

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

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

Trustees Absent: None

Also Present: Director Thea Schoep; Friends Liaison to the Board Paula Ptaszek; Philmont Public Library President Peter Johnson; Jeff Tallackson, Marion Vosburgh, 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 June 15th 2023. Motion made by Audre; second by Stephanie. Motion carried.**

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

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

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

ii) With Marion Vosburgh's imminent departure, Susan has explored options for complete payroll services for the library. **Motion made to engage HVRG as payroll service for the library at \$125 per month, with a one-time setup fee of \$295. Motion made by Susan; second by Audre. Motion carried.**

iii) **Motion made to invest library reserve funds not to exceed \$25k in U.S. Treasury Bonds not to exceed 5 years. Motion made by Susan; second by Stephen. Motion carried.**

4) Executive Session to discuss payroll:

Motion to enter executive session made at 6:40 p.m. Motion made by Stephen; second by Julie S. Motion carried.

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

Motion made to adopt amendments to annual budget in terms of payroll. Motion made by Stephen; second by Fred. Motion carried.

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

i) Two additional grants have been approved: ELLN Berkshire Taconic Community Grant for Baby and Me Story-time (\$2,000) and MHLS Mini Grant for assistive equipment which will pay to add four more headsets and charger including set up for \$1,200.

ii) Summer programs have had high attendance, library has been incredibly busy.

iii) Mailchimp has changed its format, Deb has been working on a fix to enable sharing to social media.

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

i) Jenny asked about the status of the elevator plaque. Paula reported that Saturn will be able to copy font and material.

ii) Susan requested that a detailed financial report be included with the Friends' monthly report.

7) Committee Reports

A) Nominating – Jenny – (report submitted)

i) **Motion to nominate Julie Nack to a second three-year term. Motion made by Susan; second by Stephen. Motion carried.**

B) Buildings and Grounds – Julie N. (no report submitted)

i) Thea reported that she received an estimate for electrical work. Waiting for special order wire for drilling, work expected to start in two weeks.

ii) Rodney Waithe is going on vacation next week, will start work on his return.

iii) Testing a new chair from the Poughkeepsie library for the community room. It's light and stackable and has greater weight-bearing capacity.

iv) Lighting in the community room will be improved with funds made possibly by a trust from Julia Cole, who valued the library's contribution to the community.

C) Communications – Jenny (no report submitted)

i) Jenny stated that she would like to remain involved with this committee following her retirement from the board.

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) Additionally, the Book to Film event on August 21st will feature 'The Prime of Miss Jean Brodie' and there will be an Advanced Drawing class with Gary Finelli on August 30th.

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

H) Technology - Mario (report submitted)

i) Thea reported that the committee is working on a new five-year technology plan.

ii) The monitors for camera system just stopped working, Mario is working on a fix.

iii) Item for future discussion: how to handle an emergency that exceeds budget.

I) History Committee – Paula (no report submitted)

8) Public Comments –

i) Peter Johnson stated his appreciation for the collaboration/cooperation between the Philmont and Claverack libraries.

ii) Peter also reported that the Philmont library is currently seeking to develop an active shooter policy. Audre will share CFL's Emergency Procedure Policy (on CFL site under About Us/Policies). Kitty asked if the

library staff should receive emergency training. Thea will research options/costs, and consult with other Directors. Audre mentioned training may include a structural audit.

9) New Business –

i) Thea and Stephen are forming a committee to put in place an Emergency Plan. The committee will determine when it would benefit the community for the library to be open additional hours in response to emergencies such as air quality alerts and power outages. Thea is researching requirements for Red Cross shelter status, warming/cooling stations and has checked with state representatives about funding and guidelines. Susan suggested coordinating with the town for financial support and/or buy-in. Contact Thea and Stephen if interested; public involvement is welcome.

ii) Stephen reported that work is underway to update the Comprehensive Plan for the town. The committee is working with the consultant who helped to craft the original plan. The library will host town meetings to solicit public input.

iii) Susan paid tribute to Marion's many irreplaceable contributions to the library, with all of our thanks and gratitude.

10) Old Business – No old business

A motion was made to adjourn the meeting made at 6:45 p.m. made by Stephanie; second by Mame. Motion carried.

The next meeting of the Board of Trustees will be held on Thursday, August 17, 2023, at 6:00 p.m.

Respectfully submitted,
Julie Shevach, Secretary