

## The Claverack Free Library

9 Route 9H

Claverack, NY 12513

Meeting of the Board of Trustees

August 18.2022

Trustees Present: Audre Higbee, Stephanie Keyser, Stephen King, Susan Roberts, Susan Soltano, Vicki Rosenwald

Trustees Absent: Jenny Post, Mame Bradley, Julie Nack

Also Present: Thea Schoep, Library Director, Paula Ptaszek, and Mario Varna

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

**2) Minutes of the board meeting of 7/21/2022 were approved. Motion to approve made by Audre; second by Vicki. Motion carried.**

A. Paula Ptaszek wanted to note that her name did not appear as "present" at the board meeting on 7/21/2022.

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

Susan reported that a recent financial audit was conducted and revealed no problems. She also reminded all trustees that all trustees have a responsibility for the finances of the library and that we should be thinking about the budget over the next few months.

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

- I. The signs are up for EV parking spaces. Thea reminded members present that these spaces are available to any car if the lot is full and no other parking space is available. Otherwise, the spaces are designated for electric cars.
- II. Battle of the Books Sectionals will be held on Saturday September 10 during normal library hours. The finalists from the "Battle" will move on to regionals.

5) Friends Report-Alice (reports submitted for July and August)

Paula and Mario reported to the board.

- I. The August minutes have not yet been approved by the Friends committee
- II. An appreciation luncheon for volunteers was discussed and all were in favor of waiting until after the book sale to recognize our volunteers.
- III. Mario proposed a new layout for the tents for the October 7-9 book sale in consideration of the new parking spaces. All were in favor and Mario will oversee this new layout. The tents are expected to be up Friday, September 30<sup>th</sup>. Additionally, volunteers are needed for the following:
  - a. Saturday, Oct 1<sup>st</sup> to assist with moving books out

- b. Friday Dealers preview sale
- c. Saturday and Sunday (10/8-10/9) to be present at the book sale
- d. October 11<sup>th</sup> Clean up and removal of dumpster 10/12

6) Committee Reports-

A. Nominating-Jenny

**A motion is requested to nominate Mame to a second three-year term. Motion was made by Vicki and second by Stephen; motion carried.**

Susan Roberts has agreed to be the mentor for Susan Soltano

B. Building and Grounds-Julie (report submitted)

- i. Additional parking pavers and drainage work will be done by Jamie McCagg the week of September 12<sup>th</sup>
- ii. The pergola is up and completed
- iii. Mario suggested that while to work is being done in the parking lot, we should consider placing a 4"-6" PVC pipe along the sewer line to act as a conduit for electrical extension cords for events. The safety and viability of this will be looked into.

C. Communications-Jenny (no report)

D. Development-Mame (report submitted)

Susan reported that Mame audited all donations for any discrepancies. It was realized that the slight discrepancy between Susan's report each month and Mame's records is that Susan's report includes the proceeds from the cash jar at the front desk as well as donations collected at events. No additional review is required.

E. Human Resources-Audre (no report)

Audre reminded the board that the trustee review-self evaluation will be coming up as well as the need to match Thea's job description to her evaluation to ensure accuracy.

F. Programs-Vicki (report submitted)

- i. Vicki reported that the Hoedown was well-attended and that Yoga is going well
- ii. Sedat Pakay photo's will be on display beginning August 31<sup>st</sup> through Columbus Day. Volunteers are welcome to assist with setting up. Sedat Pakay film will be shown on September 11<sup>th</sup>.
- iii. Two of Us productions will have a Murder Mystery night at the library on Saturday August 20<sup>th</sup>. Tickets are still available.
- iv. Weekly home school enrichment will be held on Tuesdays at 1 p.m. throughout the academic year.

G. Policy and By Laws-Audre (no report)

Audre will review the pandemic policy

H. Technology-Mario (report submitted)

- I. 4 new computers have been purchased. So far, the computer at the circulation desk has been switched out. Mario asked board members who use the "trustee" computer, to be sure to save and transfer current files on a flash drive to be loaded on the new computer. Anyone with a login and password will provide them to Mario and David so files can be transferred easily. The "trustee" computer will be the last to install.
- II. Mario suggested that anyone planning to use the new tech systems (mics, ROKU, projector, and screen) do a dry run two days in advance to assure that all runs smoothly. Vicki commented that the instructions, in a basket on the inside of the tech closet door, are excellent and easy to follow.
- III. The S&F Technologies 3-year service contract expires in September. This includes service to devices purchased such as the router, installed switches, and WIFI AP access points. Mario spoke with S&F and was informed that if the service contract, at \$275/month, is not renewed, there will be no WI-FI or internet service provided to (the library). The equipment is commercial grade and was installed in the new library by S&F.
  - a. Mario will continue discussions with Joe at S&F for a short-term resolution and then continue to look into our options.
  - b. Stephen suggested asking for a monthly service contract, if possible, until we reach a resolution to the problem.
  - c. Thea will review the S&F binders provided at the time of installation to review our signed contract
  - d. Mario will reach out to area libraries to see what equipment they use and who they receive their service from
  - e. The board agreed to pay S&F \$275/month and continue to discuss

I. History Committee-Julie (report submitted)

7) Public Comments

No public comments

8) New Business

No new business

The meeting adjourned at 7p.m. **Motion to adjourn made by Audre and seconded by Vicki. Motion carried.**

The next meeting of the Board of Trustees will be held on: Thursday, September 15, 2022, at 6 p.m.

Respectfully submitted,

Stephanie Keyser

Acting Secretary