

The Claverack Free Library

9 Route 9H

Claverack, NY 12513

Monthly Meeting of the Board of Trustees

April 18th, 2024

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

Trustees Absent: Stephanie Keyser

Also Present: Director Thea Schoep; MHLS Trustees Janet Schnitzer, Mark Wilson, Jill Leinung; Friends Liaison to the Board Paula Ptaszek

1) The meeting was called to order by President Stephen King at 5:57 p.m.

2) Motion to approve the minutes of the Board Meeting of March 21st, 2024. Motion made by Audrey; second by Mame. Motion carried.

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

i) Susan thanked Thea, Stephanie, and Ann for paying bills and making deposits in her absence.

ii) Julie asked about the acknowledgement letter for in-kind donations; Julie S. will share the latest draft with the Communications committee and Julie. Susan asked to be cc'd on acknowledgement letters, and she will need a ballpark estimate if products are donated in order to report the value.

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

i) Thea thanked David Baylen for stepping in to cover the circulation desk during a staff absence.

ii) Thea reported total circulation numbers for March were down slightly from last year. Janet Schnitzer praised the popularity of the programming.

iii) Windows and carpets are scheduled to be cleaned.

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

i) The Volunteer Celebration / Staff Recognition party this will be this Saturday at 1pm. 90 invitations were sent out and ~35 will be attending. The total cost will \$810; the Library will cover half (\$405), as agreed.

ii) Paula asked if Board members would help with the clean up on Saturday. Thea and Kitty responded that there will be volunteers there to help as they set up for the Chatham Chamber Ensemble performance at 4pm.

6) Committee Reports

A) Buildings and Grounds – Julie (report submitted)

i) Julie requested approval to purchase additional acoustic panels for the community room -- a more sustainable, cleanable model -- and easier to install. **Motion to approve the purchase of additional acoustic panels from Acoustical Solutions for ~\$2,002. Motion made by Julie, second by Susan. Motion carried.**

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

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

i) No April meeting. Next committee meeting will be on May 10th.

C) Communications – Mame (report submitted)

i) Mame reported that Thea received an estimate from a videographer to shoot and edit content for two upcoming Library events: The Tea Party in honor of Lee Hood on May 11th, and the Book It! 5K Run/Walk on May 19th. The Board agreed to hire the videographer and cover the ~\$500 fee for these events, and to investigate other leads for additional content/future events. In response to Audre's question, the videos will ultimately be posted to the website and on social media.

D) Human Resources – Audre (no report submitted)

i)

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

i)

E) Nominating – Mame (no report submitted)

i) The committee will present a slate of officers at the next Board Meeting to be voted on at the annual meeting in June.

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

i) Covered in Director's report

G) Local History – Thea/Paula (report submitted)

i) Julie reported that document scanning has resumed and progress is being made.

ii) Paula thanked Kara Keeler for volunteering to take photos at the Tea Party event.

iii) Susan asked that we track these costs to include funding in next year's budget.

7) Public Comments –

The MHLS Trustees discussed the search for potential applicants for Mark Wilson's open seat when his second 5-year term ends later this summer. Jill Leinung thanked Thea for her assistance with events at the Library, and Janet Schnitzer expressed gratitude for the mahjong table.

8) Old Business – no old business

9) New Business –

i) After a brief review of Mark Fingar's insurance letter, Thea will request additional information regarding volunteer coverage costs.

10) Executive Session to discuss library business.

Motion to enter executive session made at 6:42 p.m. Motion made by Stephen; second by Julie S. Motion carried.

Motion to exit executive session made at 6:56 p.m. Motion made by Stephen; second by Kitty. Motion carried.

Motion made to adjourn the meeting at 6:57p.m. Motion made by Mame; second by Sue. Motion carried.

The next meeting of the Board of Trustees will be held on Thursday, May 16th, 2024, at 6:00 p.m.

Respectfully submitted,

Julie Shevach

Secretary

DRAFT