

The Claverack Free Library

9 Route 9H

Claverack, NY 12513

Monthly Meeting of the Board of Trustees

August 17, 2023

Trustees Present: Mame Bradley, Stephanie Keyser, Stephen King, Julie Nack, Kitty Osterhoudt, Susan Roberts, Julie Shevach, Sue Soltano

Trustees Absent: Audre Higbee, Fred Reif

Also Present: Director Thea Schoep; David Baylen, Jeff Tallackson, Mario Verna

1) The meeting was called to order by President Stephen King at 5:59 p.m.

2) Motion made to approve the minutes of the board meeting of July 20th 2023. Motion made by Stephanie; second by Mame. Motion carried.

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

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

Motion: The board of trustees approves all July 2023 library payments. Motion made by Susan; second by Stephen. Motion carried.

ii) Susan noted that the financials are always available for review.

iii) Hudson Valley Resource Group will commence payroll processing next cycle.

iv) Susan reported that the timeline for setting up a US Treasury-direct account by mail could be months. Susan plans to consider other options and will attempt to negotiate a better rate with the Bank of Greene County.

v) A Certificate of Insurance is required for anyone who does work at the library; otherwise, the library is liable for costs and potential lawsuits. Workers without insurance will be considered on a case-by-case basis, depending on risk.

vi) After researching options to replace the Filemaker database program, which is no longer supported and has limited capabilities, David Baylen and Stephanie recommended that the library purchase a subscription to Network for Good, a cloud-based Customer (Client) Relationship Management System. Network for Good is used by other local non-profits Operation Unite and Spencertown Academy. In addition to newsletter mailings, it can also handle online payments, automated communications, registration for events (free or not), and offers continuous training and support. Neon, which is used by CCRK for collecting donations, was also considered. The cost for both is similar; however, Neon pricing is based on subscription related to 990 (total revenue). Network for Good pricing is based on active client records; for up to 2500

contacts, the cost is \$3k annually, with a money back guarantee that fundraising will increase by 10% in the first year. David noted that timing is right as we enter the "giving" season.

Motion made to purchase a one-year subscription to Network for Good, Client Relationship Management system, at the annual cost of \$3k annually. Motion made by Stephanie; second by Julie S. Motion carried.

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

i) Thea will meet with the Taghkanic Town Board to discuss spending; she highlighted statistics such as the circulation percentages for 2022 for Taghkanic at RoeJan: 2.4% (total circulation 56,620) and for Claverack 10.3% (total circulation 55,359).

ii) Two students and a counselor from the Devereux Foundation work at the library starting in September. The school believes that light custodial work would be a good fit for the students.

5) Friends of the Library – Paula Ptaszek – (minutes of June 12th meeting submitted)

i) Mame commended the Friends' successful fundraising efforts which exceed last years to date.

ii) Susan expressed gratitude to Ann Singleton and will work with her to reconcile financials moving forward.

6) Committee Reports

A) Nominating – TBD – (no report submitted)

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

i) After research/testing, Thea recommended the library purchase 75 high-density chairs (same model used by Poughkeepsie library) for the community room. The purchase would be made through a state contract at a 50% discount. Typical event attendance is ~75.

Motion made to purchase 75 chairs for a total of \$20,690.25. Motion made by Mame; second by Susan. Motion carried.

ii) Susan mentioned this purchase could be funded in part by the Julia Cole trust.

iii) The Friends have agreed to purchase dollies for the chairs.

iv) David and Mario have a plan in place to install the sound tiles after track lighting work is completed

v). Julie will purchase a basement water alarm for the former library.

vi) Julie reported that the painting of the former library has been delayed due to weather. Paint color selected is Benjamin Moore Paper White (same color scheme as Chatham Provisions) per Julie's recommendation.

C) Communications – Mame (no report submitted)

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

E) Human Resources – Audre (no report submitted)

F) Programs – Sue (report submitted)

- i) Sue outlined the upcoming programs detailed in her report.
- ii) Thea reported that Beginner Drawing with Gary Finelli had 19 students in attendance.
- iii) Sue reported a successful instance of Transparent Language Online’s ESL instruction.

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

H) Technology - Mario (report submitted)

i) Mario discussed the possibility of installing conduits to the parking lot lamp posts to enable WIFI, at the same time the electric lines are installed. Stephen noted that teachers were able to use the library WIFI from the parking lot during the pandemic, and asked how this would extend the range. David confirmed that the range would extend further into parking lot and would complement the library WIFI already in place. David will talk to Greg at Leggett to discuss this further and to get costs.

- ii) David has donated a monitor for the surveillance cameras.
- iii) Thea reported ongoing issues with routers.

I) History Committee – Paula (no report submitted)

8) Public Comments – no public comments

9) New Business – no new business

10) Old Business – Thea reported that formation of an emergency plan is ongoing. Contact Thea and Stephen if interested; public involvement is welcome.

Motion made to adjourn the meeting at 7p.m. Motion made by Sue; second by Stephanie. Motion carried.

The next meeting of the Board of Trustees will be held on Thursday, September 21st, 2023, at 6:00 p.m.

Respectfully submitted,

Julie Shevach, Secretary

DRAFT