

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

Absent: Matthew Pfisterer

TOPIC	DISCUSSION	ACTION
<p>1) Approval of Agenda Approval of 3/14/16 Minutes Welcome</p>	<p>No discussion of Agenda or 3/14/16 Minutes.</p> <p>The Board welcomed Rebekkah Smith Aldrich.</p>	<p>Motion to accept Agenda. Motion by B. Burns; 2nd by B. Relyea. Approved unanimously.</p> <p>Motion to approve Minutes of 3/14/16. Motion by B. Burns; 2nd by Z. Snow. Approved unanimously.</p>
<p>2) Community Speak</p>	<p>There were no members of the community present.</p>	
<p>3) Board Business</p> <ul style="list-style-type: none"> • <u>Records Retention</u> • <u>Building Management</u> • BOT Quarterly Report to Town of Clinton (Attached) • 2015 MHLS Annual Member Survey Report (Attached) • Board Calendar (Attached) • BOT Contact/Term List (Attached) 	<p>President formed a time-limited Task Force to organize the library's records in accordance with the Records Retention Policy and NYS Freedom of Information Law (FOIL). Copies of the library policy and the NYS law were distributed.</p> <p>President formed a new standing committee to identify and address the library's systems and structural needs.</p> <p>No discussion.</p> <p>No discussion. A letter (attached) was received from MHLS BOT and distributed.</p> <p>No discussion.</p> <p>No discussion.</p>	<p>S. Fairbanks will chair the Records Retention task force. The task force will report on its progress in the June BOT meeting.</p> <p>B. Relyea will chair the Facilities Management committee.</p> <p>President will send invitation to MHLS BOT to attend a CCL BOT meeting at their convenience. Trustees may respond individually to MHLS if they wish to attend a MHLS BOT meeting.</p> <p>An up-to-date BOT Contact/Term List is maintained in the Minutes Binder in the library.</p>
<p>4) Finance Report (Attached)</p> <ul style="list-style-type: none"> • <u>Statements March 2016 (Attached)</u> • <u>Budget Information for Community</u> 	<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 4/7/16 and recommended approval of:</p> <ul style="list-style-type: none"> • Aging Detail as of March 31, 2016 • Profit & Loss YTD Comparison March 2016 • Profit & Loss Budget vs. Actual: Jan. through March 2016 • Balance Sheet as of March 31, 2016 <p>Activity through the first quarter shows that fund-raising is considerably under budget, but correspondingly non-personnel discretionary expenses (acquisitions and programming) remained curtailed to levels well below the budget. RSA suggested communicating with Senator Serino about Bullet and other Aid.</p>	<p>Motion to accept the Aging Detail, P&L YTD Statement, P&L Budget vs. Actual Statement and Balance Sheet for March 2016. Motion by Z. Snow ; 2nd by B. Relyea. Approved unanimously.</p> <p>If these trends continue in the second quarter the Committee will prepare a revised budget at mid-year. Director will follow up with Senator Serino.</p>

<p>5) Director Report (attached)</p>	<p>Circulation for 2015 (11,000) is up from 2014 but not up to past circulation level (has been as high as 16,000). Program attendance is increasing. 200 people attended programs in previous month with new participants at every program. Downstairs space: Looking for new flooring. Grants: D. Barrett doubled her grant to \$1,100 pending receipts for summer programs. J. Triegel Foundation may provide funding for projector. E-mail sent to O. Clark re grant. M. Sternberg will contact him. Northeast Fund Grant application is being prepared. Summer events: Concert series and Summer Reading family event pending. Animal Embassy program contracted. Article on HV libraries appeared in Hudson Valley Magazine. MHLS Trustee Dinner reservations are due Apr. 30.</p>	
<p>6) Fund Raising Report (attached) • <u>Reception Event</u></p>	<p>Committee met on April 7, 2016.</p> <p>Director expressed concerns about mailing response. D. Barrett and S. Serino are expected to attend. Food and drinks arranged. Decoration of library and downstairs is arranged.</p>	<p>Working on pictures, music, bags, glasses. Help is needed for set up Friday afternoon.</p>
<p>7) Operations Report • <u>Long Range Plan</u> (attached)</p> <p>• <u>Collection Development Policy</u></p> <p>• <u>Trustee Education; Policies</u></p>	<p>The original Mission Statement will be used, with the understanding that if the Board wishes to modify it in the future, it can do so.</p> <p>The “Challenge to Materials” section of the policy will remain as approved in 2016.</p> <p>The Board discussed the <i>Freedom of Information Law Policy</i>. A copy of FOIL and relevant MHLS workshop material were distributed.</p>	<p>Motion to approve the Long Range Plan. Motion by B. Burns; 2nd by Z. Snow. Approved unanimously. Governance will take up the still=outstanding issues: length of plan? timeline for review of progress?</p> <p>None.</p> <p>Operations will review the <i>Open Meetings Law</i> (approved) with the Director for revision that may be needed and distribute it for discussion at the next BOT meeting. A copy of the NYS <i>Open Meetings Law</i> and relevant MHLS workshop material were distributed.</p>
<p>8) Governance Report (attached) • <u>By Laws Revision</u></p> <p>• <u>Public Election of Trustees</u></p>	<p>Removal of a trustee due to misconduct, incapacity, neglect of duty or refusal to carry into effect the library’s purpose shall be as specified in NYS Ed Law 226. A copy of the law was distributed.</p> <p>The Board again discussed its resolutions of March 9, 2015 to transition to public election of trustees.</p>	<p>Motion to approve revision of Clinton Community Library Bylaws. Motion by Z. Snow; 2nd by Bill Relyea. Unanimously approved.</p> <p>RESOLVED, that the issue of public election of trustees shall be deferred for determination after the 414 vote planned for November 2017. This resolution supersedes the motion regarding public elections adopted by the Board on March 9, 2015. Motion by Z. Snow; 2nd by M. P. Sternberg. Unanimously approved.</p>

<ul style="list-style-type: none"> • <u>Board Self Evaluation</u> • <u>Sustainability</u> • <u>Trustee Education</u> • <u>Library Visibility</u> 	<p>Summary (attached) of findings of previous (first) Board Self Evaluation was distributed. Governance plans to expand inquiry to include questions about how we are functioning as a board, is current committee structure useful, are we prioritizing Board tasks helpfully, am I doing my job correctly, etc.</p> <p>We are in the lead-up period to our public vote and should identify a timeline and begin to develop materials. RSA recommended “Inch By Inch, Row by Row” and Vote.MidHudson.org. “Every Library” will assist selected libraries pro bono and has recently formed the ancillary “Reach Out” which takes on paying clients.</p> <p>Director and President attended the MHLS <i>Open Meetings Law</i> workshop on March 23. Upcoming workshop: <i>Essential Trustee Duties and Responsibilities @ 4 dates/locations. Annual Trustees Dinner: May 22</i> at the Culinary.</p> <p>B. Relyea was trustee in the library in early March.</p>	<p>A Self Evaluation draft will be available at the May BOT meeting.</p> <p>Board members will review the recommended support materials. Governance will develop an action plan/timeline.</p> <p>Zack Snow will be end of April trustee in library.</p>
<p>9) Community Speak</p>	<p>There were no community members present at the meeting.</p>	
<p>10) Adjournment</p>	<p>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. Burns; 2nd by S.E. Fairbanks. Approved unanimously. The meeting adjourned at 7:45 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, May 9 at 6:30 pm in the Library. All members of the community are welcome to attend.

Minutes prepared by B. Burns
March 19, 2016