

The Claverack Free Library
9 Route 9H
Claverack, NY 12513
Monthly Meeting of the Board of Trustees
March 21, 2024

Trustees Present: Mame Bradley, Audre Higbee, Stephanie Keyser, Stephen King, Kitty Osterhoudt, Julie Nack, Julie Shevach, Sue Soltano

Trustees Absent: Randy Correll, Fred Reif, Susan Roberts

Also Present: Director Thea Schoep, David Baylen, Mario Verna, Paula Ptaszek, Mark Fingar

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

2) **Motion to approve the minutes of the Board Meeting of February 15th, 2023. Motion made by Audrey; second by Stephanie. Motion carried.**

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

i) In Susan's absence, Stephanie brought financials/library payments for review.

ii) Stephen introduced Mark Fingar of Fingar Insurance and thanked him for his time in attending the meeting. Mark gave a brief presentation outlining the CFL insurance policy. General questions were raised regarding Library and volunteer liability, and Mark promised to check the policy and confirm the details with Thea. Thea asked if Mark thought the D&O liability coverage should be doubled and Mark responded that for most nonprofits, the Library's current coverage is average. Audre asked if he thought the deductible seemed too low, and Thea added that \$70K for library contents seemed undervalued. Mark encouraged the Board to consider 'what are the chances of losing everything,' and 'what would the cost be to replace the contents,' to determine whether the coverage is sufficient.

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

i) Thea highlighted a couple upcoming programs: the solar eclipse talk on Saturday April 6th, and the coffee house-style sing-along with Abby Lappen on Saturday March 30th. Mame encouraged all to plan to attend the tea party celebration in honor of Mrs. Hood on May 11th.

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

i) **Motion made to approve the 'CFL Approved Memorandum of Understanding.'** Motion made by Julie S; second by Julie. Motion carried.

ii) Paula reported that the Friends have offered to split 50/50 the cost with the Library for the Volunteer Appreciation event in April. The budget is still TBD. **Motion to contribute 50% of the cost for the Volunteer Appreciation event, with the Library's contribution not to exceed \$600.** Motion made by Mame; second by Stephanie. Motion carried.

6) Committee Reports

A) Buildings and Grounds – Julie (no report submitted)

i) All updates are included in Director's report.

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

i) Mario reviewed the plan to replace the DATTO I/T network equipment outlined in his report. The Board agreed with David and Mario's recommendation to move forward with the proposal from Konica Minolta to submit for reimbursement. E-Rate reimbursement is 85-90% and the library is eligible for the highest rate of reimbursement that E-Rate offers. The cost for licensing is \$260/month. Fee for internet will remain the same (90% reimbursable) with double the bandwidth.

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

i) Mame reported that work is ongoing to finalize the 2023 Donor list.

C) Communications – Mame (report submitted)

i) Mame thanked Erin Soltano for kicking off the process of gathering images for videos for the website. Now that Erin is back in school, the committee is looking for photographers/ videographers for special events. Stephen suggested the Columbia Greene Community College might be a resource. Kitty knows a videographer who works with local artists. Please let Thea know of any leads.

D) Human Resources – Audre (no report submitted)

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

i) Audre summarized a new policy on Sustainability, which also impacts the Procurement policy.

Motion made to accept amendments to Procurement policy and inclusion of the Sustainability policy. Motion made by Audre; second by Stephanie. Motion carried.

E) Nominating – Mame (no report submitted)

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

i) Audre reported that plans are underway for the Repair Café on June 1, from 10am-3pm. Audre has offered to donate a Fili's platter for the "fixers" lunch.

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

i) Paula reported that the committee has been busy with many projects. The Claverack Historical Society met at the library. Research of historical marker signs is ongoing.

7) Public Comments – no public comments

8) Old Business – no old business

9) New Business –

i) **Motion made to approve the '24-02 MOU Action Memo.'** Motion made by Stephen; second by Mame. Motion carried.

Motion made to adjourn the meeting at 7:06p.m. Motion made by Julie S; second by Stephen. Motion carried.

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

Respectfully submitted,

Julie Shevach
Secretary