

Claverack Free Library
629 Route 23 B, Claverack, NY
Meeting of the Board of Trustees, September 17, 2019

Approved Minutes

Trustees Present: Mame Bradley, Jane Case, Stephen King, Jennifer Post, Susan Roberts, Vicki Rosenwald, Michael Sullivan, Mario Verna, Mary Elizabeth Vincent, Marion Vosburgh
Library Director, Thea Schoep; Friends' Representative, Paula Ptaszek; Public: Alice Platt
Guest: Kirk Kneller, Insurance Agent at 5:30
Trustee Absent: Meredith Arto-Winch

1. Meeting was called to order at 5:01.
2. Acceptance of Minutes of August 13, 2019. **Motion by Vicki, second by Stephen, all approved**

Acceptance of Minutes of August 29, 2019. **Motion by Mary Elizabeth, second by Vicki, all approved.**

3. Report of Treasurer/Fiscal Officer
(Document attached)

In moving forward toward the November 414 ballot, Susan urged all trustees to contact library supporters. She will provide a listing of supporters in the library for all to review and check off those each of us will contact. Thea will also send an e-blast to library patrons.

4. Director's Report
(Document attached)

Thea reported that the MHLS Annual Meeting, October 25, is an excellent event to attend. This year the timing is tough because of our library grand opening the following day.

It appears that more home schooling parents are using the library this fall. The Claverack Seniors want to begin meeting once a month at the library and plan to make a donation for the use of the community space. They would like to keep some of their own equipment in the kitchen.

Alice announced that Saturday, September 21, at noon, volunteers are needed to clean out the library basement in preparation to move to the new space. It was suggested that she also ask the Building and Grounds Committee for assistance.

5. Friends Organization Report

Paula showed a brochure that is being developed for the Claverack Library Friends Organization membership drive. October is Friend Your Library month. The Friends Organization is offering a Claverack Library Friend mug for a membership of \$40.00 or more.

Along with the various sign up sheets at the library for the Book Sale volunteers, there is one also for the Friends table. The Friends have purchased a brick for the new library: "Good Friends Make Great Libraries" They are also interested in participating in the new library grand opening and will be sending out an email to encourage participation among members.

Insurance Presentation (#9 New Business)

Kirk Kneller, Insurance Agent for the library gave a presentation on third party use of the Claverack Library community space. Before his presentation, he informed us that we will need a completely new

policy for the new library. He has a carrier that will provide a policy that will be more economical and less expensive than our current policy.

Use of Community Space: (Continued with Kirk Kneller)

There is a great deal of liability in use of the community space. It is important for the library to look at the non profit entities that will want to use the space as a gathering place, The entity must provide the library with a certificate of insurance that shows they are insured for an additional \$1,000,000.00 and have the library listed as an additional insured. This leaves our insurance policy untouched. The Certificate of Insurance is usually free. The maximum charge for such a certificate is \$10. If the entity uses the space regularly during the year, the certificate would need to be represented each year. Mr. Kneller offered to help us develop the plan for space use .

If a person wishes to have a special event, for example a lecture not sponsored by the library, they would need to present a homeowner's policy that shows they have liability coverage beyond their home.

For any third party use, it is best to say "no alcohol". If the library has a benefit with donated wine for which we are not charging, we would have a special liability coverage.

If community space users have valuables as part of their event, they would need to sign a release holding Claverack Library harmless for any damage. Any valuable art work owned by the library must be listed in a fine arts floater in our policy (\$120.00 on a \$100,000.00 value)

6. Public Comments None

7. Committee Reports

A. Building and Capital Committee

i. Construction Update (document attached)

Linda McNutt reports that as of this evening, the difference between the money we have and the money we need to complete the current building project is about \$55,000.00. Beginning this week, the library will be off limits as they begin staining, tiling and carpeting the floors. There will only be access to the bottom floor. Contractors will do lower level carpeting after the underground drainage issue has been corrected. Mike, Linda, Delsignore, Hoosick Valley and Andy Aubin from Crawford Ass. continue to explore the cause of the drainage issue as well as the large water accumulation in a section of the parking lot after heavy rains and will address it more fully at the next New Building meeting.

Pondside will be planting trees tomorrow and will not be charging us for installation.

ii. Funding Update (document attached)

Jenny reported that by the end of this week (9/20/19) we will have the result of the DLD grant.

B. Original Property Committee (document attached)

Stephen emphasized there are two major lease proposals which he is working on formalizing, PIECONIC, NY and BODY ARCHITECTURE. Stella Anastasia will also meet with the committee again on Monday, September 23. Stephen plans to have the proposals ready for the trustees to consider at the Interim Board meeting on Thursday, Oct. 3.

C. Nominating Committee (document attached)

Vicki referred to Jenny who received a lengthy email from Meredith, offering her resignation. **Motion by Vicki to accept the resignation of Meredith Arto-Winch with thanks and regret, seconded by Susan, all approve.**

The Nominating Committee continues to seek names and new ways to attract new volunteers and possible board members for the future.

D. Communications Committee

Jenny reports that there will be a need to redesign the donation card for the fall mailing, to eliminate the “New Building Fund” option, leaving only the Operating Fund.

E. Personnel Committee

Jenny reports that the Personnel Committee will meet Friday, 9/20, at 4 PM to continue to discuss the progress in hiring two quarter time clerks. At the Interim meeting of August 29, the Board had approved the hiring of two quarter time clerks through December 31, 2019. Mario stated that he feels that board should vote now on extending the job offers through 2020 since the Personnel Committee has favored this move. Waiting until the next Board meeting to approve such a move, would put hiring behind schedule. **Motion made by Marion to amend the August 29 vote, removing the “end of December 2019” restriction and rewording as follows: To hire two quarter time staff for a total of no more than 22 hours per week at a wage no more than \$11.50-\$12.50 per hour, seconded by Mary Elizabeth, approved by all.**

F. Programming Committee (document attached)

The committee is intent on keeping a high level of programming after the grand opening. Vicki will be showing the gallery space over the weekend.

G. Technology Committee (document attached)

Mario added that any money not spent by the end of the fiscal year by the Technology Comm. will remain in the Operating Budget.

I. Buildings and Grounds

Basement Clean-up was addressed by Alice earlier in the meeting right after the Director’s Report.

J. Sustainable Funding (document attached)

Mame suggested that any data on fundraising efforts should be kept in a shared space. An area in the new library should be set aside for this.

Jenny reported that Mame is crafting a letter to some lead donors to move them to become sustaining members. Mike added that as a library we need to investigate different options and opportunities for fundraising, including annual sponsorships from area businesses.

Book Sale: Mario updated the trustees on tent prices from Cantele Tents . The prices have gone up since last year. To date Mario has received a sponsorship from Valley Energy. All trustees agree that Mario will have full contract signing privileges for anything related to the book sale. Finally, Mario urged all trustees to volunteer for book sale jobs and to seek friends to volunteer.

Thanks to a large donation by a local resident, the library sign price has been lowered from \$94,000.00 to \$67,000.00

Adjournment: 7:00PM

Next Meetings: New Library Workshop, Thursday, October 3, 2019, 5PM
Board of Trustees, Tuesday, October 15, 2019, 5 PM

Respectfully submitted,
Mary Elizabeth Vincent, Secretary

