

The Claverack Free Library

9 Route 9H

Claverack, NY 12513

Monthly Meeting of the Board of Trustees

November 17, 2022

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

Trustees Absent: Mame Bradley, Susan Roberts

Also Present: Thea Schoep, Library Director; Paula Ptaszek, Friends Board Liaison; Julius James; Julie Shevach

1) The meeting was called to order by President Stephen King at 6:02 p.m.

2) **Motion to approve the minutes of the board meeting of 10/20/2022. Motion to by Stephanie; second by Vicki. Motion carried.**

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

A) The draft 2023 operating budget was presented. **Motion to approve the budget as drafted made by Sue; second by Jenny. Motion carried.** The budget will be formally adopted at the December 15th meeting.

B) Results of the successful 414 vote (these are unofficial; do not include affidavit and some absentee ballots) - yes: 1656; no: 907. Stephen thanked Jenny and the board and Friends for their efforts. It's interesting to note that all funding referenda within the MHLS were approved by voters.

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

A) Thea and the Buildings & Grounds Committee recommended that we accept the snowplowing bid from Tom Banks. **Motion to approve bid by Tom Banks for snowplowing for the 2022/23 winter season. Motion made by Audre; second by Stephen. Motion carried.**

B) The new tables are scheduled to arrive on December 15th. It was agreed that Thea will purchase several more lightweight plastic tables to be used for craft activities.

C) The library's been very busy this week with 110 people coming in on Monday and 105 on Wednesday.

D) Thea noted that our circulation of physical materials was nearly equal to that of the Hudson Area Library in October.

5) Friends Report – Paula (draft minutes submitted by Alice)

A) Volunteer Appreciation Event will be held on Saturday, December 10th, time to be determined. Mario is leaning toward having Cascades cater.

B) Podium update: Paula shared an illustration of the suggested design and all approved.

6) Committee Reports-

A) Nominating – Vicki and Jenny – (report submitted by Jenny)

i) The committee presented the following motions:

a) Motion to nominate Audre to a second three-year term. Motion made by Jenny; second by Vicki. Motion carried.

b) Motion to nominate Julie Shevach to a first three-year term. Motion made by Vicki; second by Julie N. Motion carried.

ii) The board welcomed Julie S. and Stephen added that she'll be given a mentor.

iii) Julie offered to help coordinate board communications through Google Drive.

B) Building and Grounds – Julie N. (report submitted)

i) Julie has spoken with Ampion regarding joining community solar. She was told that we will be put on the churn list, with a possibility of being added before the quoted date of May 2023. (We have been working on this since May 2021.)

ii) The library's ytd electric bill is nearly double last year's. Thea explained that some bills were made with estimates rather than actual usage. Julie N. agreed to log into Nation Grid's portal to learn more.

iii) A discussion followed of the necessity of having a generator: Vicki explained that it could be part of a future DLD grant and suggested we proceed with a solar-powered one. It was agreed that the technology is not fully developed yet and that the cost is high. No decision was reached.

iv) Excavator Jamie McCagg is tied up at another job and will get to our additional parking places as soon as he can.

v) Thea suggested that we send a gift to the People's Bible Church to acknowledge their generosity in sharing their parking lot. All agreed.

C) Communications – Jenny (no report submitted)

i) Jenny mentioned that the year-end newsletter is in the mail and that she is slightly concerned about the layout due to late edits.

ii) Jenny will forward the final version to Thea.

D) Development - Mame (report submitted)

i) Jenny explained that part of the discrepancy in donation numbers from last year is due to several large, one-time gifts (possibly late Capital Campaign donations).

E) Human Resources - Audre (revised director's job description and evaluation forms submitted)

i) Susan will be asked to okay wage increases for 2023 before Thea shares with the staff.

F) Programs-Vicki (report submitted)

i) Vicki noted that Thea and Deb have stepped up to help with many programs and that the committee is functioning well because of this support by staff.

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

H) Technology - Mario (report submitted)

i) Thea reported that Mario has devised a non-automated way to make the sound system work and has created new written instructions as to its use with a laptop.

I) History Committee - Julie (report submitted)

i) Julie, Jenny, Thea, and Richard Bazelow met with Heather Bruegl, a local Indigenous educator, on November 17th to look into balancing our history collection to include early inhabitants of Claverack. Heather will review the spreadsheet of materials in the collection to see if there are subjects for future programming.

ii) Funding sources for research and programming to pursue this will be explored.

iii) Thea will work to add Native American materials to our collection both for children and adults.

7) Public Comments

Julius James asked what the options are for donors and suggested we consider a wish list of things in need of funding/underwriting. Jenny suggested that Development could help create a menu of options to give outside the usual financial asks. Vicki mentioned the idea of a silent auction of library services to be underwritten by donors (business, foundations, or private).

8) New business

Stephen reported that he, Susan, and Julie will meet to prepare a proposal for the Town. They then will meet with Town representatives to negotiate.

9) Old business - No old business

The regular meeting adjourned at 7:01 p.m.

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

Respectfully submitted,

Jennifer Post

Secretary