

Clinton Community Library Board of Trustees Meeting, 10/17/2016 (6:30 pm – 7:45 pm)

Present: Barbara Burns, Sue Ellen Fairbanks, Matthew Pfisterer, B. Relyea, M.P. Sternberg, Zachary Snow, Teresa McGuirk, Rebekkah Smith Aldrich (MHLS), Ric Swierat and Barry Ramage (MHLS Trustees), Eliot Werner (Clinton Town Board)

TOPIC	DISCUSSION	ACTION
<p>1) Welcome 2) Approval of Agenda 3) Approval of 9/12/16 Minutes</p>	<p>The Board welcomed MHS Trustees Ric Swierat and Barry Ramage, MHLS Coordinator of Library Sustainability Rebekkah Smith Aldrich and Town Board Liaison Eliot Werner.</p>	<p>Motion to accept Agenda. Motion by B. Burns; 2nd by B. Relyea. Approved unanimously. Motion to accept 9/12/16 Minutes. Motion by B. Burns; 2nd by M. Pfisterer. Approved unanimously.</p>
<p>4) Community Speak</p>	<p>R. Cross attended but had to leave for a Book Club meeting.</p>	
<p>5) Financial Report (attached)</p> <p>Budget</p> <p>Sustainability</p> <p>Library Audit</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 9/11/16 and recommends acceptance of: Transaction Lists – September 2016 Profit & Loss YTD Statement - September 2016 P&L Budget vs. Actual Statement – September 2016</p> <p><u>Town Budget General Fund workshop:</u> Z. Snow, M. Pfisterer and T. McGuirk attended. Town Board penciled in a \$2,000 increase in town grant, with no guarantees.</p> <p>Z. Snow reported that a nine-month review of 2016 expenses shows the projection prepared at six months was accurate. We are being very careful about spending. Given the present system of funding the library, large shortfalls are expected to continue; the 2017 shortfall estimate is \$35,000.</p> <p><u>Focus Group:</u> Z. Snow met with Clinton Historical Society. CHS enthusiastically recognized progress of the library but members cited past strong resistance to an additional tax line and the need for supportive information to be disseminated to community..</p> <p><u>Board Retreat (10/15/16):</u> Priorities identified – 1) sustainability, 2) promoting the library in the community, 3) improving functionality, maintenance and access to library. Consensus – go forward with 414 campaign for November 2017.</p> <p>Need to prepare RFP.</p>	<p>Motion to approve the September 2016 Transaction List, P&L YTD and P&L Budget vs. Actual statements. Motion by Z. Snow; 2nd by B. Relyea. Approved unanimously. Balance Sheet remains subject to discussion with accountants.</p> <p>Committee will continue work on 2017 budget for library.</p> <p>Considering the predicted shortfalls, the library reserve on hand and ongoing effort to obtain donations and grants, the Board will need to review whether, absent a successful 414 vote, the library’s current hours and services can continue to be supported.</p> <p>B. Burns will do a focus group with a small book club in community.</p> <p>After election, obtain voter info for petition to be on ballot. Plan strategy for campaign expenses. Begin outreach for sustainability campaign volunteers. Continue to emphasize branding and visibility. Library Director will prepare information packages</p> <p>Prepare RFP for audit.</p>

6) Library Director Report (Attached)	Library Director prepared two more grants, one of which could be applicable to audit expense. The Fall newsletter was mailed. The on-line newsletter is sent each month. Collaboration with community groups continues. The Clinton Business Association will meet at the library this month. Attendance was high at the recent music evening and continues very good at the daytime Tai Chi program. The staff is preparing the Election Day Raffle.	Director emphasized that the library needs to be promoted more, e.g., library tote bags, letters to editor.
7) Fund Raising	<u>Golf Tournament</u> : Raised \$2,050 for CCL. Clinton Gift Baskets and the library tote bags were well received. <u>Annual Appeal</u> : mail mid-November.	Thank you letters will be sent to gift basket donors. FR Committee and LD will collaborate on content of appeal.
8) Building Maintenance	<u>Maintenance</u> : some painting has been done but library building will continue to deteriorate without more extensive maintenance. <u>Lease</u> : Information about library lease is incomplete.	B. Relyea will attend next town budget public meeting and bring situation again to Town Board's attention. B. Relyea will try to find lease documentation.
9) Board Business Visibility	Board Calendar was distributed. Newsletter #8 was mailed to arrive October 1. Monthly on-line newsletter goes to about 900 e-addresses. Quarterly Report to Town of Clinton was submitted. M. Pfisterer and Z. Snow addressed the Town Board Meeting in August. B. Burns addressed the TB meeting in September.	Continue search for trustees. S. Fairbanks will be trustee-in-library on October 29.
10) MHLS Trustees (B. Rampage spoke about his goals as MHLS trustee and informed the Board that Tom Sloan's MHLS contract has been extended for three years. Mr. Rampage shared successful strategies for fund raising and sustainability outreach (e.g., Trivia event on weekend before Super Bowl, collaboration with Omega.) R. Swierat emphasized the importance of collaborating with the community by finding natural connections (e.g., using kids as volunteers helps reach their parents). Given the widening of trustee responsibilities, Mr. Swierat encouraged the Board to look to MHLS for information and training.	
11) Community Speak	R. Cross returned to the meeting, complimented the newsletter and voiced ongoing concern for the deteriorating safety and overall state of the library plant.	
12) Adjournment	The President reminded trustees to send their reports for the next BOT meeting to the Board box prior to the meeting.	Motion to Adjourn. Motion by B. Burns; 2 nd by M. Pfisterer. 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, November 14, at 6:30 pm in the Library. All members of the community are welcome to attend.