

**The Claverack Free Library**  
9 Route 9H  
Claverack, NY 12513  
Monthly Meeting of the Board of Trustees  
January 26, 2023 (postponed by weather from 1/19/23)

Trustees Present: Audre Higbee, Stephen King, Julie Nack, Jenny Post, Susan Roberts, Sue Soltano

Trustees Absent: Mame Bradley, Stephanie Keyser, Julie Shevach

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.
- 2) **Motion to approve the minutes of the board meeting of 12/15/2022. Motion to approve by Audre; second by Julie. Motion carried.**
- 3) Treasurer's Report (report and financial statements submitted by Susan and Marion)
  - A) Susan explained the newly proposed policy requiring three trustees to review library payments for the preceding month and proposed the following two motions: **The board of trustees approves all December 2022 library payments. Motion made by Susan; second by Stephen. Motion carried.**
  - B) An annual **Motion: The board of trustees authorizes the director, the bookkeeper, and the treasurer to process payment for the following expenditures within the approved 2023 library budget: payroll and the associated taxes and insurance, utilities (electricity, propane, water, internet connection, trash removal), and any board-approved contracts. In addition, the director is preapproved to purchase items, within the budget guidelines, for the collection, library supplies, and office supplies. Motion made by Susan; second by Jenny. Motion carried.**
- 4) Director's Report-Thea (report submitted)
  - A) Thea referred to her report for program and attendance.
  - B) She reported that a volunteer corps is enthusiastic about adopting a section of shelves to regularly read and keep in order.
  - C) The Friends have offered to set up for the concert on Saturday, January 28<sup>th</sup>.
  - D) Things are in place for "Friendship Through the Pages," exhibit and book sale on Saturday, February 4<sup>th</sup>. Six or seven illustrators will be there.
  - E) Thea reached out to Assembly Member Didi Barrett's office for funding for a generator for the library and received a promising response. Julie N. noted that the transfer switch and subpanel are already installed.
  - F) Newly elected NYS Senator Michelle Hinchey's office contacted the library regarding holding office hours here with constituents every three months. It was agreed that this will be approved, providing *all elected officials* are offered an equal opportunity to use the facility. At Susan's suggestion, Thea will email our elected officials and will keep a record of the invitation and responses.
- 5) Friends Report – Paula (draft minutes submitted by Alice)
  - A) The Friends met on January 9, 2023.
  - B) There was a discussion of how the Friends funds will be directed to the library's operations. Paula pointed out that the Friends prefer to fund specific items from director's wish list. Susan mentioned that the board is required to update an annual prioritized facility plan for future expenditures on the building and suggested that the Friends create a like plan for their funds. Susan and Stephen suggested that a meeting be set with representatives of Friends, Audre, Mame, and anyone else interested, to revisit the Friends memorandum of understanding (created in 2016) to help clarify the distribution of funds raised by the Friends for the library. Thea will create a specific list of needs to be funded for the operation of the library.
- 6) Committee Reports-
  - A) Nominating – Jenny – (no report)
  - B) Building and Grounds – Julie N. (report submitted)

i) Julie reported that she's looked into solar lighting for the parking lot and that Ampion cannot help us until 2024 (and that NextAmp doesn't even have a waitlist). She will proceed with the new library's site plan to add matching light poles and will meet with Steve Hook to learn what, if any, steps are required to update the site plan. Julie has approached three electricians interested in bidding on the job.

ii) The meeting with town officials to negotiate a new lease for the former library was postponed for weather and is now set for Tuesday, January 31st.

iii) Mike S. continues to work to get parts to improve the lighting in the community room.

iv) Thea and David will set up an email account to replace the "new building" one.

v) Julie will contact Rodney Waithe to give the go-ahead to paint the former library's exterior when weather allows.

C) Communications – Jenny (no report)

Stephen reported that Mame has offered to take on the newsletter when Jenny leaves the board.

D) Development - Mame (no report)

E) Human Resources – Audre (no report)

F) Programs – Sue (report submitted)

i) Sue is getting to know the various program sub-committees and feels that the structure is working well.

ii) She added that publicity for programming is now more organized, with each sub-committee creating content and Deb then distributing to media outlets, posting to the web, and scheduling e-blasts to the library's list.

G) Policy & By-Laws- Audre (report and three draft policies submitted)

i) Patron Code of Conduct, Emergency Policy, Trustee Education requirement.

ii) **Motion to approve the above three policies with several changes from Stephen. Motion made by Stephen; second by Susan. Motion carried.**

iii) Audre and her committee were thanked for their work.

H) Technology - Mario (no report)

i) Stephanie and Mary Elizabeth asked that David to be commended for making changes to the donation envelopes so that addresses can now be read through a window (rather than dealing with labels).

ii) Thea reported that she's received notice that the sound board is now on its way back to the library after repair and that the cost was around \$200.

I) History Committee - Julie (no report)

i) The meeting last week was cancelled and will be rescheduled.

ii) Paula will help with reporting from the History Committee going forward.

iii) Julie met with Ted Hilscher, who will present a program in late March.

iv) She's also been in touch with a representative about the scanner.

v) Paula will share Heather Bruegel's proposal to improve our collection to include more indigenous presence with Jeane LaPorta for ideas for funding sources.

7) Public Comments – No public comments

8) New business –

Stephen distributed a draft of committee assignments and will re-send with tweaks.

9) Old business – No old business

**Motion to adjourn the meeting made at 7:15 p.m. made by Audre; second by Stephen. Motion carried.**

The next meeting of the Board of Trustees will be held on Thursday, February 16, 2023, at 6:00 p.m.

Respectfully submitted,  
Jennifer Post  
Secretary