

**Present:** Barbara Burns, Sue Ellen Fairbanks, Matthew Pfisterer, Bill Relyea, Zachary Snow, Teresa McGuirk; Rebekkah Smith Aldrich (MHLS); Eliot Werner (Clinton Town Board)

**Absent:** M.P. Sternberg

TOPIC	DISCUSSION	ACTION
<p><b>1) Approval of Agenda Approval of 6/13/16 Minutes Welcome</b></p>	<p>New Agenda format holds a more interdependent focus and better prepares trustees for discussion and decisions. 6/13/16 Minutes were not distributed prior to the meeting. The Board welcomed Rebekkah Smith Aldrich and Eliot Werner.</p>	<p><b>Motion to accept Agenda.</b> Motion by B. Burns; 2<sup>nd</sup> by B. Relyea. Approved unanimously. Approval of 6/13/16 Minutes Is deferred to the September meeting.</p>
<p><b>2) Community Speak</b></p>	<p>E. Werner relayed a community suggestion that the Library include classical music in the lawn music program.</p>	
<p><b>3) Finance Reports</b> (Minutes attached)</p> <ul style="list-style-type: none"> <li>• Statements June 2016 and July 2016 (Attached)</li> <li>• Full Year Projection (Attached)</li> <li>• 2017 Budget</li> <li>• <u>Bank Account</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 7/7/16 and 8/3/16 and recommends approval of:</p> <ul style="list-style-type: none"> <li>• Transaction Lists – June 2016, July 2016</li> <li>• Profit &amp; Loss YTD Statements - June 2016, July 2016</li> <li>• P&amp;L Budget vs. Actual Statements – June 2016, July 2016</li> </ul> <p>On the conservative assumption that the Library spends the full amount contemplated by the Projection, and there is no additional fund-raising, the Library will end the year with a deficit of approximately \$5,000. However, some additional fund raising is anticipated and spending typically declines in Q4.</p> <p>The Finance Committee is aware (1) that the Town Board is beginning to formulate its 2017 Budget and (2) that a successful 414 Vote will lock in a budget ceiling number for several years.</p> <p>B. Burns, B. Relyea, T. McGuirk will continue as signatories on the bank account.</p>	<p><b>Motion to approve June and July Transaction Lists, P&amp;L YTD Statements and P&amp;L Budget vs. Actual.</b> Motion by Z. Snow; 2<sup>nd</sup> by M. Pfistereer. Approved unanimously. Balance Sheets remain subject to discussion with accountants.</p> <p>The Library will continue programming and other projects as planned. At the end of October the Finance Committee will reassess if there is a need to curtail spending.</p> <p>The Committee will hold an extra meeting (August 18) to begin preparing a 2017 Budget draft for the Library.</p>
<p><b>4) Community Outreach</b></p> <ul style="list-style-type: none"> <li>• <u>Programming</u></li> <li>• <u>Fund Raising</u> (Minutes attached)</li> </ul>	<p>Programs are increasingly more representative of Clinton’s demographics (e.g., <i>Optimistic Aging</i>) and are responsive to suggestions offered in last year’s Community Survey (e.g., collaboration with other community groups, lawn concerts). Community response has been positive.</p> <p>Fund Raising Committee met 7/7/16. <u>Lawn Concerts:</u> S.E. Fairbanks approached community member for funding.</p>	<p>Current projects: planning for Fall programs; improving publicity; leveraging contact with local businesses.</p> <p>Response was positive but there has been no further action.</p>

<ul style="list-style-type: none"> <li>• Newsletter #7 (Cost tracking attached)</li>   <li>• Sustainability <u>Campaign</u> Focus Groups</li>   <li>Town Board Meetings &amp; Budget Workshops</li>   <li>• <u>Board Retreat</u></li> </ul>	<p><u>Golf Tournament</u> (Sept. 24): putting together two baskets (Taste of Clinton and Ice Cream theme); printing tote bags as the give-away.  <u>Coloring</u>: Evening FR event to celebrate National Coloring Day was not well attended. Daytime coloring program has also declined.  M. Pfisterer said coloring is popular adult activity in other libraries.  <u>Sip n Paint</u>: no further action.  <u>NY Gives Day</u> (Nov. 29) is too close to Annual Appeal.  <u>Grants</u>: T. Tieger prepared a list of potential grants. Library Director is working on obtaining grants.</p> <p>No discussion.</p> <p>Governance Committee met on 8/2/16; Minutes attached.  Focus Group format with library-focused questions was approved.  Z. Snow is arranging contact with Book Club and Clinton Historical Society. B. Burns will meet with former library trustees. A Senior Focus Group will be arranged.</p> <p>Library visibility at meetings could influence/increase Town grant.</p> <p>Oct. 15<sup>th</sup>, 9 am – Noon. Z. Snow offered his home as location.  R. Smith Aldrich will facilitate; proposal pending.</p>	<p>Encourage player participation.</p> <p>Library will not participate.  Board needs to be more active in grant search.</p> <p>M. Pfisterer will organize trustee presence at these meetings.</p> <p>Homework before retreat: five archived webinars.  T. McGuirk will send website information.</p>
<p><b>5) Library Director</b> (Report Attached)</p>	<p>Circulation has increased 10% over last year's number. Audio book circulation is down; collection has been repositioned in library.  <i>Optimistic Aging</i> program will apply for MHLS Outreach Grant.  Library will apply for MHLS Early Literacy Grant.</p>	
<p><b>6) Facilities Planning</b></p>	<p>Part-time handyman is available; Theron is contact person.</p>	<p>B. Relyea will coordinate with Theron and handyman.</p>
<p><b>7) Board Calendar</b></p> <ul style="list-style-type: none"> <li>• <u>New Trustees</u></li>   <li>• <u>LD Evaluation</u></li>   <li>• <u>Annual Meeting</u></li>   <li>• <u>Quarterly Report</u> (Attached)</li>   <li>• <u>Record Retention</u></li> </ul>	<p>More trustees are needed to help shape and support the library.</p> <p>B. Burns encouraged use of one of the formats on MHLS website.  M. Pfisterer and Z. Snow encouraged less formal 5-question self-evaluation with discussion format.</p> <p>Purpose is, again, outreach to the community . . . a pleasant, fun gathering to show off the Library; not a Board business meeting.</p> <p>No discussion.</p> <p>S.E. Fairbanks and T. McGuirk reviewed all Library records and discarded or archived documents. B. Burns organized Policy records.</p>	<p>Each trustee was asked to approach one community member.</p> <p>M. Pfisterer will prepare questions for Board consideration.</p> <p>As there is no precedent, S.E. Fairbanks will take the lead in designing this year's Annual Meeting.</p> <p>No further action.</p>

<ul style="list-style-type: none"> <li>• <u>Trustee in Library</u></li> </ul>		B. Relyea will organize list for four remaining months.
<b>8) Community Speak</b>	None.	
<b>10) Adjournment</b>	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 B. Relyea. . Approved unanimously. The meeting adjourned at 7:45 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, September 12, at 6:30 pm in the Library. All members of the community are welcome to attend.