

Claverack Free Library
Monthly Meeting of the Friends of the Claverack Library (held at CFL)
Meeting Minutes
Monday, September 11, 2023, 5:00 PM

Present: Mario Verna, Nancy Eos, Paula Ptaszek, Ann Singleton, Marion Vosburgh. Also Present: Thea Schoep. Absent: Karolyn Schwab, Michael Sullivan, Mame Bradley (BOT rep).

1. Call to order by Mario Verna, chair/pres, at 5:00 pm quorum present.
Marion motioned, Nancy seconded & Approved the August 14th meeting minutes.
2. Financial Report – 8/30/2023 balance: \$9,895.09 – Marion.
Note: Bookmarks, chess sets and dollies to be debited by next month’s report.
3. Public comments. none
4. Committee Reports.
Communications committee – Mario, many annual renewal letters signed, stuffed, addressed, stamped and mailed. Dave, Mario & Mame have been working with Network for Good for database entry to move from Mailchimp etc. Many such phone seminars have occurred and continue. The question has arisen about hand written thank you notes, especially to those who donate by way of electronic means and some without a return address. Do we wish to keep acknowledging electronic contributions by hand and US mail? The system is designed to send automatic acknowledgments for donations received online through the Network For Good payment portal. Sending printed acknowledgments by mail for donations received through the system would be redundant and a burdensome administrative task. Donations that are received by check, cash, in kind, PayPal or another manner will need to be acknowledged by printed letters in the same way we currently process them. Much discussion ensued.
Events committee – Paula, food trucks are planned for all Wednesdays in Sept. Mario has been the volunteer to sell raffle tickets during food truck hours outside at a table. He is unable to do this week but will the next two weeks, also rain is predicted for Wed, and the plug for the lights for the evenings is presently unavailable due to construction. All discussed and temporary arrangements made.
Membership committee – Ann is working membership as well as treasury now. It

is agreed to change slate of officers to accommodate Ann to Treasurer and leave the membership blank though Ann is presently doing both. Annual renewal letters are done and mailed for this year.

5. Wish List.

- (1) Kwanzaa Celebration. KC is a cultural celebration that last year 50 people attended drawing many from Hudson to CFL for dancing, drumming and paper chains. It is a \$450 one-time expense maximum. Discussed. Paula motioned; Ann seconded, Approved.
- (2) Insurance coverage for adjacent parking lot use during book sale. \$30 Discussed. Paula motioned; Marion seconded. Approved for up to \$50.
- (3) Purchase of a roll of stamps. \$66. Discussion of ½ price stamps. Ann motioned; Paula seconded for \$66 full price for US Postal Service stamps. Approved.
- (4) 27" Monitor for surveillance system is a loaner from David & he needs it back. Discussion. Mario motioned for \$200 to purchase a new monitor; Nancy seconded. Approved.
- (5) Book Sale. Thea suggests executive committee not have to approve each expenditure individually but have an overall amount Ann can work with. Estimate is \$2,190 for tents and tables. Discussion notes that amount does not include dumpster, donuts, coffee, cider, etc. Mario motioned; Marion seconded. Approved for \$3,500 cap for now.

6. Friends Timeline.

Renewals are mailed. Food trucks as above.

The question arose should the raffle be a new item on the timeline, in other words will it be a regularly occurring item for the executive committee to consider? Discussion ensued and will revisit in new year review of timeline.

7. Vote for officers; 2 year terms. Nancy motioned; Paula seconded. Approved:

Chair	-Mario Verna
Vice-chair	-Paula Ptasek
Treasurer	-Ann Singleton
Recording secretary	-Nancy Eos
Membership	- B L A N K
Members-at-Large	-Mike Sullivan
Liaison to the Board	-Paula Ptaszek

8. Cash on Hand. Concern: amount of money in the Library at any time. Discussion.

Agreed that cash on hand reaching \$200 minimum should have excess of \$100 be given to Susan to be deposited.

9. Fall Book Sale Status. Various aspects discussed. All is well and covered.

10. Raffle. Status and discussion All is very well and covered. Baskets worth well over \$1,000 and will be communicated to potential ticket buyers in many ways.

11. Newsletter.

After a snafu of mis-communication (all laughing), Karolyn has created a well crafted newsletter.

12. New Business.

Thea is to have a silent auction for knitted hats and other items may be included. Perhaps even items from the raffle baskets that are so numerous that people don't want or can't use them all (golf for non-golfers, car freebies for those without a car, expensive whiskey for those in AA, non-kosher dinners for those who are kosher, vacations for those who don't vacation, etc.) could be auctioned.

Use of a postage meter discussed. People are more apt to open mail when a postage stamp is affixed to letter. Possible use when mailing Thank You letters?

Meeting adjourned 6:21pm EDT. Paula motioned; Nancy seconded. Approved.

Next meeting **Monday October 9, 2023 at 5:00 pm.**

Scribed by: Nancy Eos

Checked by: Mario Verna