

**The Claverack Free Library**  
9 Route 9H  
Claverack, NY 12513  
Monthly Meeting of the Board of Trustees  
January 18<sup>th</sup>, 2024

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

Trustees Absent: Mame Bradley, Julie Nack

Also Present: Director Thea Schoep; Paula Ptaszek, Randy Correll

1) The meeting was called to order by President Stephen King at 5:58 p.m.

**2) Motion to approve the minutes of the Board Meeting of December 21st, 2023. Motion made by Kitty; second by Stephanie. Motion carried.**

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

i) Susan was pleased to report the Library received over \$100,000 in donations for 2023, exceeding the budget target of \$52,500.

ii) Susan received notice from the Division of Library Development (re: DLD Grants Project Number 0386-20-9295) that the final report has been accepted; so we can expect to receive final payment of \$3,615.

iii) The Board discussed Mark Fingar's recommendation to increase the Library liability insurance to \$2M for an additional annual cost of \$165 (detailed in report). The Board agreed to accept Mark's recommendation, and his offer to review insurance coverage at a future Board Meeting.

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

i) Thea reported that she made her annual review and update of the emergency information binder for staff use.

ii) Thea will attend Advocacy Day on February 7<sup>th</sup> in Albany, and encouraged Board members to attend if possible.

iii) The Library is working with Gerry Formby at the Mid-Hudson Library System to apply for E-rate program funds to cover the cost for new network equipment.

iv) Thea reported that the Library has revised the process for applying for new Temporary Library Cards via the website. New patrons will be able to access resources once their home address is verified to be within the Mid-Hudson Library area. Sue asked what the average number of new library card applications are per month – Thea estimates it can be ~ 3-12.

5) Friends of the Library – Paula Ptaszek – (no report submitted)

i) There was no Friends' meeting in December.

ii) Paula asked if the Board would agree to help fund the Volunteer Appreciation party again this year. Stephen asked for a budget, and Paula suggested \$600 for (what Thea estimates) ~86 people. Susan asked how much the Board donated last year, and Paula confirmed it was \$500.

6) Committee Reports

A) Buildings and Grounds – Julie (report submitted)

i) Kitty and Sue are new members of the committee and were thanked by the Board for agreeing to help lighten Julie's significant workload.

ii) At the Town event to honor Katy Cashen, Stephen shared that he and Kippy Weigelt had a conversation about the Library's plan to make the community room a designated safe space. Kippy expressed

an interest in knowing more about how the Town could help. The next step will be to prepare a short proposal for the Town Board to present to Kippy outlining what is needed, including the cost for a generator (~23k).

iii) Paula reported that the absorbent pads have been working well to manage water; they air dry and are reusable.

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

B) Development & Strategic Planning – Fred (report submitted)

i) Fred opened a discussion regarding the ramifications of whether to pursue the 414 vote this year. The Strategic Plan calls for a 414 vote on alternate years, which would be the general election in November. The deadline for filing petitions with the Board of Elections is late July/early August, so a decision should be made by April. Stephanie suggested that we look at what the actual needs are for the funding; there is a lot of support for the Library programming. Sue noted that she sees both sides of the issue: as a taxpayer and a supporter of the Library services – which was agreed to by all. Paula added that educating the community about actual costs (elevator maintenance as an example) is key.

C) Communications – Mame (report submitted)

i) Stephen reported on the committee's progress in creating short videos focusing on what the library means to the community, and how the library is funded.

D) Human Resources – Audre (no report submitted)

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

E) Nominating – Mame (report submitted)

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

ii) **Motion to nominate Randy Correll to a first three-year term. Motion made by Sue; second by Stephenie. Motion carried.**

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

i) Thea reported that 76 people attended the Gallery exhibit event on Saturday the 13th.

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

i) Paula was pleased to report the committee will be interviewing Mrs. Hood next Monday.

ii) Thea would like to display pictures of local places in the community room, between shows. iii) Paula reported that she is working to have the town historic markers repainted.

iv) Paula also asked for the Board's thoughts about the logo. Stephen recommended that the committee and interested Board members should meet to discuss options.

7) Public Comments – no public comments

8) Old Business – no old business

9) New Business –

i) Stephen: in a conversation with Didi Barrett, she suggested that the Library create a Director's Chair Endowment Fund to support the Director position and staff. This fund could be a named opportunity, and the Library

could contribute to it as well. Susan will research how we could potentially direct the fund within the Attorney General's guidelines (or someone else would have to direct it). Stephen asked the Board to give this some thought for the next meeting. Currently the Library has \$20k - \$24k income per year from the Doty Trust.

**Motion made to adjourn the meeting at 6:57p.m. Motion made by Audrey; second by Julie S. Motion carried.**

The next meeting of the Board of Trustees will be held on Thursday, February 15th, 2024, at 6:00 p.m.

Respectfully submitted,

Julie Shevach  
Secretary