

**The Claverack Free Library**  
9 Route 9H  
Claverack, NY 12513  
Monthly Meeting of the Board of Trustees  
December 21st, 2023

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

Trustees Absent: Audre Higbee

Also Present: Director Thea Schoep; Paula Ptaszek

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 November 16th, 2023. Motion made by Mame; second by Stephanie. Motion carried.**

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

i) **Motion made to adopt the proposed 2024 budget with an amendment to cover the total cost for the auditor's review. Motion made by Susan; second by Julie. Motion carried.**

ii) **Motion: The Board of Trustees approves all November 2023 library payments. Motion made by Stephanie; second by Mame. Motion carried.**

iii) **Motion: The Board of Trustees authorizes the director, the bookkeeper, and the treasurer to process payments for the following expenditures within the approved 2024 library budget: payroll and the associated taxes and insurance, utilities (electricity, propane, water, internet connection, trash removal), and any board-approved contracts. In addition, the director is preapproved to purchase items, within the budget guidelines, for the collection, library supplies, and office supplies. Motion made by Susan; second by Stephen. Motion carried.**

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

i) Thea reported that we have received a grant to help fund the process to become certified as a sustainable library. The Sustainable Libraries Initiative and the certification program will help enable our library, and ultimately our community "to become more environmentally sound, socially equitable and economically feasible." (<https://www.sustainablelibrariesinitiative.org/about-us/program-faq>)

Mame asked for clarification about what "socially equitable" would represent and Thea responded that it means offering a wide variety of programming and materials to reach everyone in the community.

ii) Stephen asked the Board to approve a one-time waiver for the Town to serve wine at the party for Katy Cashen on January 5<sup>th</sup>. Julie asked if this would be covered by our insurance and Thea confirmed that it would be since we will not charge for the wine. **Motion made to grant the one-time waiver for the Town to serve wine at the party. Motion made by Stephanie; second by Kitty. Motion carried.**

ii) The Handicap access door has been repaired.

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

6) Committee Reports

A) Buildings and Grounds – Julie (report submitted)

i) Julie reported that the parking lot flooded during this week's storm. After investigation Jamie confirmed the pump was working but was overwhelmed by the volume. Jamie will swap out it out with a 2" pump, for no charge. There was discussion about solutions to divert the water in the future, and Julie will purchase absorbent pads to mitigate water leaks in the library.

ii) Old library: Noises in the old library thought to be the boiler turned out to be the sump pump. Julie will look into cost and coverage information for a service contract for the boiler. Mame suggested that we should re-consider purchasing a water softener.

iii) Quotes for the Generator: \$12k - \$15k to power the community room (downstairs) only, as a heating/cooling station. The Holiday event raised over \$3k which will go toward funding that purchase.

A1) Technology – David Baylen (report submitted by Mario)

B) Development & Strategic Planning – Fred (no report submitted)

i) Next meeting scheduled for January 5<sup>th</sup>.

C) Communications – Mame (report submitted)

D) Human Resources – Audre (no report submitted)

D1) Policy & By-Laws (no report submitted)

E) Nominating – Mame (report submitted)

i) Stephen encouraged trustees to consider taking on leadership roles in the future.

F) Programs – Sue/Thea (no report submitted)

i) Thea encouraged everyone to attend the Kwanzaa celebration on the 29<sup>th</sup> at 2pm.

G) Local History – Thea/Paula (no report submitted)

i) Paula reported the committee met this week and discussed possibly using the old library sign as an identifier/logo. Stephen noted the using library sign might be misleading; since "local history" is town oriented, he suggested that the committee consider alternatives. Fred proposed that we think about what is representative of our community. Thea suggested just using "Claverack" lettering from the sign.

li) Paula also reported that the committee has gained some new members and mentioned that Lee Hood might be the first oral history interviewee.

7) Public Comments – no public comments

8) Old Business – no old business

9) New Business – no new business

**Motion made to adjourn the meeting at 6:40p.m. Motion made by Julie; second by Julie S. Motion carried.**

The next meeting of the Board of Trustees will be held on Thursday, January 18th, 2024, at 6:00 p.m.

Respectfully submitted,

Julie Shevach  
Secretary