

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>1) Approval of Agenda Approval of 6/13/16 Minutes Welcome</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>Motion to accept Agenda. Motion by B. Burns; 2nd by B. Relyea. Approved unanimously. Approval of 6/13/16 Minutes Is deferred to the September meeting.</p>
<p>2) Community Speak</p>	<p>E. Werner relayed a community suggestion that the Library include classical music in the lawn music program.</p>	
<p>3) Finance Reports (Minutes attached)</p> <ul style="list-style-type: none"> • Statements June 2016 and July 2016 (Attached) • Full Year Projection (Attached) • 2017 Budget • <u>Bank Account</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 7/7/16 and 8/3/16 and recommends approval of:</p> <ul style="list-style-type: none"> • Transaction Lists – June 2016, July 2016 • Profit & Loss YTD Statements - June 2016, July 2016 • P&L Budget vs. Actual Statements – June 2016, July 2016 <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>Motion to approve June and July Transaction Lists, P&L YTD Statements and P&L Budget vs. Actual. Motion by Z. Snow; 2nd 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>4) Community Outreach</p> <ul style="list-style-type: none"> • <u>Programming</u> • <u>Fund Raising</u> (Minutes attached) 	<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"> • Newsletter #7 (Cost tracking attached) • Sustainability Campaign Focus Groups Town Board Meetings & Budget Workshops • <u>Board Retreat</u> 	<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.</p> <p><u>Coloring</u>: Evening FR event to celebrate National Coloring Day was not well attended. Daytime coloring program has also declined.</p> <p>M. Pfisterer said coloring is popular adult activity in other libraries.</p> <p><u>Sip n Paint</u>: no further action.</p> <p><u>NY Gives Day</u> (Nov. 29) is too close to Annual Appeal.</p> <p><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.</p> <p>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. 15th, 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.</p> <p>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.</p> <p>T. McGuirk will send website information.</p>
<p>5) Library Director (Report Attached)</p>	<p>Circulation has increased 10% over last year's number. Audio book circulation is down; collection has been repositioned in library.</p> <p><i>Optimistic Aging</i> program will apply for MHLS Outreach Grant.</p> <p>Library will apply for MHLS Early Literacy Grant.</p>	
<p>6) Facilities Planning</p>	<p>Part-time handyman is available; Theron is contact person.</p>	<p>B. Relyea will coordinate with Theron and handyman.</p>
<p>7) Board Calendar</p> <ul style="list-style-type: none"> • <u>New Trustees</u> • <u>LD Evaluation</u> • <u>Annual Meeting</u> • <u>Quarterly Report</u> (Attached) • <u>Record Retention</u> 	<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"> • <u>Trustee in Library</u> 		B. Relyea will organize list for four remaining months.
8) Community Speak	None.	
10) Adjournment	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.	Motion to Adjourn. Motion by B. Burns; 2 nd 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.