

The Claverack Free Library
9 Route 9H
Claverack, NY 12513
Monthly Meeting of the Board of Trustees
May 18, 2023

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

Also Present: Director Thea Schoep; Friends Representative Ann Singleton; Kitty Osterhoudt; Fred Reif; Jeff Tallackson; Tiffanie Bederman

1) The meeting was called to order by President Stephen King at 6:02 p.m.

2) **Motion made to approve the minutes of the board meeting of 4/20/2023. Motion made by Jenny; second by Julie N. Motion carried.**

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

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

ii) The board approved Stephanie Keyser as the third signature on file at the library's banks.

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

i) Thea reported that she met with Wendy Schmalz of the Hudson Literacy Fund to plan a Challenged Book Club for 16-year-olds and up.

ii) There has been very strong attendance at programs.

iii) The Summer Reading Program kicks off on June 27.

iv) The board commended Zofia for stepping up to initiate a number of library services.

v) The search for an intern continues; Thea noted that transportation often presents a difficulty for candidates.

5) Friends of the Library – Ann Singleton (minutes of May 8 meeting submitted)

i) Ann reported that the Friends will help organize Book-It on Sunday 5/21. So far 65 people have registered.

ii) Susan requested that the Friends' Wishlist reflect actual and agreed upon expenditures.

6) Committee Reports-

A) Nominating – Jenny – (report submitted)

i) The committee presented the following slate of officers to be voted upon at the annual meeting in June:

President – Stephen King

Vice-President – Julie Nack

Treasurer – Susan Roberts

Secretary – Julie Shevach

As there were no additional nominations from the floor, the slate was accepted as proposed.

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

i) Julie has received a second quote for additional lighting for the parking area. **A motion was made to accept the bid from Leggett Electric for \$35,000. Motion made by Julie; second by Sue. Motion carried.**

ii) The holes in the parking pavers will be filled and seeded.

iii) Jenny commented that one of the two EV charging plugs is not working. ChargePoint has been notified.

iv) It was agreed that Julie will order the highest-grade blackout shades (with a reverse roller) for the west windows in the community room. Susan suggested that this expenditure be covered by funds from the liquidated Cole

Fund. Also, the dollies for the piano have arrived; these, too, can come from Cole monies as improvements to support the library.

v) Additional track lighting will be added to the gallery and switch dimmers will be installed.

vi) Former library: Julie reported that an air block created when the fuel tank was installed has been rectified and that we shouldn't be charged.

vii) Painting the former library: Julie will contact Rodney Waithe; work is scheduled to begin in June. After discussion, it was agreed that the building will be painted in two-tone white (body and trim), with dark green doors to match the new library building.

C) Communications – Jenny (no report submitted)

i) The library's annual report to the community will be sent to the printer in the coming week, then mailed to all library patrons and past donors. The report also will be posted on the library's website and Jenny will ask the town board to include it on the town's website. Tobi Farley is willing to post the Philmont Library's report there as well.

ii) Thanks to Mame, Susan, Mario, and Thea for their help putting the report together.

D) Development & Sustainability - Mame (report submitted)

i) Mame urged trustees to join the new Three-Year Strategic Plan committee, with a meeting to be set in the coming weeks. Jeff Tallackson offered to help. The first year of the plan will be reviewed and Mame's sustainability priorities will be noted for the next update.

ii) The major donor's letter was mailed with three responses to date.

iii) Mame suggested that all trustees review a list of mid-range donors and add a personal note to anyone they may know. People give to people.

E) Human Resources – Audre (report submitted)

i) Audre reported that the board's self-evaluation form was forwarded to the board and requested that trustees return it as soon as they're able.

F) Programs – Sue (report submitted)

i) Sue highlighted upcoming programs from her report.

ii) She is working to form a Summer Reading Program for adults.

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

H) Technology - Mario (no report)

i) Thea mentioned that Dave Baylen was working on a new Federal E-Rate application

ii) A new google calendar has been created for gallery sitters.

I) History Committee - (report submitted)

i) Julie reported that the document scanner has arrived.

ii) And she is pleased to note that the committee is growing.

7) Public Comments – No public comments

8) New Business – No new business

9) Old Business – No old business

A motion was made to adjourn the meeting made at 6:56 p.m. made by Julie N.; second by Audre. Motion carried.

The Annual Meeting of the Board of Trustees will be held on Thursday, June 15, 2023, at 6:00 p.m.

Respectfully submitted,
Jennifer Post, Secretary