

The Claverack Free Library
9 Route 9H
Claverack, NY 12513
Monthly Meeting of the Board of Trustees
October 20, 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, Friends Board Liaison; Julius James

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

Our guest, Julius James, spoke briefly about his long history with libraries and that they were virtually his vacation growing up.

2) Minutes of the board meeting of 9/15/2022 were approved. Motion to approve made by Stephanie; second by Mame. Motion carried.

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

A) Susan explained that the 2023 budget has been drafted and that it will be presented and approved at November's meeting. Motion to adopt the budget will be made in December. She is happy to answer questions on Friday, October 28th, or Mondays, October 24th or 31st, or anytime by email.

B) She reported that ME Engineering (thanks to Mike Sullivan) has contributed the annual fees for the EV charging station.

C) The fall book sale numbers set a record: \$10,525 in revenue; \$2,761 in expenses; for a profit of \$7,764.

D) Julie attended the recent Financial & Fiduciary Responsibilities workshop at MHLS.

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

A) Thea shared an email from neighbors who admire the beauty of the library's garden. It was forwarded to Peter Bevacqua.

B) Thea and Tobi Farley will attend the Library Journal Directors' Summit in Baltimore December 1 & 2 and will make a trip to the Library of Congress, which provides books to libraries.

C) Tuesday Children's Story Time is very popular, with 15 toddlers at last week's program.

D) Thea explained that our library's share of Overdrive costs through MHLS is not equitable. Mid-Hudson is working to even payments throughout the system based upon usage.

5) Friends Report – Paula

A) Paula reported that the Friends are discussing future book sales and that they would like guidance from the board regarding whether to hold one or two sales next year, and if one, should it be in the spring or fall. The consensus was to hold one book sale, but Stephen requested that the Friends bring a proposal back to the board. Jenny suggested that we consider sponsors to defray expenses. And Thea mentioned that perhaps Book-It could be held again in the spring to bring in additional revenue in place of a second sale.

B) Podium update: Paula and Thea will define what we need and bring it to QUESTAR for the build.

C) Paula requested that any suggestions for food trucks be forwarded to her for next year.

D) Volunteer Appreciation Event – to be held on December 10th. The list of working volunteers is approximately 75 people. Mario has begun to gather quotes and Thea agreed to contact Carlucci. Stephanie suggested that we consider Vasilow's to provide a chocolate party favor for volunteers. **Motion: To cap spending for this event at \$700 to be evenly shared by the Board of Trustees and Friends. Motion made by Vicki, second by Audre. Motion carried.**

6) Committee Reports-

A) Nominating – Vicki and Jenny – (no report submitted)

Two individuals have been identified as potential trustees and/or committee members. The nominating committee will follow up with them prior to nomination.

B) Building and Grounds - Julie (report submitted)

- i) Thea agreed to call the contractor to find when he will begin the parking expansion.
- ii) Patricia Powers' husband will install the picture rails will be installed in the history/conference room.
- iii) We will order 8-10 new tables per Stephen and Thea's recommendation.

C) Communications – Jenny (report submitted)

i) Jenny reported that the year-end newsletter will be sent to the printer next week; donation cards will be modified to include database information.

ii) Bookmarks were distributed to trustees to use to remind library patrons and supporters of the 414 vote on November 8th.

D) Development - Mame (report)

i) Mame explained that records of donations for 2022 will come from Susan's monthly financial records. This will be discussed further at the committee meeting on Monday, October 24th (at 5:30)

ii) Jenny asked if there were plans to attend the Taghkanic Town Board Meeting to request an increase in funding. It was agreed that Thea, Sue, and possibly Mario, will go to the next meeting and speak of library services provided to the town, without a specific ask for more money. This will be revisited next year.

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

i) Audre will redistribute the director's job description and evaluation forms with one suggestion incorporated. Once returned by October 28th, Audre will tally the results and document all comments.

ii) The committee will then meet with Thea to review the results.

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.

ii) Sue has agreed to chair the committee when Vicki leaves the board in December. Her primary role will be to coordinate various programming subcommittees.

iii) Jenny commented upon how far programming has come – largely due to Vicki's vision and hard work – in recent years.

G) Policy & By-Laws (Audre)

- i) Audre plans to review NY State Coronal Virus-related policies.
- ii) Also in the works is a look at protection of staff under families & children.
- iii) All trustees are reminded to complete the annual Sexual Harassment Prevention training.

H) Technology - Mario (report submitted)

- i) Thea reported that we still have not received a bill (after many requests) from S&F (General Security).
- ii) Mario researched what equipment is used and how troubleshooting is conducted by county libraries. Many of them have troubleshooting help from MHLS, but the system must expand this service to include any more libraries.
- iii) Mario's report recommended that the library continue the service contract with General Security on a month-to-month basis until E-Rate funding comes up again. We may then look into the purchase of new I/T equipment.

I) History Committee - Julie (report submitted)

- i) Julie shared that Jeanne LaPorta and Paula are committee co-chairs.
- ii) Jenny has set a meeting with Heather Bruegl, a local Indigenous educator, to explore how to balance our history collection to include early inhabitants of Claverack and surrounds.

7) Public Comments

No public comments

Motion to enter executive session to discuss personnel compensation made at 7:18 p.m. Motion made by Jenny, second by Stephanie. Motion carried.

Motion to close executive session made at 7:36 p.m. Motion made by Vicki, second by Sue. Motion carried.

8) No new business

9) No old business

The regular meeting adjourned at 7:40 p.m. **Motion to adjourn made by Mame and second by Audre. Motion carried.**

The next meeting of the Board of Trustees will be held on Thursday, November 17, 2022, at 6 p.m.

Respectfully submitted,
Jennifer Post
Secretary