

The Claverack Free Library
9 Route 9H
Claverack, NY 12513
Monthly Meeting of the Board of Trustees
April 20, 2023

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

Trustee Absent: Julie Nack

Also Present: Director Thea Schoep; Friends Liaison to the Board Paula Ptaszek; Kitty Osterhoudt; Fred Reif; Jeff Tallackson; Bill Barrett

1) The meeting was called to order by President Stephen King at 6:04 p.m.

2) **Motion to approve the minutes of the board meeting of 3/16/2023. Motion made by Susan; second by Audre. Motion carried.**

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

i) All March payments were reviewed by the treasurer, the bookkeeper, the director, and one trustee. **Motion: The board of trustees approves all March 2023 library payments. Motion made by Susan; second by Julie. Motion carried.**

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

i) Thea reported that Tai Chi and yoga classes for the year have been fully funded through grants. People continue to make voluntary contributions that will go to cleaning the community room and bathrooms.

ii) The cost of Hoopla has increased significantly. Thea and Toby Farley of Philmont will reevaluate the budget for this service.

iii) All library staff has completed Narcan and CPR training.

iv) Thea is working on a sheet of graphics to better communicate library usage. Stephen mentioned that this could be blown up to poster size and Jenny suggested we incorporate it in our annual report. Communications will work with Thea to integrate this into our messaging.

5) Friends of the Library – Paula (minutes of March 13 and April 10 submitted)

i) The board agreed that the Friends will hold the annual fall book sale over Indigenous People's Day weekend in October.

ii) Free coffee day continues to be popular and will be held again after Food Truck Wednesdays are finished in the fall.

6) Committee Reports-

A) Nominating – Jenny – (report submitted)

i) Jenny reported that there have been 12 responses to Mame's letter asking patrons to consider serving on the board. Four interested candidates attended the meeting. Next steps: Informal meetings will be set to get to know them better, determine their interests, and to see where they best fit.

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

i) Stephen reported that the Claverack Town Board supervisor has signed a two-year lease with option for a third year.

ii) Thea mentioned that the entire parking lot will be restriped.

iii) Thea also reported: window and carpet cleaning has been scheduled; a gap in the garage door was repaired; and the windows that were slightly damaged are still under warranty.

iv) Our new handy person is working out well and recommended that we purchase a high ladder.

v) The lighting in the community room has been improved; thanks to Julie N., Mike Sullivan, and ME Engineering.

vi) Susan reported that we may want to consider additional lighting options for both the parking lot and the community room to wrap up the DLD grant.

C) Communications – Jenny (no report submitted)

i) Julie S., Mame, and Jenny will begin to craft the content of our annual report to the community to be mailed in late May.

D) Development & Sustainability - Mame (report submitted)

i) Mame reported that, with input from Susan and Julie N., she has created a spreadsheet of projected operating budget costs for five years. This process will allow the board to prioritize future expenditures and inform visioning in the 3-Year Strategic Plan.

E) Human Resources – Audre (report submitted)

i) Audre, Stephen, and Jenny have updated the board’s self-evaluation form; the draft will be forwarded to the board at large before the final version is sent to all.

F) Programs – Sue (report submitted)

i) Sue reported that Book-It will be held on May 21.

ii) The Two of Us Productions will hold performances in the community room for six dates in May.

iii) Sue met with the musical programming committee, which is planning many concerts/performances.

iv) The summer reading program will kick off after a relatively quiet month of June.

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

i) With thanks to Thea and Julie N. for their input, Audre presented an updated Library Collection Development Policy, with addition/withdrawal form, and ALA’s Bill of Rights, Freedom to Read, and Freedom to View documents.

A motion was made to accept the updated the Collection Development Policy. Motion made by Stephen; second by Mame. Motion carried.

H) Technology - Mario (no report)

I) History Committee - (report submitted)

i) Paula reported that the committee will now meet every month.

ii) Working with the Claverack Historical Society, the committee is considering recording oral histories with long-standing area residents.

iii) Paula presented her idea to have an interactive history map made; the Columbia County Photography Club may be able to help. Susan asked if funding could be available to support this project.

7) Public Comments –

i) Kitty Osterhoudt asked if ‘Tea and Crumpets’ might return this summer.

ii) In response to Bill Barrett’s question about the number of people the library serves, Thea responded there are 1,941 active patrons. Our chartered service area is the town of Claverack, minus the Village of Philmont. Additionally, the CFL informally serves patrons from surrounding areas that do not have their own libraries – Ghent, Taghkanic, Greenport, and parts of Livingston.

8) New business –

Thea noted that she will be able to visit the middle school and high school in the Hudson City School District.

9) Old business –

The Volunteer fair on June 3rd was discussed.

A motion was made to adjourn the meeting made at 6:50 p.m. made by Julie S.; second by Audre. Motion carried.

The next meeting of the Board of Trustees will be held on Thursday, May 18, 2023, at 6:00 p.m.

Respectfully submitted,
Jennifer Post, Secretary