

The Claverack Free Library
9 Route 9H
Claverack, NY 12513
Monthly Meeting of the Board of Trustees
February 15, 2024

Trustees Present: Randy Correll, Audre Higbee, Stephanie Keyser, Kitty Osterhoudt, Julie Nack, Fred Reif, Susan Roberts, Julie Shevach, Sue Soltano

Trustees Absent: Mame Bradley, Stephen King

Also Present: Director Thea Schoep

1) The meeting was called to order by Vice President Julie Nack at 6:03 p.m.

2) **Motion to approve the minutes of the Board Meeting of January 18th, 2023. Motion made by Stephanie; second by Fred. Motion carried.**

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

i) Susan thanked the Budget and Finance committee for meeting and working with her and reported that the Library's financial statements will again be distributed for review prior to Board meetings.

ii) **Motion made to accept the NY State Annual Report. The Claverack Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner and assures that the "Annual Report" was reviewed and accepted by the Library Board on 02/15/2024. Motion made by Susan; second by Audre. Motion carried.**

iii) Julie asked how acknowledgements are tracked for in-kind donations. Julie S will circulate a template for approval. Susan will be copied on acknowledgements.

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

i) Susan commended the Columbia County Library Association's decision to join the Chamber of Commerce.

5) Friends of the Library – Paula Ptaszek – (report submitted)

i) Thea confirmed all updates are covered in the report.

ii) Susan was pleased to learn of Barbara Ullman's interest in joining the Friends.

6) Committee Reports

A) Buildings and Grounds – Julie (report submitted)

i) Julie reviewed the quotes received from three generator suppliers, and the winning aspects of the Capital Power bid: overall cost, their previous experience with the Petersburg Public Library, flexibility for either a 21kw or 26kw generator.

ii) Stephanie gave an update on progress with the AARP Flagstaff grant application for partial funding of the generator, due March 6th. She plans to submit the proposal along with the application. Susan offered to review the application at the finance meeting next week. A discussion followed about some of the potential challenges of an "emergency" situation -- parking and capacity issues.

iii) Thea confirmed that there was unanimous approval to use the ebony sealant on the pergola.

iv) Thea will be meeting with Katy Flammia and Shanti Nagel to discuss plans for a pollinator garden in the area bordering the parking lot behind the Library.

v) Julie has requested quotes to replace 18 fluorescent lights. The connections may need to be re-terminated. Susan questioned the high quote (over \$13k), but Julie is confident other quotes will ensure that the work can and will be done for less. Julie plans to contact the original contractor at Hoosick Valley for guidance on how best to move forward.

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

- i) The Board expressed gratitude to Mario for submitting the comprehensive 3-Year Technology Plan and looks forward to the opportunity to review with him at a future meeting.

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

i) Fred re-opened the Chapter 414 discussion and outlined the committee's recommendation that the Board defer pursuing a 414 municipal ballot vote until 2025. Susan expressed confidence in the Library's current finances and prospects for 2024, while also sharing other Board members' desire that the Library's public funding should ultimately be more in line with the other public libraries in Columbia County – which would fund commonly held goals of more consistent hours, more staff, etc. The Board members present unanimously decided to accept the committee's recommendation.

C) Communications – Mame (no report submitted)

D) Human Resources – Audre (no report submitted)

D1) Policy & By-Laws (report submitted)

- i) Audre asked for comments on the new "General Policies and Rules" which combined and updated three policies: 'The Patron Code of Conduct,' 'Unattended Children/Child Safety Policy,' and 'The Vulnerable Adults Policy.'
- ii) **Motion made to approve the 'General Policies and Rules.' Motion made by Julie S; second by Susan. Motion carried.**

E) Nominating – Mame (no report submitted)

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

- i) See Director's report for the full list.

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

- i) The committee has recorded an interview with Mrs. Hood, and is planning for a future event.
- ii) Thea reported that the committee is working with the Germantown historian to have the town historical signs repainted.
- ii) A designer friend of David Baylen has agreed to help work on a logo.

7) Public Comments – no public comments

8) Old Business – no old business

9) New Business –

i) Mark Fingar will attend next month's meeting to answer questions about the liability insurance on both buildings as well as the D&O (director and officers) insurance.

Motion made to adjourn the meeting at 7:25p.m. Motion made by Julie N; second by Audrey. Motion carried.

The next meeting of the Board of Trustees will be held on Thursday, March 21st, 2024, at 6:00 p.m.

Respectfully submitted,

Julie Shevach
Secretary