

**Present:** Barbara Burns, Sue Ellen Fairbanks, Matthew Pfisterer, Zachary Snow, Mary Pat Sternberg, T. McGuirk, R. Smith Aldrich (MHLS)  
 E. Werner (Town Board)

**Absent:** B. Relyea

TOPIC	DISCUSSION	ACTION
<b>1) Approval of Agenda                      Approval of 4/11/16                      Minutes                      Welcome</b>	Request to modify Agenda to include Executive Session. Minutes amended to correct Grant info, date for FOIL and Minutes preparation date. The Board welcomed Rebekkah Smith Aldrich and Eliot Werner.	<b>Motion to accept modified Agenda.</b> Motion by B. Burns; 2 <sup>nd</sup> by M. Pfisterer. Approved unanimously. <b>Motion to approve Minutes of 3/14/16 as corrected.</b> Motion by B. Burns; 2 <sup>nd</sup> by S.E. Fairbanks. Approved unanimously.
<b>2) Community Speak</b>	No discussion.	
<b>3) Director Report</b> (Attached)	Director reported increase in circulation activity compared to January-April 2015. M. Pfisterer calculated the increase to be 21%, which may show CCL is bucking the downward trend most libraries are experiencing. Director reported continuing to buy materials which then go right out. Resticted grant of \$25,000 from Agnes Varis Charitable Trust was received. <i>Optimistic Aging</i> program for Seniors is in the works; dedicated grant pending.	
<b>4) Fund Raising Reports</b> (2 Attached)	Committee met on 4/27/14 for 4/16 reception postmortem and on 5/5/16 to plan fundraising events. There is a direct connection between new community programs (Open Mic, Family Drumming, the planned series of summer concerts on the library lawn) and future community fundraising outcomes.	Next fundraising effort will be another of the previously successful educational wine tasting events.
<b>5) Governance Report</b> (Attached) <ul style="list-style-type: none"> <li>• <u>Board Self Review</u></li> <li>• <u>Sustainability Planning</u></li> <li>• <u>Board Calendar</u></li> <li>• <u>Trustee in Library</u></li> <li>• <u>MHLS BOT</u></li> </ul>	Board accepted the annual self-review format (attached) proposed by Z. Snow.  Meeting held with town supervisor 4/18; liaison with town board established. Committee has begun planning for additional outreach to “opinion leaders” in the community. Agreed to contact <i>EveryLibrary</i> for help with public vote process.  Updated to show anticipated fundraising events. There is no BOT meeting in July 2016.  Z. Snow was trustee in April.  Response has not yet been sent inviting them to attend meeting.	Trustees were asked to send their response to Z. Snow by end of month.  Public vote outreach planning will continue.   M.P. Sternberg will be May trustee in library; date changed to 5/14.  President will send invitation.

<p><b>6) Operations Report</b></p> <ul style="list-style-type: none"> <li>• <u>Long Term Plan</u></li> <li>• <u>Open Meetings Law</u></li> </ul>	<p>Time span for LTP will reach to outcome of public vote, which will then direct new LTP.</p> <p>Discussion deferred. Trustees received copy of law at last meeting.</p>	<p>Plan will be dated 2016-2018. Plan progress will be reviewed by Operations Committee every six months.</p>
<p><b>7) Facilities Report</b></p>	<p>Contact has been made with community architect who offered help last year with planning downstairs space renovation/renewal.</p>	
<p><b>8) Finance Report (Attached)</b></p> <ul style="list-style-type: none"> <li>• <u>Statements April 2016 (Attached)</u></li> <li>• <u>Budget Information for Community</u></li> <li>• <u>Grant Publicity</u></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 5/5/16 and recommended approval of:</p> <ul style="list-style-type: none"> <li>• Transaction Lists – March 2016, April 2016</li> <li>• Profit &amp; Loss YTD Statement April 2016</li> <li>• Profit &amp; Loss Budget vs. Actual: Jan. through April 2016</li> <li>• Balance Sheet as of April 30, 2016</li> </ul> <p>Analysis of initial quarter, based on conservative assumptions of no further fund raising and expenses continuing at same pace, and applying the Agnes Varis Charitable Trust grant to the allowed budget lines, projects a deficit of \$9,822.</p> <p>Press release prepared by Z. Snow was modified by P. Furerman who initiated and coordinated the grant process.</p>	<p><b>Motion to accept P&amp;L YTD Statement, P&amp;L Budget vs. Actual Statement and Balance Sheet for April 2016.</b> Motion by Z. Snow; 2<sup>nd</sup> by M. Pfisterer. Approved unanimously.</p> <p><b>Motion to accept Transaction Lists, March 2016, April 2016.</b> Motion by Z. Snow; 2<sup>nd</sup> by M.P. Sternberg. Approved unanimously.</p> <p>Committee expects to update the budget after reviewing the June financials.</p> <p>Modified press release will be used in newsletter. Director will arrange further publicity. In discussion with community, it is important to communicate restricted nature of grant.</p>
<p><b>9) Community Speak</b></p>	<p>E. Werner suggested increasing library visibility by trustee's speaking at Town Board meeting. We did this on several occasions in the past, but not recently.</p>	<p>President will address the Town Board and community on 5/10/16.</p>
<p><b>11) Executive Session (7:15 – 7:29 pm)</b></p>	<p><b>Motion to open Executive Session to discuss recent employee resignation and to invite Director and RSA to participate.</b> Motion by M. Pfisterer; 2<sup>nd</sup> by B. Burns. Approved unanimously.</p>	<p><b>Motion to return to regular order of business.</b> Motion by M. Pfisterer; 2<sup>nd</sup> by S.E. Fairbanks. Approved unanimously.</p>
<p><b>10) Adjournment</b></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><b>Motion to Adjourn.</b> Motion by M. Pfisterer; 2<sup>nd</sup> by S.E. Fairbanks. Approved unanimously. The meeting adjourned at 7:30 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, June 13 at 6:30 pm in the Library. All members of the community are welcome to attend.