

The Claverack Free Library
9 Route 9H
Claverack, NY 12513
Monthly Meeting of the Board of Trustees
December 15, 2022

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

Trustees Absent: Stephanie Keyser

Also Present: Thea Schoep, Library Director; Paula Ptaszek, Friends Board Liaison

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

2) **Motion to approve the minutes of the board meeting of 11/17/2022. Motion to approve by Vicki; second by Mame. Motion carried.**

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

A) **Motion to formally adopt the 2023 operating budget as presented in November. Motion made by Susan; second by Stephen. Motion carried.**

B) Per NYLA's recommendation, Susan encouraged all trustees to familiarize themselves with library payments. She will bring the previous month's invoices to the board meetings for review. If trustees prefer an alternative time, just let her know. A motion to approve the previous month's payments will be made at each board meeting.

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

A) Thea will be away from 12/23 to 1/1 and has arranged for coverage.

B) The CFL's November 2022 circulation figures make up 1.4% of the entire MHLS' statistics.

C) New Library Minimum Standards require all trustees to complete two hours of training in 2023. This can include "Training on Demand" online interface options. Progress can be monitored by the Director and one other trustee and certificates will be earned for completion.

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

A) Paula reported that the Friends are leaning toward holding one book sale in 2023 and will create additional fundraising events (i.e., Book-It in May).

B) The Friends are planning to offer free coffee one day a month throughout the year (with exception of summer months when the food trucks come).

C) Per Susan's request that the Friends identify a maximum balance figure in their account to comply with the board policy of not carrying funds into a new year's budget, the Friends agreed that \$5,000 would be their guideline.

The Volunteer Appreciation Luncheon held on Saturday, December 10th was well attended and will be fully paid for by the Friends.

D) The podium is coming along; Paula will work to identify the costs (depending upon whether some of the materials are donated by local business).

6) Committee Reports-

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

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

i) Jamie McCagg has installed the pavers for the new parking spaces. He will return in the spring to seed and grind the lip where the pavers transition to asphalt.

ii) No bill has been received from the ladder installation (lift costs). Julie will continue to pursue this as the cost was included in a grant. She is working to close out the building permit.

iii) The committee will meet on the first Thursday of each month at 9:30 a.m.

C) Communications – Jenny (no report)

D) Development - Mame (report submitted)

i) Mame requested help in creating her donor report in January.
ii) She remains concerned about the discrepancy in donations from 2021 to 2022.
iii) Mame attended MHLS' Sustainable Libraries workshop and came away with a serious concern that our current reliance on private donations and 414 votes is not sustainable. Rebekkah Smith Aldrich recommends that our library strive to raise 90% of our operating budget from public sources and asks that the board consider rechartering as a Special District library. A discuss of the pros and cons of this followed. Mame feels that this could give us a more solid financial plan for 3-5 years and would permit us to adequately compensate the staff and add a benefits package.

E) Human Resources – Audre (no report submitted)

The board discussed the possibility of having the board conduct a more specific self-evaluation. This will be explored further.

F) Programs – Vicki (report submitted)

i) Vicki reported that program planning and mounting are in good shape. Sue S. will oversee future programs with help from various subcommittees and staff.

ii) Susan inquired about details of the financial program coming up in January. Thea and Vicki will publicize this.

iii) Vicki was thanked for her good job of growing the library's programs to make the most of our new gathering spaces.

G) Policy & By-Laws- Audre (report submitted)

i) Audre reported that older policies are currently being reviewed and updated as needed.

ii) She will ask that the Technology Committee add input into policy here, as it is technical and fast-changing.

iii) The building's Operations Manual containing a schedule of maintenance and inspections, etc., is now kept under the circulation desk for easy reference.

H) Technology - Mario (report submitted)

i) Thea plans to request a meeting in January.

ii) The cost of accessing the internet through library devices remains a concern, with no new information from the provider. This will affect our timing to apply for e-Rate.

I) History Committee - Julie (no report)

7) Public Comments – No public comments

8) New business – No new business

9) Old business –

Vicki was thanked for her nine years of service on the board. She noted that this is the best run organization most of us are a part of and that it's been a pleasure because we all get along, have some laughs, and work well within the committee structure.

Motion to adjourn the meeting made at 6:59 p.m. made by Vicki; second by Audre. Motion carried.

The next meeting of the Board of Trustees will be held on Thursday, January 19, 2023, at 6:00 p.m.

Respectfully submitted,
Jennifer Post
Secretary