

**Present:** Barbara Burns, Sue Ellen Fairbanks, Matthew Pfisterer, M.P. Sternberg, Zachary Snow, Teresa McGuirk, Rebekkah Smith Aldrich (MHLS), Eliot Werner (Clinton Town Board)

**Absent:** B. Relyea

TOPIC	DISCUSSION	ACTION
<p><b>Welcome</b>  <b>2) Approval of Agenda</b>  <b>1) Approval of 6/13/16 &amp; 8/6/16 Minutes</b></p>	<p>The Board welcomed Rebekkah Smith Aldrich and Eliot Werner. New Agenda format holds a more interdependent focus and better prepares trustees for discussion and decisions.</p>	<p><b>Motion to accept Agenda.</b> Motion by B. Burns; 2<sup>nd</sup> by Z. Snow. Approved unanimously.  <b>Motion to accept 6/13/16 Minutes.</b> Motion by B. Burns; 2<sup>nd</sup> by M. Pfisterer. Approved unanimously.  <b>Motion to accept 8/6/16 Minutes.</b> Motion by B. Burns; 2<sup>nd</sup> by M. Pfisterer.</p>
<p><b>3) Community Speak</b></p>	<p>None.</p>	
<p><b>4) Library Director’s Appraisal</b></p>	<p>The LD Self-Evaluation was reviewed by the full Board in Executive Session 8/31/16. Feedback was subsequently given to the Library Director. The Board commends the Library Director on the growing positive “buzz” about the library in the community.</p>	<p><b>Motion to approve the 2016 Library Director appraisal and compensation package as discussed in Executive Session on 8/31/16.</b> Motion by M. Pfisterer; 2<sup>nd</sup> by M.P. Sternberg. Approved unanimously. The compensation package will go into effect on 1/1/17 as prescribed in the <i>Personnel Policy</i>.</p> <p>B. Burns thanked M. Pfisterer for managing the evaluation process in a timely and thorough manner.</p>
<p><b>5) Finance Reports</b>                      (Minutes attached)</p> <ul style="list-style-type: none"> <li>• Statements August 2016 (Attached)</li> </ul> <p><b>6) 2016 FY Projection 2017 Prelim Budget</b></p>	<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 8/18/16 and 9/8/16 and recommends acceptance of corrected statements for July 2016 and approval of:                      Transaction Lists – August 2016                      Profit &amp; Loss YTD Statement - August 2016                      P&amp;L Budget vs. Actual Statement – August 2016</p> <p>The committee continued to review and revise the 2016 full year projection, which now suggests a modest surplus.</p> <p>The committee began to formulate a preliminary budget for 2017 based on the 2016 full year projection and conservative assumptions regarding future developments. On the income side, these include no increase in the town grant and no major new outside grants. On the expense side, notable items include a substantial increase in personnel expenses (with the increase caused largely by the assumption that the staff will not have vacancies as it did this year) and the estimated cost of an audit. The result is a large shortfall.</p>	<p><b>Motion to accept the corrected financial statements for July 2016 and to approve the August 2016 Transaction List, P&amp;L YTD and P&amp;L Budget vs. Actual statements.</b> Motion by Z. Snow; 2<sup>nd</sup> by M. Pfisterer. Approved unanimously. Balance Sheets remain subject to discussion with accountants.</p> <p>The 2016 FY Projection was combined with the 2017 preliminary budget in one spreadsheet (attached).</p> <p>B. Burns thanked Z. Snow for leading the development of the 2016 full year projection and the 2017 preliminary budget.</p>

<p><b>7) Board Retreat October 15</b></p>	<p>Z Snow discussed his conversation with the Book Club. There was much enthusiasm and appreciation for how the library is functioning but less enthusiasm, confusion and many questions about the 414 process. B. Burns discussed her conversation with a small group of seniors. Her experience was similar.</p> <p>R. Smith Aldrich discussed her proposal for the board retreat.</p>	<p>Z. Snow plans to meet with the Clinton Historical Society. B. Burns will meet with another book club in the community.</p> <p>Trustees will pre-view the five archived webinars about campaign planning best practices.</p>
<p><b>8) Board Calendar</b></p> <p>Fund Raising</p> <p>Visibility</p> <p>Community Outreach</p>	<p>MHLS Trustees Barry Ramage and Ric Swierat will attend our October meeting. CCL Annual Meeting is changed to December 5 and combined with a holiday party for the community. MHLS Annual Membership Meeting is October 14. T. McGuirk and Z. Snow will attend. Golf Tournament needs more players. M.P. Sternberg and S.E. Fairbanks prepared two CCL baskets for the tournament raffle. M. Pfisterer and Z. Snow will attend the Town Board meeting tomorrow evening. M. Pfisterer presented the schedule for the Town Board's budget workshops. A trustee will be in the library on Sept. 24. Newsletter 8 is being prepared and will arrive Oct. 1 in mailboxes.</p>	<p>There will not be another newsletter in 2016. Instead an info brochure will go out with the Annual Appeal in November.</p>
<p><b>9) Library Director Report (attached)</b></p>	<p>The summer reading focus featured 77 programs and was attended by 133 children. The <i>Concerts on the Library Lawn</i> series was popular. The Girl Scouts have completed the downstairs space. M. Pfisterer reported a positive experience using <i>Consumer Reports</i> on line.</p>	<p>The Board asked the Library Director to review the library's hours of operation and make recommendations.</p>
<p><b>10) Community Speak</b></p>	<p>None.</p>	
<p><b>11) 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 B. Burns; 2<sup>nd</sup> by M. Pfisterer. Approved unanimously. The meeting adjourned at 7:25 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, October 17, at 6:30 pm in the Library. All members of the community are welcome to attend.