

A Resolution of the Board of Trustees  
of the Clinton Community Library

A meeting of the Board of Trustees of the Clinton Community Library was held at 6:30 PM, on the 14th day of August 2017.

The following trustees were present, constituting a quorum of the Board: Barbara Burns, Zachary Snow, Matthew Pfisterer, Sue Ellen Fairbanks, Johanna Whitton, Wilfred Relyea, Mary P. Sternberg.

The following motion was made, seconded and unanimously carried:

Whereas, there has been presented to the Board of Trustees of the Clinton Community Library a petition signed by qualified voters of the Town of Clinton in a number exceeding ten (10%) per centum of the total number of votes cast for Governor in the Town of Clinton at the last gubernatorial election, asking that the following question be placed upon the ballot and voted on at the next general election of the Town of Clinton:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF CLINTON FOR THE OPERATING BUDGET OF THE CLINTON COMMUNITY LIBRARY BE AT ONE HUNDRED FIFTEEN THOUSAND DOLLARS (\$115,000.00) ANNUALLY,

And

Whereas, the endorsement of the Board of Trustees of the Clinton Community Library is required before such question may be placed upon the ballot

Now, therefore, be it resolved, that this Board of Trustees hereby endorses the petition presented to it and directs that the following question be voted on at the next general election of the Town of Clinton:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF CLINTON FOR THE OPERATING BUDGET OF THE CLINTON COMMUNITY LIBRARY BE AT ONE HUNDRED FIFTEEN THOUSAND DOLLARS (\$115,000.00) ANNUALLY,

Thereupon the resolution was passed by a vote of seven (7) in favor, none (0) opposed.

The undersigned, Secretary of the Board of Trustees of the Clinton Community Library, hereby certifies that the above is a true copy of a resolution passed by the Board of Trustees of the Clinton Community Library on the 14th day of August 2017

**Clinton Community Library**  
**Director's Report**  
**August 14, 2017**

**Circulation:** In July we circulated 1806 items. DVDs (506) remain the highest circulated item type. YTD we are slightly ahead of our circulation last year. So far this year we have circulated 10,248 items. In 2016 at this time we lent 9,970 items. I continue to purchase new items and have worked on generating lists and displays that call attention to our materials. In the Fall I will research other book sellers and programs for adding to the collection.

**Programs:** In July alone, we held 41 programs with 697 attendees. The Tai chi and yoga programs remain consistent and will expand with additional evening classes in September. The partnerships for the summer concerts have helped with expenses as well as attendance. Every concert has had at least 50 people and have been very well received by all ages. Families have been picnicking on the grass, as well as individuals joining the circle in front of the porch. The Battle of the Books team has had good attendance and has been practicing and getting ready for the battle in September. Saturday story hour has been well attended. For the summer we moved our "Budding Bookworms" to Mondays hoping to get consistent attendance. This has not helped create a core group. We are going to continue to keep it on Mondays, and reevaluate in December whether or not we need a story time for preschoolers. Adult coloring and Friday Board games has not had any participation. Chess had to be cancelled because the instructor had family issues. We will contact him in September see what his status is.

The summer reading program officially ends on Saturday August 19<sup>th</sup> with an ice cream party.

The Fall calendar is rapidly filling up. We have some exciting programs in the planning stages.

**Staff:** C.B. left for college and has left us short a clerk for the Friday evening shift and the Saturday morning coverage. I currently plan to hire a person with many years of experience. I would like to hire her for 12.50 an hour and have her also run several programs. She is available starting Sept 5<sup>th</sup> and will likely work one full day or two half days, doing two programs as well. I am currently looking for a clerk to also be the tech help person on Saturday mornings. I had hoped to find someone by word of mouth but have just started officially advertising.

**Volunteer/Partnership:** We continue to have a staff assistant from Camp Ramapo on Tuesday mornings and Friday afternoons. She assists with general library tasks and so far is doing a good job.

This summer we partnered with the Historical Society, the Nine Partners Lions Club, The East Clinton Fire Company and the West Clinton Fire Company and the Northeast Dutchess Fund to sponsor the concerts. At the concerts we honored the volunteers from these organizations as well as the 4-H club, and SSIP Taconic. This Friday at the concert we will honor CAC.

**Grants:** The Berkshire Taconic Community Foundations renewed the Optimistic Aging Program grant. We received money from Did Barrett's Office for last year's summer reading program. I have been told we may receive support for 2017 but have no further information. We received Bullet Aid from Senator Serino. We have ordered materials and received part of the funding from the Early Literacy Cohort through Mid-Hudson Library System. We received a grant from the Community Foundations of the Hudson Valley for materials and programs.

I have applied for an Outreach Grant to support the matching funds for the Optimistic Aging Program.

With a grant from Dutchess County, all the libraries have been participating in a grant to raise autism awareness and develop an environment for special needs children and adults. A Social Story was created for our library and will be posted on our website. Staff trainings will take place in the Fall.

**Director's Schedule/Dates to be Aware of:** September 6- Mid-Hudson -a.m. Director's Association Meeting; p.m. New Director's Round table

September 11 – Millbrook – Dutchess Director's Meeting.

I will be scheduling more staff training with Bonny Corrado.

Respectfully submitted,  
Teresa McGuirk

## CLINTON COMMUNITY LIBRARY

### FINANCE COMMITTEE MEETING – July 11, 2017 (2 pm)

#### AGENDA

- 1) Results of Independent Audit of 2016 Financial Statements
- 2) Financial Statements for June 2017
- 3) 2017 Full Year Projection
- 4) Date of Next Meeting

#### MINUTES

Present: Z. Snow, B. Burns, T. McGuirk, D. Biery.

##### **1) Results of Independent Audit**

The Committee reviewed the Audited Financial Report and Report to the Board of Trustees submitted by RBT CPAs, LLC on June 7, 2017 (attached). The Committee focused on the Summary of Recorded Audit Adjustments, noting that certain expenses, including principally accounting fees, had been accrued as of year-end, the book collection had been written off, and the Battle of the Books account was deleted (as it has been transferred to another library as part of a routine rotation). The Committee then discussed the letter regarding management suggestions, all of which were accepted. The Board Treasurer has begun to review the bank statements, and the Library Director has begun to sign off on timesheets and expenses. The Auditor supplied a template of a capitalization policy, which was approved by the Committee. Mr. Snow subsequently prepared an amended version of the Library's Finance Policy, incorporating the recommended capitalization policy, for submission to the Board (attached). Finally, the Committee agreed that the sales tax exemption form should be used for all purchases.

##### **2) Financial Statements for June 2017 (attached)**

The Committee noted that the balance sheet for June does not reflect the audit adjustments, so its approval was deferred. Ms. Burns asked that the Transaction Report be improved to itemize the purpose of all reimbursements to individuals, rather than using the term "split," which could be misinterpreted. With that modification, the Transaction Report was approved, as was the June P&L Report. The P&L Versus Budget Report was modified to show the budget shortfall as a negative income number at the bottom of the report, and with that modification was approved.

##### **3) 2017 Full Year Projection**

After reviewing the results for the first half of the year, and considering which line items can be annualized and which can be treated as non-recurring, the Committee arrived at an approximate projection of the likely results for the full year 2017. The projection shows that income is likely to be approximately \$94,750, compared to the budgeted figure of \$80,460. This figure does not reflect the possibility of an additional grant from the Agnes Varis Trust. The expense figure is projected to be approximately \$125,500, compared to a budgeted figure of \$124,501. The net shortfall is projected to be approximately \$30,750, compared to the budgeted figure of \$43,591.

##### **4) Date of Next Meeting**

The next meeting of the Committee is scheduled for Tuesday, August 8, at 2 pm.

Minutes prepared by Z. Snow  
July 17, 2017

## CLINTON COMMUNITY LIBRARY

### FINANCE COMMITTEE MEETING – August 11, 2017 (11 am)

#### AGENDA

- 5) Financial Statements for July 2017
- 6) Deposit Detail Report
- 7) Amendments to Finance Policy and Additional Controls
- 8) Receipt of New Grant
- 9) Date of Next Meeting

#### MINUTES

Present: Z. Snow, B. Burns, T. McGuirk. Absent: D. Biery.

##### **5) Financial Statements for July 2017 (attached)**

The Committee noted that the balance sheet for July does not reflect the audit adjustments, so its approval was deferred. As noted at the previous meeting, the Transaction Report should itemize the purpose of all reimbursements to individuals, rather than using the term “split.” Mr. Snow suggested that the \$10,000 deferred from last year’s gift from the Agnes Varis Trust be reflected in current income, and the Committee concurred. With those qualifications, the financial statements were approved.

##### **6) Deposit Detail Report**

Mr. Snow reported that he had reviewed the bank statements for the first six months of the year, and noted that the statements do not disclose the source of deposits. Accordingly, he had requested that Ms. Biery prepare a monthly report providing that information. The first such “deposit detail report” is attached.

##### **7) Amendments to Finance Policy and Additional Controls**

In response to the management letter submitted by the auditor, the Committee recommends amending the Finance Policy to include a policy on capitalizing fixed assets, and to require the Board Treasurer to review the monthly bank statements. The amended version is attached. Mr. Snow also recommended that all checks include a description of the purpose of the payment in the “memo” section of the check, and Ms. McGuirk agreed. Ms. McGuirk reported that she had received an invoice from the auditors for an additional \$1,000, for their review of the financial statements, bringing the total cost of the audit to \$6,000.

##### **8) Receipt of New Grant**

The Library has received a grant designated for community programs and acquisition of circulating materials. Mr. Snow submitted a draft announcement of the grant (attached), and the Committee recommends that this announcement be included in the Director’s report to be contained in the September newsletter, subject to approval of the indirect donor.

##### **9) Date of Next Meeting**

The next meeting of the Committee is scheduled for Tuesday, September 5, at 2 pm. As previously noted, the change in the closing date for the bank statements has caused difficulties in scheduling meetings of the Finance Committee, given the short interval between the completion of the monthly financial statements and the monthly meeting of the Board.

Minutes prepared by Z. Snow  
August 12, 2017

### **Fundraising Committee Minutes 7/6/17**

Barbara Burns, Teresa McGuirk, Mary Pat Sternberg, Sue Ellen Fairbanks

Sailing Tickets- not heard from insurance company yet Sno Cone Maker- ordered from Amazon, will use at concerts, collect donations

### **Fundraising Committee Minutes 7/25/17**

In Attendance Barbara Burns, Teresa McGuirk, Sue Ellen Fairbanks, Johanna Whitton, Mary Pat Sternberg

- Sailing Trip- unable to pursue due to insurance concerns
- Sue Ellen will prepare donation request letter template
- Raffle Baskets for Golf tournament- Gourmet Dinner Basket Hoping to get donations from Home Goods (reached out to corporate office- rejected) Mary Pat Reaching out to SAMS Club- Mary Pat Reaching out to Hahns- Mary Pat Contacting Schultzville Cafe for gift certificate- Johanna Drinks Basket Reach out to distillery for donation Glasses from Restore- Johanna
- Tag Sale September 23rd 9-3d Reach out to individuals that sell Avon, Pampered Chef, etc.. Collect items Reach out to Aladin for donation of tables- Sue Ellen Lion's Club considering doing hot dogs Touch the Truck- highway department, fire department, sheriff

## CLINTON COMMUNITY LIBRARY

### GOVERNANCE COMMITTEE MEETING - August 8, 2017 (4 pm)

#### AGENDA

Board Survey  
Officers

#### MINUTES

Present: B. Burns, S. Fairbanks, Z. Snow.

The Committee discussed the responses to the Board Survey distributed by Mr. Snow in June. The results showed a high degree of consensus, and very positive feelings about the overall performance and effectiveness of the Board, especially in comparison to last year's survey. Some of the themes that were expressed in the survey, and in the Committee's discussion, included:

1. Trustees are well prepared for Board and committee meetings, and the atmosphere in those meetings is collegial.
2. The Board, and the Library Director, have done a remarkable job in raising funds. There is, however, a sense of exhaustion, with high hopes that passage of the 414 resolution will ease the burden.
3. There is some concern that trustees who do not serve on the Finance Committee have limited understanding of the Library's finances.
4. Long-range planning has been (understandably) deferred pending the outcome of the vote, and should become a top priority next year. More attention should also be paid next year to updating written policies.
5. There is some concern that the Board has failed to develop a rapport with Republican Party officials, which may make it more difficult to prevail in November.
6. The Board needs to add more trustees, particularly individuals with experience in advocacy, communication and marketing.
7. With a larger Board, the committee structure should be revisited to reduce the number of trustees who serve on too many committees.
8. The Library needs to recruit and organize a group of Friends to provide time and money.

The Committee also noted that trustee retirements at the end of the year will include one or more officers of the Board, and suggested that potential replacements should be identified well in advance of the annual election to ensure a smooth transition of leadership.

Minutes prepared by Z. Snow, August 9, 2017