

The Claverack Free Library
9 Route 9H
Claverack, NY 12513
Monthly Meeting of the Board of Trustees
February 16, 2023

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

Trustee Absent: Julie Shevach

Also Present: Paula Ptaszek, Friends Liaison to the Board

Also Absent: Thea Schoep, Library Director

1) The meeting was called to order by President Stephen King at 6:01 p.m.

2) **Motion to approve the minutes of the board meeting of 1/26/2023. Motion to approve by Audre; second by Stephanie. Motion carried.**

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

i) Susan reported that the MHLS Annual Report will be voted upon at the March meeting.

ii) **Motion: The board of trustees approves all January 2023 library payments. Motion made by Stephen; second by Mame. Motion carried.**

4) Director's Report- (report submitted)

It was noted that the musical program on 2/18 featuring the Wickers Creek Band was well attended and nicely organized by Thea.

5) Friends of the Library – (draft minutes submitted)

i) At a recent meeting, the Friends were very open about directing Friends funds to the operating budget. In addition, Mame, as board liaison to the Friends, was helpful in clarifying this understanding. The board wish to thank the Friends for their generous support of the library.

ii) Paula added that the library heard many positive comments about the first free coffee day. The next one will be in March.

6) Committee Reports-

A) Nominating – Jenny – (no report submitted)

i) The committee is collecting a short list of possible trustees.

ii) Mame spoke to Julius James about being coming a trustee. He feels that, due to work constraints, he would prefer to serve on the Development & Sustainability Committee and has ideas for future programming. Jenny added that he has said that he is also willing to help with fundraising events.

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

i) Julie reported that she met with Rodney Waithe on 2/16 and that he will submit an amendment to include window glazing for exterior painting of the former library.

ii) She learned that the library will not need to go before the Planning Board for the additional lighting in the parking lot. The Building Permit will be applied for.

iii) Tim Wyman is looking into resolving the cause of a recent frozen pipe.

C) Communications – Jenny (no report submitted)

Jenny thanked Mame for her willingness to take over the writing of newsletter in the future and that they will work together on the annual report to the community in May.

D) Development - Mame (report submitted)

i) Mame emphasized the importance of participating in NYLA's Library Advocacy Day in on February, 28th at the State Capitol.

ii) Audre asked about the discrepancy in donation figures between FileMaker and Susan's Profit & Loss reports. Susan explained that the FileMaker numbers have donors' names attached and that the (higher) P&L figures include voluntary anonymous donations, such as cash from the donation jar at the circulation desk, and yoga, tai chi, and other program donations.

iii) Mame also commented that many people do not realize how much the library depends upon voluntary gifts. This is a message that we must better communicate to the community. Rebekkah Smith Aldrich suggested we create short videos to enhance library advocacy. At Stephen's suggestion, Communication and Development will work on this approach by setting a marketing objective and deciding upon a theme for this outreach effort.

E) Human Resources – Audre (no report submitted)

We will check on the timing of the board's self-evaluation. Further, Audre and the Policy Committee will review the present form to see if it can be improved.

F) Programs – Sue (report submitted)

Sue summarized upcoming events in her report.

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

i) Audre reported that the committee has made minor tweaks to the Facilities Use Policy as it pertains to hosting political events and meetings. After some discussion, it was agreed to table further revisions to allow consideration to assure that the library remains politically neutral. Julie will share Roe-Jan's policy.

ii) She will forward the Friends MOU to the trustees.

H) Technology - Mario (report submitted)

I) History Committee - Julie (no report submitted) The committee has not met due to weather cancellations.

i) The committee will be given a demo for use of the new scanner.

7) Public Comments – No public comments

8) New business –

i) Lease discussions with the Town are ongoing; a meeting with Stephen Hook and Katy Cashen is scheduled.

9) Old business –

Stephanie shared that Dave Baylen would like us to consider using a different donor database. She will help gather comparisons to other programs for cost and fit.

Motion to adjourn the meeting made at 7:05 p.m. made by Julie N.; second by Sue. Motion carried.

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

Respectfully submitted,
Jennifer Post, Secretary