

The Claverack Free Library

9 Route 9H

Claverack, NY 12513

Monthly Meeting of the Board of Trustees

March 16, 2023

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

Trustee Absent: Sue Soltano

Also Present: Director Thea Schoep; MHLS Trustees Jill Leinung, Janet Schnitzer, Mark Wilson; Friends Liaison to the Board Paula Ptaszek

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 2/16/2023. Motion to approve by made by Susan; second by Audre. Motion carried.**

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

i) **Motion: The board of trustees approves all February 2023 library payments. Motion made by Susan; second by Stephen. Motion carried.**

ii) Susan reported that the Friends requested access to a library bank account. She proposed that the Community Bank account previously dedicated to the capital campaign now be used for Friends organization deposits.

iii) Mario suggested that the library consider moving some funds to short-term Treasury bonds. The board agreed that this could be a good option and Susan offered to look into it further.

iv) Susan clarified with Paula that the Friends have committed to funding annual elevator maintenance and inspection costs, as well as monthly data fees. Jenny and Paula will have a plaque made to be displayed near the elevator.

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

i) Thea has completed the annual report and requested the following: **Motion to approve the 2022 Annual Report to MHLS. Motion made by Stephanie; second by Stephen. Motion carried.**

ii) She reported that the book for the upcoming Community Read is "The Boy Who Chased the Wind" and that it is a good choice because it appeals to many levels of readers.

5) Friends of the Library – Paula (draft minutes of February 13 submitted)

i) Paula noted that today was the second “free coffee day.”

ii) Thea reported that the library offered pre-opening hours yesterday to patrons without power due to the snowstorm. Five people came in to warm up, read, and access the internet. Stephen commented that this was a nice service to provide the community.

6) Committee Reports-

A) Nominating – Jenny – (no report submitted)

i) Mame’s letter asking former contributors to consider serving on the board – or to recommend others – was mailed today.

ii) Jenny asked the board to continue to work to identify prospective trustees.

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

i) Julie reported that the lighting parts for the community room are expected any time.

ii) Additional lighting for the parking lot is in the works.

iii) DLD contacted Thea today about our two outstanding grants. She signed and returned paperwork to revise grant #8 to reflect a larger amount spent than granted and to accept the final 10% of the other completed grant.

iv) We continue to seek a person to help with regular maintenance work at the library. It was suggested that we reach out to Kinderhook Memorial Library for contact information for their contractor.

C) Communications – Jenny (no report submitted)

Mame and Julie will help craft the message for our annual report to the community coming up in May/June. It will emphasize the value of our library in the community.

D) Development & Sustainability - Mame (report submitted)

i) Mame explained that the committee is at work to assign costs to several areas of highly professional services to the library that are currently provided by volunteers, as well as a scale of increased salaries and benefits for the future.

E) Human Resources – Audre (no report submitted)

The board’s self-evaluation form will be reviewed.

F) Programs – Sue (report submitted)

Attendance numbers at last month’s programs are included in the director’s report.

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

A motion was made to approve the amended Facilities Use Policy to clarify parameters of political events. Motion made by Julie S.; second by Audre. Motion carried.

H) Technology - Mario (report submitted)

Thea reported that Dave Baylen has submitted for federal e-Rate reimbursement for the library's regular internet expenses. He is also looking into getting additional funding toward our data costs.

I) History Committee - Julie (no report submitted)

i) Ted Hilscher will present a program on Saturday, March 25th titled "Claverack Hamlet: A History in Postcards."

ii) A Community Challenge grant application has been submitted to AARP to defray costs of consultancy and collection enhancement for Indigenous materials and programming.

7) Public Comments –

The three MHLS Trustees briefly introduced themselves and spoke to their history serving on library boards. Jill urged all library representatives to be vigilant regarding nationwide efforts to ban books from school district and all other libraries. She suggested we have solid policies in place and directed us to NYLA's statement on book bans.

8) New business – No new business

9) Old business –

Jenny mentioned that she will plan an event in the spring/summer to dedicate the pergola in memory of Scott Fuchs.

10) Executive Session to discuss real property:

Motion to enter executive session made at 6:42 p.m. Motion made by Stephen; second by Mame. Motion carried.

Motion to exit executive session made at 6:49 p.m. Motion made by Stephen; Stephanie. Motion carried.

Motion made to approve the lease for use of the former library to the Town of Claverack for the amount of \$2,400 monthly, with a third-year option for first refusal (for an amount to be agreed upon). Motion made by Stephen; second by Julie N. Motion carried.

A motion was made to adjourn the meeting made at 6:59 p.m. made by Julie S.; second Audre. Motion carried.

The next meeting of the Board of Trustees will be held on Thursday, April 20, 2023, at 6:00 p.m.

Respectfully submitted,

Jennifer Post, Secretary