

Claverack Free Library
Minutes of the Monthly Meeting of the Board of Trustees
Tuesday, July 17, 2018

Trustees Present: Meredith Arto-Winch, Jane Case, Stephen King, Laura Miller, Jennifer Post, Susan Roberts, Vicki Rosenwald, Michael Sullivan, Mario Verna, Mary Elizabeth Vincent, Marion Vosburgh

Also Present: Thea Schoep, Library Director, Alice Platt, Linda McNutt, David Desanto

The monthly meeting of the Board of Trustees convened by Stephen King at 5:00 p.m.

1) **Motion to approve the minutes of June 12, 2018 made by Jane; second by Laura. Motion carried.**

2) Treasurer's Report – Reports submitted by Susan and Marion, attached

It was agreed to spend up to \$900 for tree maintenance. Alice will consult with Peter Bevacqua about how to proceed.

3) Director's Report – Report submitted by Thea and attached

A) Thea reported that 24 children attended recent Thursday morning reading program.

B) Thea and Toby are planning the end of summer square dance (Claverack Town Park, Mellenville, August 7th). Help is needed for publicity and outreach.

4) Friends Report – No report submitted

Thea reported the Friends are planning a barbecue at the Old Klaverack Brewery.

5) Committee Reports –

A) Building & Capital Committee – Report submitted by Jenny and attached

i) Thanks to Vicki and Susan for their hard work on the DLD 2018-19 application (the deadline is August 4th). **Motion to approve the 2018-19 DLD grant application not to exceed \$800,000. Motion made by Jenny, second by Jane. Motion carried.**

ii) Thank you to Susan for her compilation of new library finances (status and construction plan) per the request of the Three-Year Plan Committee (attached).

iii) Stephen mentioned that the committee agreed to recommend to the board that we link septic systems for the two buildings. The board agreed that Mike will speak to Crawford & Associates to have them draw up plans for this change. He believes that the cost for the plans will be covered in our existing contract with Crawford. (Note: Mario Verna abstained from this decision.)

iv) To anticipate any questions, complications or delays in obtaining our Certificate of Occupancy, Mike will send a list of items that may need additional approval to our site plan. Linda will provide new library square footage figures for upper and lower levels, as well as the storage and mechanical spaces. Stephen will then speak to ToC Buildings Inspector Jay Trappe to assure that all is in order.

v) Vicki suggested that we begin to plan a community forum to explore possible uses for the current library property. After some discussion regarding timing, it was agreed that a committee will form – with Alice, Susan, Jane, Thea and Jenny as members – to begin framing how to present.

vi) Jane spoke to Senator Marchione's office in re the status of our SAM grant and was told that the application is sitting with some department within DASNY.

vii) Jenny requested that one person be the contact to the offices of our elected officials regarding grant status. Jane will contact Senator Marchione's office and Vicki (using the newbuilding@claveracklibrary email address) will contact Assembly Member Barrett's office.

viii) Linda reported that the goal is to finish mechanical work (HVAC, electrical wiring, security and IT systems (in-the-wall construction components) by late fall. Then the insulation and sheetrock can be added. The timing of sheetrocking was discussed, as this will require that the building be heated. It was agreed to decide once we have a timeline for the insulation.

ix) Mike recommended that we enter into a service and inspection contract with Bay State Elevator and awaits a proposal from them. He estimated that this will cost no more than \$1,500/yearly. The board agreed to proceed, with the start date to be determined.

B) Communications/Newsletter –Laura and Mary Elizabeth

i) Laura suggested that we begin planning the winter newsletter mailing.

ii) Mary Elizabeth noticed that operating budget donations were down slightly from last year, but Jenny mentioned that ones to the new building were higher.

C) Programs – Report submitted by Vicki and attached

i) Vicki remarked that it is great to have a Program Committee.

ii) Possible late fall/winter fundraising event could be held in the new library featuring soprano Nellie Rustick. The Building & Capital Committee will plan for this when we know when the sheetrock will be put up.

iii) "Dear Red," a program and garden party, will be held on July 29 at 3 p.m. at 361 Route 23B with a reading Maureen McNeil and a tour of the first floor by the house's owner, Julius James. Help is requested; Alice, Stephen, Mike and Thea agree to help. Jane will donate a giant bottle of Proseco.

iv) Vicki will meet with the Hudson Area Library's program director Brenda Shufelt to share calendar dates to minimize conflicts and extend the reach of each library's programming efforts.

v) (Not really programming: Vicki encouraged all trustees to take three "Winner Take All" raffle tickets. Drawing will be held on Saturday, October 6th at the fall book sale. Help is also needed to approach local merchants for gift certificates/merchandise.)

D) Technology – No report

E) Policy –

Mario reported that the committee has met and continued discussions regarding filtering options and implementation of E-rate funding (CIPA-compliance). The committee will present a proposal for board approval at the August meeting.

F) Nominating Committee –

i) Jenny agreed to serve as chair.

ii) Stephen agreed to serve a second three-year term beginning in August (vote to be held then).

iii) The committee will meet to determine which trustee will step down in advance of 2020.

6) Public Forum –

David Desanto introduced himself as a relatively new member of the community and expressed interest in joining the Friends organization.

7) New Business –

i) Mary Elizabeth reported that the Three-Year Plan Committee will present a draft of the plan to the trustees at the August meeting. This will be a general document with further specifics to be provided by various committees as needed.

ii) Thea requested that trustees attend the annual Columbia County Budget Meeting on July 24th at 5 p.m. at 401 State St., Hudson. AnnaLee Giraldo of Kinderhook will speak in support of funding county libraries.

iii) Thea also requested help at the County Fair on Thursday, August 7th (two shifts at (9:30 and 12:30).

iv) Thea noted that there is an opening on the MHLS Board for a Columbia County representative.

v) Thea is working with the director of New Lebanon to hold a MHLS Trustee training program in Columbia County. Also, she recommended that trustees attend the Workshop on Strategic Thinking: Planning Advocacy on Saturday, October 6 (9:30 – 12:30; Kingston) and Thursday, October 11 (5:30 – 8:30; MHLS Auditorium, Poughkeepsie).

vi) Rebekkah Smith Aldrich has been selected as Executive Director of MHLS.

vii) The trustees agreed to enter into a pre-pay agreement with Valley Energy for fuel oil at at fixed price.

viii) Museum pass use increased after Thea shared the availability via social media. There will be a new button on our website.

ix) Laura will look into hosting Citizenship Classes at the library.

Motion to adjourn the meeting at 6:18 p.m. made by Mike, second by Mario. Motion carried.

THE NEXT REGULAR BOARD MEETING is on TUESDAY, August 21, at 5 p.m.

~ Submitted by Jennifer Post