Dave will explain the library's database Filemaker to those interested on Monday, July 25 from 5 to 6 p.m.

E) Human Resources – Audre (no report)

F) Programs – Vicki (report submitted)

i) Vicki reminded the board of the Red Cross blood drive on 7/30 (8 a.m. to 1 p.m)

ii) Tuesday night programs have been well attended. The Hoe-Down is scheduled on 8/9.

G) Policy & By-Laws – Audre (no report)

H) Technology – Mario (report submitted)

i) Vicki remarked that the new tech systems instructions are clear and easy to use.

ii) Thea reported that a basket to hold tech-related instructions has been installed inside the tech closet. Trustees are encouraged to learn the system.

I) History Committee – Julie

i) The committee will meet on Monday, July 25th at 6 p.m.

ii) Thea added that two people have volunteered to help scan historical materials when the scanner returns for our use.

7) Public Comments –

No public comments.

8) New Business –

Vicki requested that the volunteer opportunity to serve on the Gallery Committee (a subcommittee of Programming) be added to the list on the library's website. Thea reported that there has been a positive response to this volunteer needs list (with supporting e-blasts sent out as well).

The meeting adjourned at 6:45 p.m. **Motion to adjourn made by Sue/seconded by Audre. Motion carried.**

The next meeting of the Board of Trustees will be held on: Thursday, August 18, 2022, at 6 p.m.

~ Submitted by Jenny Post, Secretary