

Present: Barbara Burns, Matthew Pfisterer, Bill Relyea, Zachary Snow, Mary Pat Sternberg, R. Smith Aldrich (MHLS)

TOPIC	DISCUSSION	ACTION
<p>1) Approval of Agenda Approval of 1/11/16 Minutes Welcome</p>	<p>No discussion of Agenda or 1/11/16 Minutes.</p> <p>The Board welcomed Rebekkah Smith Aldrich.</p>	<p>Motion to accept Agenda. Motion by M. Pfisterer; 2nd by B. Relyea. Approved unanimously.</p> <p>Motion to approve Minutes of 1/11/16. Motion by M. Pfisterer; 2nd by B. Relyea. Approved unanimously.</p>
<p>2) Community Speak</p>	<p>There were no members of the community present.</p>	
<p>3) Board Calendar (attached) Pledge of Allegiance</p>	<p>President reminded Trustees to inform her of vacation plans as soon as possible. Director is away 2/15-21. Z. Snow is away 3/9-25. Pledge of Allegiance is not required before Board meetings.</p>	
<p>4) Finance Report (attached)</p> <ul style="list-style-type: none"> • Statements <u>January 2016</u> (attached) • Budget Info for <u>Community</u> • <u>Finance Policy</u> (attached) • <u>Gift Policy</u> 	<p>Committee met on 2/4/16. One copy of Financial Statements will be available at each BOT meeting. Additional packets will be made available upon request.</p> <p>Finance Committee recommended approval of:</p> <ul style="list-style-type: none"> • Profit & Loss: January 2016 • Profit & Loss Budget vs. Actual: January 2016 • Balance Sheet: as of January 31, 2016 <p>Transaction List by Vendor – January 2016 was not available.</p> <p>Discussed comparison of Actual Income/Expenses 2010-2015 with 2016 Budget.</p> <p>New <i>Finance Policy</i>, replacing <i>Purchasing Policy</i>, now includes MHLS-recommended topics relevant to our Library.</p> <p>The Finance Committee plans to review the <i>Gift Policy</i> at its next meeting.</p>	<p>Finance Committee will meet on March 7 at 10 am.</p> <p>Motion to accept the January Financial Statements absent the Transaction List by Vendor. Motion by Z. Snow; 2nd by M. Pfisterer. Unanimously approved.</p> <p>Finance Committee has requested a pro forma alternative presentation of 2010-15 data to reflect the full cost of the Director position and has also asked the Director to revisit the 2016 projected personnel expenses.</p> <p>Motion to approve Finance Policy. Motion by Z. Snow; 2nd by M. Pfisterer. Unanimously approved. The Director will send a copy to RSA, remove the <i>Purchasing Policy</i> from the Policy Binder and replace it with the <i>Finance Policy</i>, and archive the <i>Purchasing Policy</i>.</p>
<p>5) Director Report (attached)</p>	<p>The Board addressed the issues presented by the Director as follows:</p> <ul style="list-style-type: none"> • Approve the salary of a clerk @ \$10/hour. • Annual Report is in progress. • Approve purchase of new computer at \$650 from MHLS. The Board noted the progress made with cleaning, reformatting and installing security software on our computers and correcting the printer-computer connection. 	<ul style="list-style-type: none"> • Motion to approve the hiring of a clerk @ 10/hour. Motion by B. Burns; 2nd by M. Pfisterer. Unanimously approved. • Annual Report will be scheduled for approval at next BOT meeting. • The board does not need to approve the purchase of the \$650 computer but very much appreciates the Director's advising us of this purchase.

	<ul style="list-style-type: none"> • Agnes Varis Trust \$25,000 grant proposal. The President thanked the Staff and Board for laying the groundwork for this spontaneous offering of assistance from the Community. • Tagline. The Mission Statement that the Board is embracing begins “Clinton Community Library operates as the heart of the Clinton community” and emphasizes the centerpiece role of the Library in our community • Library address. The Board wishes to avoid mail being returned from the Library to anyone in our community. 	<ul style="list-style-type: none"> • The Board will assist with the grant proposal as needed. • Therefore, the Board recommends “The Heart of the Community” become the library tagline. • The Board recommends restoring Clinton post office Box 6 and maintaining it along with 2015 Centre Road, Rhinebeck 12572 as the addresses for the Library, except in publicity copy/fliers which should not mention Rhinebeck but should feature: 2015 Centre Road at the Clinton Town Hall Campus The Director will confirm that the Library can have mail delivery at both PO Box 6 and 2015 Centre Road.
<p>6) Fund Raising Report (attached)</p> <ul style="list-style-type: none"> • <u>Book Sale</u> • <u>Reception Event</u> • <u>Annual Appeal</u> 	<p>Committee met on 1/25/16. Chair recommended that Library activities for children be publicized through the schools.</p> <p>Signs have been ordered. A helping team for the days of the sale is being arranged.</p> <p>Reviewed preliminary planning.</p> <p>President offered unofficial tally at 2/4 pm: 88 responses/\$8,228. Thirty 2015 donors (\$2,650) have not donated this year.</p>	<p>The next meeting of the Committee is February 10 at 5:30 pm.</p> <p>We still need: TABLES, fliers, bags, publicity on Craig’s List and Booksalefinder. com.</p> <p>Chair will ask Director to clear April 16th date with Town. Also need to clear October Tag Sale date with Town.</p> <p>Should a follow up call be made to the non-donors?</p>
<p>7) Operations Report (attached)</p> <ul style="list-style-type: none"> • <u>Long Range Plan</u> • <u>Policy Review/ Trustee Education</u> 	<p>The Governance Committee convened a special meeting of the Board on 1/17/2016 to begin informal conversation about new directions for the Library. The committee recommended the Library adopt a new Mission Statement:</p> <p><i>The Clinton Community Library operates as the heart of the Clinton Community. It serves as a community center, a sponsor of a variety of programs for all members of the community, a source of information about community events, a vehicle for accessing library materials and resources through the Mid-Hudson Library System, and a learning center for children and adults.</i></p> <p>The Board discussed the <i>Whistleblower Policy</i>.</p>	<p>Motion to adopt the recommended Mission Statement. Motion by M. Pfisterer; 2nd by B. Relyea. Unanimously approved.</p> <p>The committee will meet on February 27 at noon to continue work on the Long Range Plan.</p> <p>The Board will review the <i>Collections Policy</i> at its next meeting.</p>

<p>8) Governance Report (attached)</p> <ul style="list-style-type: none"> • <u>By Laws Update</u> • <u>Trustee Search</u> • <u>Library Visibility</u> • <u>Library Records</u> 	<p>Committee met on 2/4/16.</p> <p>The Board reviewed the committee’s second draft of the by laws. Given that the Library is still in a restart mode, the Board decided to lower the number of its meetings by only one each year. There remains a question concerning public election of trustees.</p> <p>A trustee application has been received</p> <p>B. Burns was trustee in the library in January</p> <p>The Library has a policy stating how long different records should be maintained.</p>	<p>RSA will confer with MHLS about the public election of trustees.</p> <p>B. Relyea will contact applicant to set up interview with Governance Committee.</p> <p>M. Pfisterer will be February trustee.</p> <p>We need to plan how we will accomplish weeding of old records.</p>
<p>9) Community Speak</p>	<p>There were no community members present at the meeting.</p>	
<p>10) Adjournment</p>	<p>The President thanked the Board for placing their reports in the Board mail box and for coming out on a snowy evening. The President reminded trustees to send their reports for the next BOT meeting to the Board box no later than one week prior to the meeting.</p>	<p>Motion to Adjourn. Motion by B. Relyea; 2nd by M. Pfisterer. Approved unanimously. The meeting adjourned at 7:35 pm.</p>

All attachments are available in the Library. Minutes from previous meetings are also available in the Library.
The next Board of Trustees meeting is Monday, March 14 at 6:30 pm in the Library. All members of the community are welcome to attend.

Minutes prepared by B. Burns
2/9/16