

**Present:** Barbara Burns, Sue Ellen Fairbanks, Matthew Pfisterer, Bill Relyea, Mary Pat Sternberg, T. McGuirk, R. Smith Aldrich (MHLS)

**Absent:** Zachary snow

TOPIC	DISCUSSION	ACTION
<p><b>1) Approval of Agenda</b>  <b>Approval of 2/8/16 Minutes</b>  <b>Welcome</b></p>	<p>No discussion of Agenda or 2/8/16 Minutes.</p> <p>The Board welcomed Rebekkah Smith Aldrich.</p>	<p><b>Motion to accept Agenda.</b> Motion by B. Burns; 2<sup>nd</sup> by Mary Pat Sternberg. Approved unanimously.</p> <p><b>Motion to approve Minutes of 2/8/16.</b> Motion by B. Burns; 2<sup>nd</sup> by B. Relyea. Approved unanimously.</p>
<p><b>2) Community Speak</b></p>	<p>There were no members of the community present.</p>	
<p><b>3) Board Business</b></p> <ul style="list-style-type: none"> <li>• <u>Election of Trustee</u> (Nominating Statement attached)</li> <li>• <u>Committee Change</u></li> <li>• <u>NYS Annual Report</u></li> </ul>	<p>The Governance Committee met with Sue Ellen Fairbanks on 3/14 and unanimously recommended that the Board should elect Ms. Fairbanks as a Trustee.</p> <p>Bill Relyea is leaving the Finance Committee. He will remain serving as Board Vice President, on the Governance and Fund Raising Committees and on the Building Committee if we had one.</p> <p>No discussion.</p>	<p><b>Motion to approve the election of Sue Ellen Fairbanks to the Clinton Community Library Board of Trustees.</b> Motion by B. Burns; 2<sup>nd</sup> by B. Relyea. Approved unanimously.</p> <p><b>Motion to approve the Clinton Community Library Annual Report For Public and Association Libraries 2015.</b> Motion by B. Burns; 2<sup>nd</sup> by Mary Pat Sternberg. Approved unanimously.</p>
<p><b>4) Finance Report</b> (attached)</p> <ul style="list-style-type: none"> <li>• <u>Statements February '16</u> (attached)</li> <li>• <u>Budget Information for Community</u></li> <li>• <u>Gift Policy</u> (attached)</li> </ul>	<p>One copy of Financial Statements will be available at each BOT meeting. Additional packets will be made available upon request.</p> <p>Committee met on 3/7/16 and recommended approval of:</p> <ul style="list-style-type: none"> <li>• Profit &amp; Loss February 2016</li> <li>• Profit &amp; Loss Budget vs. Actual: February 2016</li> <li>• Transaction Lists by Vendor for January and February 2016</li> </ul> <p>Still pending is a pro forma alternative presentation of 2010-15 actual results data to reflect the full cost of the Director position. The committee also requested an alternative personnel budget figure that would reflect the possibility of an increase in the minimum wage to \$15/hour.</p> <p>The <i>Gift Policy</i> was revised.</p>	<p><b>Motion to accept the Transaction List by Vendor for January 2016 and the Transaction List by Vendor, the Profit and Loss Statement and the P&amp;L Budget vs. Actual Statement for February 2016.</b> Motion by B. Burns; 2<sup>nd</sup> by B. Relyea. Unanimously approved.</p> <p><b>Motion to approve Gift Policy.</b> Motion by B. Burns; 2<sup>nd</sup> by B. Relyea. Unanimously approved. The Director will send a copy to RSA/MHLS.</p>
<p><b>5) Director Report</b> (attached)</p>	<p>Programs showed improved attendance in February. We are collaborating with neighboring libraries and the garden club. The downstairs space is being painted. Discussion of kitchen space; RSA suggested it might qualify for Public Libraries Construction Grant if it is part of the library. Annual Report was accepted by MHLS without any corrections! Two grant requests are pending. Invitations are mostly mailed for April event and Spring newsletter is ready to be mailed. Director is soliciting input on marketing ideas, has hired two part time employees, is working with Camp</p>	<p>Efforts to locate the original lease for the library have been unsuccessful but will continue. A meeting with the Town Supervisor is planned.</p>



<b>9) Community Speak</b>	There were no community members present at the meeting.	
<b>10) Adjournment</b>	The President thanked the Board for placing their reports in the Board mailbox. 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.	<b>Motion to Adjourn.</b> Motion by B. Burns; 2 <sup>nd</sup> by M. Pfisterer. . Approved unanimously. The meeting adjourned at 7:50 pm.

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, April 11 at 6:30 pm in the Library. All members of the community are welcome to attend.

Minutes prepared by B. Burns  
March 18, 2016