

The Claverack Free Library

9 Route 9H

Claverack, NY 12513

Monthly Meeting of the Board of Trustees

June 15, 2023

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

Trustees Absent: Sue Soltano

Also Present: Director Thea Schoep; Friends Liaison to the Board Paula Ptaszek; Fred Reif; Jeff Tallackson;
Tiffanie Bederman.

1) The meeting was called to order by President Stephen King at 5:55 p.m.

2) **Motion made to approve the minutes of the board meeting of 5/18/2023. Motion made by Jenny; second by Audre. Motion carried.**

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

i) All May payments were reviewed by the treasurer, the bookkeeper, the director, and one trustee.

Motion: The board of trustees approves all May 2023 library payments. Motion made by Mame; second by Stephanie. Motion carried.

ii) Thanks to Stephen King and Peter Bevacqua, for donating the \$2000 proceeds raised at their Open Garden Day, to the library.

iii) Susan will schedule a workshop in July to review the mid-year status of library finances. Mame, Thea, Mary Elizabeth, Julie Nack, Stephanie, Audre, and Jeff Tallackson have expressed an interest in attending.

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

i) Thea will lead a workshop on library sustainability, with guidance from Rebekkah Smith Aldrich.

ii) The switch from Mango to Transparent Language has gone smoothly.

iii) Thea reminded Trustees: there is a two hour requirement annually of Trustee training. Thea will send Niche academy link if needed.

5) Friends of the Library – Paula Ptaszek (minutes of May 8 meeting submitted)

i) Stephen asked about the status of the podium construction by Questar. Paula reported that due to a significant back up in projects, our order has been cancelled. Thea will supply Stephen with pre-built options.

ii) Paula reported that books are coming in for the book sale.

6) Committee Reports

A) Nominating – Jenny – (report submitted)

i) Jenny presented the following motions:

a) Motion made to approve the election of the CFL Officers slate. Motion made by Stephanie; second by Mame. Motion carried.

President – Stephen King

Vice-President – Julie Nack

Treasurer – Susan Roberts

Secretary – Julie Shevach

b) Motion to nominate Fred Reif to a first three-year term. Motion made by Stephen; second by Audre. Motion carried.

c) Motion to nominate Kitty Osterhoudt to a first three-year term. Motion made by Mame; second by Susan. Motion carried.

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

i) Julie reported that Rodney Waithe will not be able to start painting the former library until after 7/26. Additionally, Julie's husband made the following recommendations:

a) Siding near roofline appears not to have been 'flushed' correctly and needs to be repaired/replaced;

b) Chimney may need to be repointed; the flue should be inspected (is the flue sealed?)

c) Bathroom door doesn't close well or lock.

ii) Julie checked in with Conrad Coon regarding the outstanding bill for the crane service, we may be seeing a bill shortly.

iii) The holes in the parking pavers have been filled and seeded.

iv) Julie confirmed that the ceiling tiles for the community room will be installed after the additional track lighting is added to the gallery. The manufacturer recommends 25-30% coverage.

C) Communications – Jenny (no report submitted)

i) The newsletter has been sent out and looks great (there was a small formatting graphics error). Thea reported there has already been a good response.

ii) The Filemaker address list that went to printer was apparently not updated. Stephanie is in touch with Dave Baylen, they will meet with Mary Elizabeth to address the issue with the database.

iv) Stephen suggested we hold a workshop with Dave Baylen to review Neon CRM pricing (an alternative to Filemaker).

D) Development & Sustainability - Mame (no report submitted)

i) Mame reported that there was an ~\$8k discrepancy between Susan's report and general income attributable to the cash donations from programs/donation cards recorded for the first quarter.

ii) Mame noted the impressive donations made for the music programs in particular, and credited Thea for the successful program offerings.

E) Human Resources – Audre (report submitted)

i) Audre thanked the Board for submitting the self-evaluation forms. Stephen recommended that one of the questions that caused some confusion could have been phrased more clearly. Audre and Stephen welcome further suggestions.

ii) Audre cited a report on non-profits and advocacy, and the belief that you have to be so neutral you can't advocate; whereas you do have to advocate for our missions.

F) Programs – Sue (report submitted)

i) Busy summer! Thea highlighted upcoming programs from Sue's report.

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

H) Technology - Mario (no report)

i) Thea mentioned that Dave Baylen's work on the new Federal E-Rate application is in progress.

ii) Thea is helping to schedule the next meeting for the committee.

iii) New computers need to be set up, and old computers will be moved upstairs

I) History Committee - (no report submitted)

i) Paula reported that the committee is planning to meet monthly to maintain momentum on projects.

ii) Audre recommended the website for the Huntington Memorial Library -- history section/oral histories -- for ideas and inspiration.

7) Public Comments –

i) Jeff Tallackson asked if the library financial reports were available to the public, Thea showed where they are located on the CFL website.

li) Mame expressed gratitude for the public attendance at recent Board meetings.

8) New Business – No new business

9) Old Business – No old business

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

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

Respectfully submitted,
Julie Shevach, Acting Secretary