

**The Claverack Free Library**  
9 Route 9H  
Claverack, NY 12513  
Monthly Meeting of the Board of Trustees  
October 19, 2023

Trustees Present: Mame Bradley, Audre Higbee, Stephen King, Kitty Osterhoudt, Fred Reif, Susan Roberts, Julie Shevach

Trustees Absent: Stephanie Keyser, Julie Nack, Sue Soltano

Also Present: Director Thea Schoep; Paula Ptaszek, Hariet Magaldi

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 August 17<sup>th</sup> 2023. Motion made by Mame; second by Kitty. Motion carried.**

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

i) **Motion: The board of trustees approves all September 2023 library payments. Motion made by Susan; second by Stephen. Motion carried.** Susan will meet with any interested Board members to review finances.

ii) Susan reported that \$129k has been moved from the checking account into a 9-month certificate at Bank of Greene County. Balance in checking account is currently \$160k. The Bank of Greene County savings account may be linked to Network for Good, the client relationship management system (and fundraising tool). The remaining Community Bank account, which was originally set up for the capital campaign is now available for use by the Friends for their online sales of books and DVDs.

**Motion made to move no more than \$125k from the checking account to a local savings account with a higher interest rate. Motion made by Susan; second by Audre. Motion carried.**

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

i) Thea and Sue Soltano attended the Taghkanic Town Board meeting to discuss library funding. Thea highlighted statistics such as circulation numbers, and formally requested a per capita increase (currently \$2.88 per person) on par with those numbers.

ii) Thea has been in contact with the service to repair the Handicap access door.

iii) Tom Hall will do a clean up of the gutters after the leaves are down.

5) Friends of the Library – Paula Ptaszek – (minutes of September 11th meeting submitted)

i) Thanks to Paula and Ann Singleton (co-chairs of the event) for making the Book Sale a great success. Total funds raised: \$12,855, a new record, with no increase in expenses. Unsold books were donated or recycled.

ii) Thea added that she will look into additional payment options for the future, via PayPal/Venmo. Hariet volunteered the use of her iPad payment system for next year.

6) Committee Reports

A) Nominating – TBD – (no report submitted)

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

- i) Stephen requested that we paint the concrete standings (supporting the parking lot lights) black.
- ii) Thea discussed purchasing green covers for the EV charging station posts and installing bollards to prevent cars from backing into the peninsula.

C) Communications – Mame (no report submitted)

- i) Mame reported that we're still working out how Network for Good will impact the newsletters, and Communications and Development in general, moving forward.
- ii) Susan recognized David and Mario for all their work on the Network implementation; they deserve all our thanks.
- iii) The committee will meet soon to discuss the upcoming newsletter and donor letter.

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

E) Human Resources – Audre (no report submitted)

- i) Audre reported that there have been ongoing meetings to discuss staff increases and any other relevant benefits, for the coming budget.

F) Programs – Sue (report submitted)

- i) In addition to the upcoming programs outlined in Sue's report, Thea noted there will be a free screening of the documentary 'William and the Windmill' on Friday October 20<sup>th</sup> at 6pm.
- ii) Kitty asked if the library could host a Narcan training session. Thea noted that the library has done so in the past and promised to look into scheduling another training.

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

H) Technology - Mario (report submitted)

- i) Thea reported that the library has purchased two sets of sound cancelling headphones for the public computers.
- ii) Additionally, a new monitor was purchased for the surveillance system, sponsored by the Friends.
- iii) Stephen asked after the status of the podium purchase. Kitty said she may have a lead on a resource and will coordinate with Thea.

I) History Committee – Paula (no report submitted)

- i) Paula reported that the committee met in September and discussed how to structure the process of conducting oral histories of seniors and other citizens of Claverack. They will meet next Monday to interview Carol Calvin, to practice the skills they learned last month.
- ii) An oral history interview of Mrs. Hood will accompany a show of her dresses scheduled for next year. European woman would send Mrs. Hood their measurements and she would make their wedding and bridesmaid dresses.

7) Public Comments – no public comments

8) Old Business – no new business

9) New Business –

i) Paula asked if the Board would agree to have the library contribute funds for the volunteer celebration next year. Stephen said that the Board had agreed to do so in the past and was open to doing so again.

ii) Harriet offered to coordinate with Network for Good to create a DAF widget for the CFL website. A DAF (or Donor-Advised Fund) is a giving account for nonprofits and charities.

iii) Stephen informed the Board that he was looking to restructure the committees to reflect the current needs of the CFL. The new committee structure will align with the recommendations in the forthcoming new Trustee Handbook. Trustees were asked to respond with comments and on what committees they would like to serve to Stephen and Thea by November 3.

iv) Thea said there will be printed copies of the new Trustee Handbook for public review, and it will also be available online.

10) Executive Session to discuss payroll proposals for upcoming budget.

**Motion to enter executive session made at 6:50 p.m. Motion made by Mame; second by Fred. Motion carried.**

**Motion to exit executive session made at 7:20 p.m. Motion made by Audre; second by Kitty. Motion carried.**

**Motion made to adjourn the meeting at 7:27p.m. Motion made by Julie S; second by Stephen. Motion carried.**

The next meeting of the Board of Trustees will be held on Thursday, November 16th, 2023, at 6:00 p.m.

Respectfully submitted,

Julie Shevach  
Secretary