

The Claverack Free Library
9 Route 9H
Claverack, NY 12513
Monthly Meeting of the Board of Trustees
November 16, 2023

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

Trustees Absent: Stephanie Keyser

Also Present: Director Thea Schoep; Paula Ptaszek, Julius James

1) The meeting was called to order by President Stephen King at 6:00 p.m.

2) **Motion made to approve the minutes of the board meeting of October 19th, 2023. Motion made by Susan; second by Mame. Motion carried.** Paula requested a clarification be made in the October minutes regarding CFL funding contribution to the volunteer celebration this past year.

3) Treasurer's Report - Susan (report submitted)

i) **Motion: The board of trustees approves all October 2023 library payments. Motion made by Susan; second by Julie S. Motion carried.**

ii) **Motion made to accept Stephen King, Stephanie Keyser, and Susan Roberts as signers on the library bank accounts. Motion made by Susan; second by Mame. Motion carried.**

iii) Susan recommended the upcoming 2023 Financial Review be done by Robert Patterson, CPA, who has reviewed library financial statements for the last four years. Stephen asked about the cost, Susan said it would be \$4,200. The Board agreed to proceed.

iv) The final report has been submitted for the DLD grant, and we are waiting for final payment of \$3,615. Stephen asked when we could expect payment, Susan responded that there is no fixed time. Thea recommended the next DLD trustee workshop.

v) Susan asked if anyone would like to review the new insurance policy; Stephen agreed to do so.

vi) Susan presented the draft 2024 Budget, to be voted on in December. Fred asked if we had confirmation of funding from the Town of Taghkanic; Susan confirmed that we receive a check early in the year and we won't know what it will be until then. Julie noted that utility costs have been higher in the past; Stephen explained that previous bills were higher due to system calibration issues, which have been resolved (and Thea said she checks the meter regularly). Julius asked how the donations estimate compares to previous years. 2022 total was \$82k and 2023 is on track as estimated.

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

i) Thea will be on vacation December 22- January 1.

ii) There have been ongoing issues with the catalog operations resulting from an internet outage on Tuesday. David was able to set up a cloud-based client as a temporary fix. Thea was told the situation will be resolved in 3-7 days.

ii) Thea has been in contact with the service to repair the Handicap access door, and they have finally promised to come in on Friday or Monday.

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

i) Discussion regarding minutes: we are required to post draft minutes within five days following the Board meeting. Paula agreed to relay the clarification that moving forward, the Friends will submit either draft or approved minutes prior to the Board meeting.

ii) Paula shared the Friends' current accounting balance of \$21,491.60 which will fund expenses including library programming, elevator maintenance, Kanopy, Hoopla, Network for Good fees. Subtracting anticipated upcoming expenses, the Friends expect a year-end balance of ~\$8,227 for funding needs in the new year.

6) Committee Reports

Stephen opened the discussion regarding 2024 committee assignments.

- A. Development: Fred agreed to chair, Julius volunteered to join the committee, and Mame suggested the Friends should also be represented.
- B. Harriet Fitzpatrick has volunteered to serve on the Budget and Finance committee.

A) Nominating – TBD – (no report submitted)

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

- i) In addition to her report, Julie noted that we need to install a WIFI extender.
- ii) Tom Hall installed the shade in the community room and cleared the gutters.
- iii) The old library sign needs to be treated to prevent chipping/decay.
- iv) Black bollards with reflectors on top will be installed to prevent cars from backing into the peninsula in the parking lot.

C) Communications – Mame (report submitted)

i) Julie S. and Thea discussed progress with upcoming Holiday event on December 16th. Stephanie and Harriet have volunteered to provide light food, and Stephanie will donate Prosecco. Trustees were asked to send a list of invitees to Julie S.

D) Development & Sustainability - (see above)

E) Human Resources – Audre (no report submitted)

i) Audre reported that they are working on ideas for staff compensation and will discuss in next meeting.

F) Programs – Sue (no report submitted)

i) Thea noted the Triform Bell Choir winter concert will be on Saturday December 9th.

G) Policy & By-Laws- Audre (report submitted)

i) Audre endorsed the plan to have policy and procedure documents stored on Google drive, moving forward.

H) Technology – Mario (absent; report submitted)

I) History Committee – Paula (no report submitted)

i) Paula noted that the test run interview with Carol Calvin was very helpful in determining what is necessary for a successful oral interview.

ii) Oral interviews will be posted on the CFL YouTube channel. Paula reported that CFL is the only library in Columbia County doing oral histories.

7) Public Comments – no public comments

8) Old Business – no old business

9) New Business –

i) Stephen reported that Columbia County Office for the Aging is finalizing a major audit of seniors in Columbia county; libraries are a vital resource.

Motion made to adjourn the meeting at 6:58p.m. Motion made by Mame; second by Julie S. Motion carried.

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

Respectfully submitted,

Julie Shevach
Secretary